

# MISSION STATEMENT

Kapaun Mt. Carmel  
Catholic High School  
is dedicated to the education  
and formation of the total person  
in the image of Jesus Christ.

8506 E. Central  
Wichita, Kansas 67206  
www.kapaun.org  
Telephone: (316) 634-0315  
Fax: (316) 636-2437

## **FRONT COVER**

The theme for the 2017-2018 agenda cover is community. The cover includes a variety of students participating in school activities, mimicking the different parts of our community. We are many parts, but one student body. Cover design by Emily Ostmeyer, class of 2018.

## **NONDISCRIMINATION POLICY**

Kapaun Mt. Carmel High School, within its Catholic philosophy, continues to follow a policy of nondiscrimination with regard to race, color or ethnic origin. Our policy of nondiscrimination refers directly to, but is not limited to, the employment of all school personnel, the acceptance and participation of all students, and the solicitation and acceptance of gifts and donations.

## GUIDELINES

### **STUDENT RESIDENCY**

During the time a student is enrolled at Kapaun Mt. Carmel, he/she must reside with his/her parent(s) or legal guardian.

### **PARISH FAMILY AGREEMENT**

All students attending Kapaun Mt. Carmel Catholic High School under the sponsorship of a parish must have a current Parish-Family Agreement with the sponsoring parish on file in the school office in order to keep their student status active.

### **WITHDRAWAL**

Prior to his or her withdrawal, a student must participate in an exit interview with the student's guidance counselor and either the President or the Principal of the school. Parents may, at their discretion, also participate in the exit interview.

## ACADEMICS

### **GRADUATION REQUIREMENTS**

Kapaun Mt. Carmel's policy is that all students must successfully complete all required credits in order to graduate. All educational costs and fees must be paid and all books and equipment returned before release of the student's diploma. No transcript will be sent or diploma issued if any balance remains.

<u>Areas</u>	<u>Total Credits</u>
Religion*	4
English	4 (exclusive of oral communication classes)

Mathematics	4 (must include Algebra I) or 3 w/ Math ACT of 22+
Science	3 (must include Biology)
Social Studies Government)	3 (must include World History, U.S. History and American
World Languages	1
Physical Education	1 (PE I must be taken in the freshman or sophomore year)
Fine Arts	1
Computer Applications I	.5
Communications	.5 (Communications, Introduction to Debate, Forensics, Advanced Journalism Courses)
Electives	6.5 (Study Skills class is required for those scoring below the 20th percentile on the incoming placement exam)

\* All KMC students must take Religion classes, attend class retreats, participate in all school Masses, and must complete service hour requirements.

### **CUM LAUDE PROGRAM**

The Kapaun Mt. Carmel Cum Laude Program is designed for students who score in the 90th percentile or above on the placement exam and who wish to pursue an accelerated program culminating in the reception of a Kapaun Mt. Carmel Cum Laude Diploma. If they comply with the requirements listed below at the end of the first semester of their freshman year, they will be given full admission to the Cum Laude program.

Once a student elects to pursue the Cum Laude curriculum, the student must take all honors classes in all subjects in which honors classes are offered, in accordance with Cum Laude curriculum. The student must maintain a final semester letter grade of a B or better in all classes to remain in the program, except that the student will be granted a one-time exception to the B or better standard, such that the reception of a single C in a class will not disqualify the student from remaining in the program. The reception of a second C, however, will disqualify the student. Once a student leaves the Cum Laude program, the student cannot be readmitted into the program.

### **BOARD OF REGENTS REQUIREMENTS**

<u>Areas</u>	<u>Total Credits</u>
English	4
Mathematics	4 (one unit each of Algebra I, Geometry and Algebra II) or 3 with ACT Math 22+
Natural Science	3 (one unit must be Chemistry or Physics)
Social Studies	3 (one-half unit of World History, one unit of U.S. History, one-half unit of U.S. Government, one-half unit of elective such as psychology, sociology, US History)

### **HONORS**

The individual's current G.P.A. calculated on a weighted point system determines academic honors at KMC. Students will receive honors according to the following norms:

Superior Honors	4.0 and above
First Honors	3.70 - 3.99
Second Honors	3.40 - 3.69

In order to remain in an Honors course, a student should maintain a minimum semester grade of B-. A student who receives a first semester letter grade of C will be allowed a second semester probationary period to raise their grade to a B or higher. A student who receives a second semester letter grade of C will not be allowed to enroll in future Honors courses in the same curricular area unless an exception is granted by the teacher and the department chair or administration. A grade of D or F automatically

drops a student from the Honors class unless an exception is granted by the teacher and the department chair or administration.

### **ACADEMIC DISMISSAL**

Students are expected to make satisfactory progress toward graduation. In order to continue enrollment at Kapaun Mt. Carmel Catholic High School, students must accumulate credits by the end of each academic year at the following rate:

Freshman	6.0
Sophomore	13.0
Junior	21.0

### **POLICY FOR ACCEPTING OFF-CAMPUS CREDIT**

1. All required core courses must be taken at KMC to receive a Kapaun Mt. Carmel diploma. These classes include: all required Religion, English, Social Studies, Mathematics, Science, World Languages, Fine Arts, Computer Applications and PE classes. Failed courses must be retaken at Kapaun Mt. Carmel.
2. College credit will be accepted at the rate of 1/2 credit for 3 credit hours of college credit. The grade on the transcript will be the grade given by the awarding institution. Permission from the counselors is required before enrolling in off-campus classes.
3. Courses not offered by KMC will be accepted for credit only with the written permission of the department head or counselor.
4. Credit by exam only is not allowed to meet KMC graduation requirements.
5. KMC seniors are required to take a minimum of six classes on campus each semester.

### **SCHEDULE CHANGES**

The following reflects the criteria for which student schedule changes will be considered:

1. Student is not enrolled in a required class or credits to graduate.
2. Student has not met requirements or has received the grade of an "F" in the first semester.
3. A student's schedule is incomplete.
4. A teacher or parent has recommended that the student move to a higher or lower level course.
5. For reasons not listed above, all student-requested course changes will require a \$25 fee, pending available space.

Administrative approval is required when a student requests a change after the 5th calendar day of each semester's beginning. Requests for a specific instructor will not be considered, and every effort is made to maintain class balance. If a student wishes to drop a class later than two weeks after the beginning of the semester, the grade for the dropped class may result in an F on the transcript.

### **GRADES/WEIGHTED GRADES**

There are two official grading periods, one each semester. Grades will be available through parental and student electronic logins and paper grade cards will be mailed to parents at the end of each semester.

When a teacher issues an Incomplete ("I") to a student at any particular grading period, that teacher will have ten school days from the date of the issuance of grade cards to turn in a make-up grade. At that time, the grade will be changed. An "Incomplete" not completed will result in an F grade.

The grading scale for all classes at Kapaun Mt. Carmel Catholic High School is:

%age	Grade	Non-Honors	Honors	AP with AP Test and Grade of B or better
------	-------	------------	--------	--

92-100	A	4.0	4.50	5.0
90-91	B+	3.5	4.00	4.50
83-89	B	3.0	3.50	4.0
81-82	C+	2.5	2.75	2.75
74-80	C	2.0	2.5	2.5
65-73	D	1.0	1.0	1.0
0-64	F	Not Passing		
	I	Incomplete		
The equation for G.P.A. is:		$\frac{\text{total grade points}}{\text{total potential credits}}$		

#### Explanation of Weighted Grades:

The grade point of all earned grades of at least a "B" in honors courses in Math, English, Social Sciences, and Science classes (other than AP courses) will be increased by .5. For an earned grade of "C+," the grade will be increased by .25. In AP courses\*, grades will be increased by 1.0, provided that the student is making at least a minimum grade of "B" in the AP class at the end of the first semester and that the student enrolls to take the AP exam. If a student does not take the AP exam and does not maintain a minimum grade of "B" in the AP class, he or she will not receive the additional AP weight but will receive honors only weight. A grade of "D" does not reflect a difference in weight.

\*AP Calculus I and AP Calculus II are exceptions to the AP test requirement for the additional .5 weight. Students who take these two classes will receive the additional .5 weight if they maintain a grade of "B" or better. As a consequence of this exception, no distinction will be made on the students' transcripts for taking or not taking the AP exam.

#### **STATE ASSESSMENT PHILOSOPHY**

State assessments provide a means to keep the school and the students accountable for meeting minimal state standards in reading, math, science, social studies, and writing. At Kapaun Mt. Carmel Catholic High School, state assessments are a baseline for other assessments that will prepare students for postsecondary education. Kapaun Mt. Carmel Catholic High School expects all students to meet the minimal state standard on each state exam.

To this end, students may receive a grade on each assessment based upon the overall percent correct.

Exceeds Standard

Meets Standard

Approaches Standard

Academic Warning

Grades will be assessed during the semester the results are available in the course the student completed the exam. Parents will be notified about the progress of the student via a generated report during the Fall Parent-Teacher conferences, following the administration of the exam.

If a student does not meet the minimum standard in any state or Diocesan assessment, he or she will attend mandatory remediation sessions with teachers in his or her content area. He or she will

retake the test at the next appropriate time, and he or she will receive an additional test grade added to his or her class in which he or she is currently enrolled.

During the 2017-2018 school year, all state assessments will be administered online. The state assessments will be administered on the following dates:

Subject	Spring semester
Reading	Sophomores test
Math	Sophomores test
Science	Juniors test
Social Studies	Juniors test

## **EXAMS**

Comprehensive or semester exams/projects at the end of first and second semesters will be given according to schedules posted before exam dates. No exams will be given prior to exam dates unless the student receives permission from the administration. Only seniors with an "A" grade and teacher permission may be exempted from semester exams. Students must have all educational costs, fines, etc. paid before they can take exams. Finals will not count for more than 10% of a grade.

Students requesting special testing accommodations must have a current Individualized Learning Plan on file with the counseling department.

## **SPECIAL SCHOOL MASSES, LITURGIES, AND RETREATS**

The Eucharistic Celebration is the source and summit of our Catholic faith and serves as the foundation of Catholic worship. All Kapaun Mt. Carmel Catholic High School students are therefore expected to participate to the fullest extent possible in each All School Mass, Rosary, prayer liturgy, and class retreat. The Chaplain may, at his discretion require alternative prayer service or retreat participation for any student missing a class retreat.

## **SERVICE HOURS**

Kapaun Mt. Carmel Catholic High School maintains a service hours program whereby each student of the school is required to perform certain service hours in each year of the student's tenure here at KMC. Consistent with its mission "to educate and form the total person in the image of Jesus Christ," KMC's service hours program stretches the student to look beyond his or her direct needs or wants and beyond his or her family and immediate community to put into service the gifts that God has given him or her for the benefit of others. This "total formation" aspect of the student's high school experience at KMC is designed to build in the student the virtues necessary to carry on a service-filled life after high school, and after such activities are technically required for further self-advancement.

Students are required to complete a total of 80 hours during their 4 years at KMC: 10 hours of Family service during their freshman year; 15 hours of School service during their sophomore year; 20 hours of Church service during their junior year; and 35 hours of Community service during their senior year. Additionally, each member of the senior class will be required to work at least one shift at the Lord's Diner during their senior year. Other than the Lord's Diner requirement, students may work ahead, but no service can "double count" for hours in multiple categories.

Specific requirements and explanations of the Service Hours Program at Kapaun Mt. Carmel will be disseminated to all students in their religion class during the first semester.

## **GUIDANCE DEPARTMENT**

The Guidance Department is designed to assist students in their educational, vocational, social and personal formation.

Students meet with the counselors for a variety of reasons. The student may wish to get acquainted or seek information that the counselor can provide. Through counseling, some of the difficulty students may experience with scheduling, homework, extracurricular activities or future plans, can be solved. The counselor also offers assistance in planning admission to college, making application for scholarships and interpreting test scores. Counselors have also been trained to assist students with crisis situations or personal problems.

It is highly recommended that each senior meet with his/her counselor early in the senior year.

Students should sign up with the Registrar for appointments to see their assigned counselor.

### **SPIRITUAL DIRECTION**

Spiritual and personal counseling is also available through the Chaplain's Office.

### **TESTING PROGRAM**

The counselors and administration administer various tests in order to help the student discover his/her achievements, interests, attitudes, abilities and aptitudes. Many of the instruments are designed to give the student a better picture of his/her educational development. Test results assist the school in curriculum planning and assessment and help the student in present and future planning.

### **PSAT (9) TEST**

This is a 2.5 hour test administered to all freshmen on *October 11, 2017*. Four academic areas are tested - English, Mathematics, Reading and Science Reasoning. Other sections that students will complete are the following: an interest inventory, a study power assessment, a high school course information section, and a student-needs assessment.

### **PSAT TEST**

The PSAT is a three hour test (reading, writing and language, and math). This test predicts students' performance on the SAT, a college entrance exam for some colleges. All Cum Laude freshmen, all sophomores, and all juniors will take this test on Wednesday, *October 11, 2017*. Juniors who take the PSAT are automatically entered into scholarship competition as administered by the National Merit Scholarship Corporation.

### **ACT AND SAT**

The ACT and SAT measure academic ability and achievement and are required by colleges for admission purposes. Kansas's colleges and the majority of those in the Midwest, require the ACT. Colleges on the East and West coasts generally require the SAT. A student should investigate the school of interest to determine which test is required by the school(s). If undecided, it is a good idea to protect oneself by taking both tests. These are best taken during second semester of the junior year.

Dates and information about ACT and SAT registration can be found on the KMC counseling website or from the counseling department. A student may register after the closing date by paying a penalty in addition to the fee. At the same time the student registers to take the ACT or SAT, he/she may elect to have the score sent to three colleges at no additional cost beyond the testing fee. The student can have scores sent at a later date (for a nominal fee) through their ACT or SAT account.

### **SAT II TESTS**

The SAT II tests are subject area tests required by highly selective colleges and are usually taken after the student has completed the highest level course in a subject or in the fall semester of the senior year.

### **ADVANCED PLACEMENT EXAMINATIONS**

The AP exams grant college placement and/or credit to students if a qualifying score is achieved.

Scores range from 1 to 5. College credit may be awarded for scores of 3 or above. These tests, in selected courses, are administered to qualifying students at Kapaun Mt. Carmel High School in May. Registration and a fee are required for each exam. Registration for and the taking of the AP exam is required to be considered for AP grade weighting for each AP course.

### **2017 - 2018 COLLEGE ADMISSIONS TEST DATES**

The KMC school code (173190) often referred to as the C.E.E.B. code, is the same one used for SAT, ACT and Advanced Placement tests.

The dates on which SAT and ACT tests will be administered are noted on the detailed monthly calendars that are contained within this agenda book. Registration deadlines generally are five to six weeks prior to the test dates, and can be found by either contacting the Guidance Department or the testing companies' web sites.

### **SPECIAL TESTING OF SAT, ACT**

In order for a student to receive special testing for PSAT, SAT or ACT, documentation of a testing disability from a psychologist must be provided to the student's counselor. Documentation must be current within the last 3 years. Documentation from an eye specialist will not suffice. Request for special testing must be scheduled at least six weeks prior to the test date.

## **STUDENT RESPONSIBILITIES**

### **STUDENT IDENTIFICATION CARDS**

Student Identification cards are issued to all students at the beginning of each year. They must be displayed with a KMC lanyard at all times during the school day. They are used to gain entrance to the building and for admission to activities including home games and dances. Failure to display an ID will result in a detention. If a student forgets his/her ID, a temporary one must be borrowed from the front office for the day. This results in a detention and the temporary ID must be returned at the end of the day. Lost ID's are replaced for a \$30 fee, KMC lanyards are \$5 and the plastic display sleeve is \$4. There is to be no additional adornment on the ID and lanyards.

### **STUDENT BEHAVIOR AND DISCIPLINE PROCEDURES**

Students at Kapaun Mt. Carmel Catholic High School are expected to display good Christian values and behavior. KMC and members of its community will be treated with respect and dignity as Jesus Christ has commanded. The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur. Failure to comply with the rules of Kapaun Mt. Carmel Catholic High School will result in, but not be limited to, the following:

### **PARENTAL CONTACT AND/OR CONFERENCE**

A faculty member or administrator may contact the parent or guardian of a student by telephone, email, or letter. The parent or guardian may be asked to make a personal visit to further discuss the situation.

### **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 will result in an automatic detention and demerits being recorded on the student's card. Lost cards will be replaced at a cost of \$5, and the next demerit card in numerical sequence will be issued. Damaged demerit cards will be replaced without charge, and one demerit will be assessed against the student.

As the demerit system is an excellent tool for parents to monitor their students' behavior, parents are encouraged to monitor demerits closely.

Accumulation of demerits during the school year will result in the following:

5 demerits = 1 detention, referral

10 demerits = 2 consecutive detentions, referral, major violation if in 1<sup>st</sup> semester  
15 demerits = 3 consecutive detentions, referral, major violation  
20 demerits = 4 consecutive detentions, referral, major violation and 8 hours of community service.  
25 demerits = 1 - 3 day OSS, parent conference, 8 - 24 hours of community service. A major violation will be assessed and the student will be placed on a contract. Parent conference may be held to determine future attendance at KMC.

Students who receive an excessive number of demerits in a short period of time will be subject to further disciplinary action.

The disciplinary system has two categories, MINOR VIOLATIONS and MAJOR VIOLATIONS.

### **MINOR VIOLATIONS**

Minor violations will be taken care of by staff consequences and/or demerits. Minor violations include, but are not limited to:

- Tardy
- Dress Code
- Food/Gum/Pop
- Littering
- Noise in halls
- Disruptive and/or vulgar language
- Minor misconduct at activities
- Failure to serve teacher detention
- Public display of affection
- Failure to call school office to excuse absence
- Inappropriate behavior
- Disruptive class behavior
- Failure to have student's assigned agenda book in their immediate possession
- Other

Actions not listed above will be handled by the administration as deemed appropriate.

### **MAJOR VIOLATIONS**

After three major violations, students will appear before the administration for a review. After the review, the student's continued attendance at Kapaun Mt. Carmel will be determined. Major violations include, but are not limited to, the following:

- Alcohol/drug, tobacco use/possession/or paraphernalia
- Vandalism
- Theft
- Forgery
- Violation of campus curfew (10:30 p.m.)
- Obtaining unauthorized test material
- Truancy
- Threatening behavior to staff/students
- Refusal to follow instructions of authority
- Disrespect to staff/students
- Use/possession of fireworks, or other materials that may be harmful or disruptive
- Fighting



Being off-campus during school hours without permission  
Cheating  
Lying  
Accumulation of demerits  
Repeated uniform violations  
Removal from class due to behavior problem  
Gang affiliation/gang-related actions  
Bomb threats  
Use and/or possession of illegal drugs  
Use and/or possession of weapons or facsimiles including laser pens  
Inappropriate behavior  
Issuing a false alarm  
Tampering with demerit system  
Sexual harassment, harassment and/or bullying  
Tampering with computer equipment  
Misuse of the Internet  
Violation of KSHSAA Rule 52 concerning sportsmanship  
Soliciting violence  
Accruing 10 or more demerits in the first semester  
Other

Actions not listed above will be handled by the administration as deemed appropriate.

### **DISCIPLINARY ACTIONS**

Consequences for major violations will occur according to the following levels:

- First major violation = Multiple detentions to expulsion
- Second major violation = Out-of-school suspension to expulsion
- Third major violation = Conference with administration to determine continued enrollment at Kapaun Mt. Carmel

### **DETENTION**

#### A. Administrative Detention

Students are required to report to detention when assigned. Detention will be held in the morning from 7:10 to 7:40 p.m. Detention has priority over any school activity. During detention, students will be assigned specific tasks, must be on time, in compliance with the dress code and must bring demerit cards. Absence from, or being late to detention will lead to multiple detentions and/or out-of-school suspension.

#### B. Teacher Detention

Teacher detention will be held by individual instructors for their own students, will be at the convenience of the instructor and will take precedence over all athletics and activities. Students who fail to serve an instructor's detention will serve additional detentions or be referred to the administration for further disciplinary action.

#### C. Detention Room Rules:

Report time is 7:10 AM. No student will be admitted after that time. Failure to report on time will result in additional detentions. Missed detentions will earn the student additional detentions. Illness or previously scheduled appointments are the only acceptable reason for missing detention. Students are expected to be courteous and follow all student handbook rules. Students are to report to detention in school uniform, bring their demerit cards and

have their student IDs. If the student has lost his/her card, he/she needs to see an administrator before attending detention. If there are detentions left to serve at the end of the semester, a minimum of 2 hours community service will be assigned for each detention left to serve.

Students will incur additional consequences if they fail to serve an assigned detention within a series of detentions.

- a. The first time they fail to serve a detention, an additional detention is assigned.
- b. The second offense results in two additional detentions.
- c. The third time they miss an assigned detention, they are assigned three more detentions and their parents are called and informed of the situation.
- d. If they miss an assigned detention for the fourth time, students receive a one day out of school suspension, parents are called and it is a major violation.

### **DISCIPLINE REFERRALS**

1. Parents will be notified in writing of any serious disciplinary problems.
2. Staff members complete a disciplinary referral form when they observe serious disciplinary issues.
3. Disciplinary referral forms are presented to the appropriate administrator, who confers with the individual student, notifies the parents of the referral form, and records the action or recommendation(s) concerning the particular case.

### **TYPES OF SUSPENSION**

Option A. Out-of-School Suspension (OSS): The student is dismissed from school/class for a specified period of time, usually from one to five days, but possibly longer or for an indefinite time span. A SUSPENDED STUDENT WILL NOT BE ALLOWED TO BE ON SCHOOL PROPERTY AT ANY TIME, AND WILL NOT BE ALLOWED TO ATTEND ANY ACTIVITY, ATHLETIC EVENT, PRACTICE OR PERFORMANCE AS A PARTICIPANT OR A SPECTATOR. Missed class time and work due to a suspension will result in ZERO CREDIT for any assignments and tests missed. Although the student receives zero credit, he/she may be required to make up all assignments and tests missed during the suspension period.

Option B. Out-of-School Suspension (OSS): In order to receive credit for work missed during an out-of-school suspension, the student must do community service hours. Eight hours of work will be required for each day of suspension the student is assessed. All work must be ready to turn into teachers upon the student's return from OSS. Community service hours must be completed as directed by school Administrators, usually to be submitted upon the day of the student's return.

### **STUDENT CONTRACTS**

Students with discipline and/or attendance problems may be put on a contract that states, in writing, the guidelines that will dictate the student's continuing enrollment at KMC.

### **EXPULSION**

Expulsion is dismissal from school without the option of re-admittance. Expelled students are not allowed to be on campus or to attend school activities of any kind.

### **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 Kapaun Mt. Carmel Catholic High School. Fights off campus between two KMC students fall under this policy.

Visits to KMC by outside students during normal school hours are not allowed. Necessary and proper visitations will be approved by the administration in advance.

KMC 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.

## **STUDENT PREGNANCY**

### **Introduction**

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 KMC administration has the responsibility for considering the specific circumstances regarding any pregnancy and determining the parties' future attendance at the school.

## **CHEATING**

Cheating will not be tolerated. Plagiarism will be defined in all classes where longer papers and research assignments are given. Plagiarism is considered cheating. Cheating is defined as using unacceptable means to attain academic success. Cheating may include, but is not limited to: copying tests, computer assignments, homework or class work, obtaining verbal assistance or looking on another student's work during a test, using unauthorized test material, or allowing another student to copy any school work.

The consequences for cheating will include:

- 1) Loss of credit on the academic project (test, homework, etc.)
- 2) A discipline referral slip will be sent to parent(s).
- 3) Incident may be assessed as a major violation (see Actions on page 11).

## **SEXUAL HARASSMENT, HARASSMENT AND/OR BULLYING**

Sexual harassment is defined as sexual advances, requests for sexual favors, and/or innuendoes, words or actions of a sexual nature, directed toward any other person, which are unwelcome by the person to whom the conduct is directed and which would be offensive to a reasonable person. If the conduct involved fits this definition, it makes no difference how the conduct was intended. Sexual harassment will not be tolerated at this school and will be treated as a major violation.

Bullying/harassing behaviors can include, but are not limited to teasing, poking, biting, and hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling to suspension from participation in school-related activities and privileges, and disciplinary sanctions up to and including expulsion.

## **DRUG, ALCOHOL AND TOBACCO POLICIES**

A full statement of the Drug, Alcohol and Tobacco policies of Kapaun Mt. Carmel, including relevant definitions, is set out on the KMC website, [www.kapaun.org](http://www.kapaun.org). A summary of these policies

is laid out here. The full statement of the policies is the controlling statement in the event that the full statement conflicts in any way with this summary.

**On-Campus Possession or Under the Influence.** The possession, use, or advocacy for use of illicit drugs, non-prescribed controlled substances, or related paraphernalia, and/or alcohol, and/or tobacco On-Campus or at any KMC function is strictly prohibited. Likewise, the attendance or participation at any time by a KMC student at any KMC function while such student is under the influence of illicit drugs, non-prescribed controlled substances or alcohol is strictly prohibited.

The possession of illicit drugs, alcohol, or controlled substances with the intent to sell or distribute, or the act of selling or distributing such drugs, substances or alcohol On-Campus at Kapaun Mt. Carmel Catholic High School or at any KMC function, either On-Campus or off campus, is antithetical to KMC's mission and destroys the trust necessary to build the type of community KMC wants to create. There is no place at Kapaun Mt. Carmel for those who actively seek to diminish our community. Any such act by any KMC student will result in an immediate recommendation of expulsion.

The KMC administration reserves the right to inspect and test any KMC student who gives the administration reasonable cause to suspect that the student is in possession of or under the influence of tobacco, alcohol, illicit drugs or controlled substances at any time while such student is On-Campus or is attending a KMC function. The KMC administration reserves the right to mandate a breathalyzer test by any student entering a KMC function. The KMC administration reserves the right to search at any time all vehicles that enter KMC's campus, all lockers, and all student book bags, purses/handbags and pencil carriers for the presence of tobacco, alcohol or illicit drugs.

KMC reserves the right to call emergency medical personnel to attend to and transport intoxicated or drug-impaired individuals to the nearest hospital emergency room. Any costs associated with such emergency response are the responsibility of the student's family.

First-offense consequences for violations of this policy include suspension with the possibility of expulsion, depending on circumstances. Second-offense consequences for violation of this policy include an immediate recommendation for expulsion.

**Representation of KMC.** The ability to represent KMC on the athletic fields and courts, performance stages, student government, or in other competitive arenas is a privilege and not a right. Those who are selected for the privilege of membership on teams, squads, performing groups, clubs, and other school organizations shall conduct themselves as responsible representatives of KMC and shall exhibit appropriate behavior, sportsmanship and high moral character on and off the field, court, stage or other venue, in season and out of season, in uniform or costume and out of uniform or costume, on campus and off campus. Students who represent KMC in athletics or activities (Student Representatives) shall also refrain from the possession, use, distribution, sale, or the advocacy or promotion of use of any illicit drugs or alcohol, non-prescribed controlled substances, tobacco, and any related paraphernalia, on or off campus, throughout their tenure at KMC.

Student Representatives are encouraged to self-report violations of this policy. Self-reported violations of the Representation of KMC policy may, in the discretion of the KMC administration, result in lesser consequences for a First Offense or a Second Offense. In addition to possible suspension from school and the possibility of a recommendation for expulsion, Student Representatives who violate this policy are subject to the following consequences:

- First-offense consequences include suspension of the Student Representative from all representation of KMC in contests and/or activities for up to 25% of the full season in which the Student Representative is currently participating or the next season in which the Student Representative will participate (in the case of non-athletic activities or representation, a season may be considered any relevant event, such as a theatrical performance, a concert, a competition or a presentation, and the preparation leading up to such event);
- Second-offense consequences include suspension of the Student Representative from all

representation of KMC in contests and/or activities for the longer of: the remainder of the season or activity in which the Student Representative is currently participating (or will next participate in), or six weeks;

- Third-offense consequences include suspension of the Student Representative from all representation of KMC in contests and/or activities for the remainder of the Student Representative's tenure at KMC.

**Health and Wellness Program.** All students at Kapaun Mt. Carmel Catholic High School are subject to mandatory random drug and alcohol testing throughout their tenure at KMC. Testing under the Health and Wellness Program can take the form of a urine analysis for the presence of illicit drugs or alcohol, hair sample testing for the presence of illicit drugs or markers for binge drinking, or saliva testing for the presence of illicit drugs or alcohol in a student's system.

Drug and alcohol test sampling events will be conducted periodically throughout the school year. All students are initially a part of the random pool from which students may be selected to submit a sample for testing. If a student is selected for submission of a sample, then such student is required to submit such sample, and failure of such student to submit a sample may result in consequences, including suspension from school until the sample is submitted.

Samples will be taken by KMC personnel or KMC's designee in a manner consistent with normal practices in the industry of drug and alcohol testing, and will be marked with strict chain of custody controls to assure integrity of the sample. Samples will be submitted to an independent laboratory for analysis. Results of the analysis will be communicated to the student's parents or guardians as soon as practicable. If a student submits a sample that tests positive for alcohol or illicit drugs, then the following shall apply:

- First-positive consequences include a meeting between the student and at least one of the student's parents or guardians and the KMC facilitating counselor for the Health and Wellness Program. The student will be required to be assessed by a third party expert in the assessment of drug or alcohol addictions. The student will be expected to follow any recommendations that come from such assessment. The student will be re-tested after the passage of 90 days.
- Second-positive consequences include another meeting with the KMC facilitating counselor together with the student's parents or guardians and the KMC Principal. Consequences may include suspension or, in extreme cases, recommendation for expulsion, in the discretion of the KMC Administration. The student will be required to participate in a certified third party drug remediation and rehabilitation program. If the student fails to follow-through with such program or any of its resultant recommendations, then the student's continued enrollment in KMC shall be in jeopardy. The student will be retested after the passage of 90 days.
- A third positive test result at any time during a student's tenure at KMC will be grounds for a recommendation for immediate expulsion.

## ATTENDANCE

We ask that parents and students recognize the need for timely and regular attendance throughout the school year. Ultimately, the decision of school attendance lies with the parents; however, KMC feels that there must be some guidelines allowing for student accountability in the classroom, developing responsible, dependable young adults, and providing an environment in which instruction can occur while leaving the parent in control of student attendance. KMC follows reporting guidelines as established in the Kansas Statutes. Kansas statute makes it mandatory that any child who has reached the age of 7 years and is under the age of 18 be enrolled in school.

In accordance with Diocesan Policy 406 when a student obtains five or more absences in any one block for a semester, parents/guardians will be notified in writing. **If a student goes beyond eight absences in any one block for a semester they will be denied credit for that specific class no matter what their current grade reflects.**

Absences at KMC fall into two categories: EXCUSED ABSENCE and TRUANCY.

### **EXCUSED ABSENCE**

An excused absence is any absence approved by the parent or legal guardian of the student with building principal approval. However, when a student has missed more than eight sessions of any class in a semester, the school will withhold credit. Students arriving after 8:00am will be counted absent. Absences due to school-related activities are not included under this provision.

In order for any absence to be categorized as excused, parents are required to call the school before 10:00 A.M. each day when a student is absent. If this procedure is followed, students can report directly to their first period class the next day they return to school, unless they are tardy. If the parents do not call the school by 10 a.m. each day of the absence, the school will attempt to call the parents. Students for whom the school does not receive parental contact on the day they return to school, will be called to the office and receive demerits until a parental phone call is received. If no parental phone contact is made with the school before 10:00 A.M. on the second day, the absence will be considered truancy, and the consequences of truancy will apply. **NO WRITTEN NOTES OF ANY KIND WILL BE ACCEPTED FOR ABSENCES.** Students must attend classes the last two blocks of the day to be eligible for athletic/activity practice, performance, attendance or competition on that day, unless an administrator has granted prior approval.

### **TRUANCY**

Truancy is defined as any unexcused missed classroom time other than tardiness or not being in an assigned area any time during the school day (this includes being anywhere other than the cafeteria during lunch without a school official's expressed permission). Consequences for truancy are as follows:

1. Parental notification
2. The assessment of a major violation
3. 2-day detention (if first major violation) for a one period truancy  
- or -  
10-day detention (if first major violation) for a truancy of more than one period or suspension
4. Missed class time due to truancy will result in zero credit. All missed class work must be made up.

### **STUDENT ABSENCES AND HOMEWORK**

Parents and students should be aware of the fact that when a student misses classes due to illness, the student is still responsible to do the homework for the classes missed. It is the student's responsibility to get the assignments from his/her teacher or classmates. Assignments must be made up within an equal number of days as the absence lasted, plus one day (e.g. a one day absence would result in having two days to make up work, an absence of two days would result in having three days to make up work, etc.). All student work/tests must be made up within one week of being assigned. TESTS must be made up within an equal number of days as the absence lasted, plus at least one day. This should give the student an opportunity to get feedback from the teacher prior to taking the test. If a student is absent from a class on the day of a previously scheduled test and the student had been in class the class prior to the absence, the student is responsible for taking the test upon returning to school. When students are absent due to reasons other than illness, they should makeup work in advance and are responsible for having the work completed upon their return.

An extended absence is five or more days. Students should email their teachers for any homework missed during absences. Teachers may send materials to the office to be picked up. During short-term absences, students are encouraged to contact other students in each class for the purpose of getting nightly homework.

### **TARDIES**

Any student arriving after 7:50 must go to the office and receive an admit slip. All late students will

receive a demerit unless they are tardy due to a medical appointment. A verification slip from the medical office must be presented to the office upon their arrival when coming from an appointment. Students are considered tardy to their other hours if they are not in the classroom and in place according to the teacher's guidelines when the final bell sounds. If a student is tardy to a class by more than five minutes other than the first block of the day, he/she may be considered absent/truant. In order to be excused from an absence or tardy for blocks 2 through 4 and 6 through 8, a student must have a note from his/her previous instructor explaining the reason for the delay. The consequences for being tardy are:

1. All students tardy for the first hour of the day must report to the front office, and the student will be issued an automatic demerit.
2. All other tardies will result in a demerit administered by the teacher.

### **EARLY DISMISSAL**

If an early dismissal is anticipated, parents/guardians need to call the school at least an hour prior to the early dismissal time requested for their student. Early dismissal slips will be delivered to the student who will present it to the teacher of the class from which he/she will leave. When the student returns from the absence, and before the end of the day, he/she will again report to the office to receive an Admit Pass that will allow him/her admission to class. **NO NOTES WILL BE ACCEPTED FOR EARLY DISMISSAL.** Students dismissed for medical appointments must present a verification slip from the medical office to the office upon their arrival when returning from an appointment.

A student who must leave school due to illness or other emergency **MUST** check out through the nurse or the 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. A student who leaves the school building without going through the above procedures may be considered truant. If illness occurs during the student's free hour, the school must receive parental phone contact before the end of the school day.

## **GENERAL INFORMATION**

### **EDUCATIONAL COSTS AND FEES – NONPAYMENT**

It is customary for schools to charge fees for such reasons as enrollment costs, book rental, graduation costs, transcripts, standardized testing costs, technology licensing and maintenance, labs, field trips, athletics, activities, organizations, or for other educational purposes. KMC works hard to maintain its fee structure as low as possible. It is the policy of KMC that educational costs and fees must be paid when due. KMC has established the following policy regarding nonpayment of costs or fees:

1. The payment of any educational cost or fee is due on the designated due date for such fee. Any nonpayment of a fee must be rectified promptly. If a fee is not paid in full on the due date, then the student or the student's family must make arrangements with the KMC Bookkeeper for the late payment of such fee (monthly, quarterly or by semester payment schedules are examples of arrangements that have been accepted in the past). KMC will not carry forward an outstanding fee balance for more than one semester.
2. KMC reserves the right to discontinue enrollment of any student for whom outstanding educational costs and fees are not paid promptly or in accordance with agreed upon arrangements. However, other consequences may be appropriate. For example, the following sanctions may be imposed if unpaid educational costs or fees have not been adequately addressed by students or their families in accordance with this policy:
  - a. Students may be rendered ineligible to participate in extra-curricular activities, including athletics, activities, field trips, etc.
  - b. Students may be precluded from taking final examinations.
  - c. Students may be precluded from participating in graduation ceremonies.

- d. Students may not continue enrollment at KMC.

### **INCLEMENT WEATHER**

In case of inclement weather, a decision to open late or remain closed will be made by the Superintendent of Catholic schools. In most cases, radio stations should be informed of such a decision by 7:00 A.M. **Please do not call the school**, but listen to the radio or TV. In the event of a cancellation, the administration will determine whether the following school day is an "A," "B" or "C" day. Check the KMC website ([www.kapaun.org](http://www.kapaun.org)) for the information.

### **FOOD, DRINK, GUM**

Eating (breakfast, lunch, snacks, candy, pop, etc.) is restricted to the areas defined under the "LUNCH PERIOD" section. Outside of the defined lunch period, eating is prohibited on campus during school hours. Chewing gum on campus is prohibited at all times. Water is allowed in clear, closeable containers, with the teacher's permission. All offenses will result in appropriate demerits being administered.

### **ELECTRONIC DEVICES**

Electronic devices that interrupt the educational process, such as cellular phones, headphones, smart watches, etc., may not be used during school hours. All cell phones/electronic devices must be turned off and kept in the students' lockers from 7:50-3:00. Students on free periods may not use cell phones in the building. Violation of this directive will result in two detentions and the device will be confiscated. The second offense results in a three day detention and a parent/guardian needs to pick up the electronic device after the third detention is served. The third offense is a four day detention, parent/guardian picks up device after the fourth detention is served and the device cannot be brought back to school for the remainder of the school year. Confiscated cell phones/electronics can be picked up at the office **only after the greater of either the assigned detentions or all detentions in a series are served. KMC administration has the right to monitor, access, retrieve, read and disclose information and/or data stored in electronic devices on campus.**

In order to gain access to the school's computer network or use a Kapaun Mt. Carmel owned computer device, a technology usage agreement must be signed by the student and the student's parent or guardian. Only school-issued devices are allowed access to the school's wireless network.

### **STUDENT HEALTH**

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

HEALTH RECORDS – The state of Kansas requires that all students be adequately immunized before attending school. KMC will adhere to the Kansas state law of insuring all students' compliance with the current immunization statutes. KMC has adopted the policy, as set forth in K.S.A. 72-5211a, which allows for exclusion of pupils from school attendance, who have not complied with the immunization laws. KMC requires a current immunization record be filed in the health room. Anytime a student obtains a new immunization, send written notice from the physician in order to update the file. Upon graduation, two copies of the complete immunization record will be sent home – one is needed for college, the other is for personal records. Immunization records are kept for five years after graduation.

MEDICATIONS AT SCHOOL – Students should arrange to take medication at home if at all possible. When this is not an option and the medication must be given at school, Diocesan policy and guidelines state that a written request signed by BOTH the parent and the physician be submitted for each medication. This includes "over the counter" medications. All medications must be dispensed from the health room. Medication Permit forms are available on the KMC web site. Any student needing to carry an asthma inhaler or an Epi-Pen must have proper paper work on file in the health room. Students are not allowed to carry any medication (including any over the counter medications) with them on school grounds unless the proper paperwork is on file.



COMMUNICABLE DISEASES – Students must be fever free over 24 hours before returning to school. They must be free of any vomiting or diarrhea for at least 24 hours.

ATHLETES – Students who participate in athletics, including pom and cheerleading, must have an annual physical. The Kansas State High School Activities Association physical form must be used. These are available in the front office and at [www.kapaun.org](http://www.kapaun.org). Each athlete must have an emergency health form on file in the Athletic Director's office.

### **CONCUSSION PROTOCOL**

KMC has a concussion protocol for students who sustain concussions during the school year. Once a concussion has been confirmed, the protocol is activated. Concussed students must go through the Return to Learn and Return to Play protocols before being cleared for normal activities. Return to Learn is the period of time a student must have their educational and/or sensory experience modified to accommodate concussion symptoms within the classroom. Return to Play is the period of time the student moves through the KMC Athletic Trainer's protocol before returning to full athletic participation. An athlete cannot complete the Return to Play protocol if the Return to Learn modifications are still in place. See the counseling office for more specifics on the KMC concussion protocol.

### **ACCIDENTS**

Students involved in any type of accident resulting in injury or property damage must report to the front office. Parents will be notified when necessary.

### **LOCKERS AND LOCKS**

All students have been assigned a locker. Students should not switch lockers or locks with other students. Each student is responsible for his/her books and valuables. It is advisable to keep the locker combination confidential. The front office should be informed if a locker or lock does not work properly. Coaches will assign athletic lockers and locks. Students are responsible for the appearance of their locker. Defacement or damage to lockers may result in the student being fined. Lockers are the property of the school and are, therefore, subject to examination by the administration. Students must use only school-owned locks. Personal locks will be cut off and will not be replaced by KMC.

### **BOOK BAGS AND BACKPACKS**

All book bags and backpacks must be able to fit inside the student's assigned locker and must remain in his or her locker during school hours.

### **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. Kapaun Mt. Carmel Catholic High School is not responsible for the replacement of lost or stolen property.

### **TELEPHONE MESSAGES AND DELIVERIES**

Telephones in the front office are not for student use, unless it is an emergency, nor will students be called to the telephone. Messages will not be delivered unless they are emergencies and the office is notified by a parent/guardian. Flowers, balloons and other deliveries may be picked up by students in the front office at the end of the school day.

### **SENIOR FREE HOUR**

Seniors staying in the school building or returning from their free hours must remain out of corridors, locker areas and other restricted areas until a passing period. Students may go to the cafeteria, commons, library or senior lounge. Violators of this policy will be issued the appropriate demerits. BY WRITTEN APPROVAL, PARENTS/GUARDIANS ACCEPT ALL LIABILITY AND RESPONSIBILITY FOR THEIR STUDENT'S OFF-CAMPUS ACTIONS.

## **PARISH SERVICE**

Certain juniors are allowed to go to their parish for parish service during the 4th or 8th block. These students are to check out from the office each day before the 4th/8th block bell rings. Following check out, they are to go directly to the parish. Parish service students can be dismissed to go home when they are not required to go to the parish due to a conflict in schedule with KMC or the parish, with parent approval (a parent must call the front office). If a parent does not approve the early dismissal, the student will report to and remain in the KMC library for that block. Failure to follow the above procedures may result in a major violation and/or removal from parish service.

## **SCHOOL BUILDING HOURS**

The school will open at 7 a.m. and will close at 4 p.m. during the school week. Students should be out of the building by 3:30 p.m. unless they are conducting business with a teacher, coach, or advisor. Students waiting to be picked up after 3:30 p.m. must wait for their rides in the designated area. The front office is open from 7:30 a.m. until 4:00 p.m.

## **VISITORS**

All visitors must report to the front office immediately upon entering the building. They will obtain a visitor lanyard and wear it all times while in the building. During school hours only the main entrance doors by the office are unlocked. All other entrances are locked. Students should not allow visitors entry through any locked doors. This action will result in a detention.

The purpose of student visitors is to introduce them to the educational opportunities provided at KMC. An administrator must approve student visits at least two days in advance of the visit. On the day of the visit, the host student should check in with the appropriate counselor to obtain a pass for the guest. No student visitors will be allowed on campus the day before vacations.

## **LUNCH PERIODS**

During lunch periods, all freshmen, sophomores and juniors must eat in the cafeteria/commons or other designated areas. Each student is responsible for cleaning up the area where he/she has eaten. Failure to do so may result in clean-up duty, demerits or other disciplinary action.

Students are restricted to the cafeteria/commons during the lunch periods. All other areas (parking lot, hallways, lockers, gym and gym lobby, round, library and auditorium) are off limits and will likely result in disciplinary action.

Seniors are free to leave the campus during the lunch period, or to stay on campus and eat in the senior lounge or cafeteria/commons.

## **FIRE AND TORNADO DRILLS**

By Kansas law, schools must hold nine fire drills and three tornado drills each school year.

**FIRE DRILLS:** Instructions for fire drills are posted in each classroom. Drills are held at various hours throughout the year; some are announced, others are not. Complete silence during fire drills is necessary. Once outside, students must move well away from the building to allow subsequent classes to exit safely and quickly.

**TORNADO DRILLS:** Instructions for tornado drills are posted in classrooms throughout the building and are reviewed during the first tornado drill of the year. Students are to follow directions given them by instructors and are to remain quiet.

Disruptive activity during fire and tornado drills is considered serious and will be treated accordingly.

## **ASBESTOS**

Kapaun Mt. Carmel Catholic High School continues to be in compliance with all federal and state asbestos regulations. This includes the inspection and subsequent management plan. A copy of the updated management plan is on file in the Principal's office. It is available to review at your convenience during regular building hours.

## **DANCES**

A number of dances are sponsored throughout the year by various student organizations. Students wishing to attend a dance must bring their Student Identification Cards. Students are expected to adhere to reasonable standards of dress and conduct at these events. Some dances are held for KMC students only. Occasionally, for major dances, guests from other schools will be allowed. On those occasions, students need to complete and turn in to the office an "Event Guest Pass" form prior to purchasing tickets for the dance. Event Guest Pass forms are available in the office. KMC students are responsible for their guest's behavior. Only juniors and seniors are allowed to bring out of school dates to dances. The administration reserves the right to deny admission to any guest, and to administer Breathalyzer tests.

At all dances, admission will be denied after one hour past starting time unless prior arrangements have been made with the administration. When a student leaves a dance, he/she is not allowed to return.

## **POSTERS**

1. Posters are to be approved by the sponsor of the organization and the administration before being displayed in school or at outside activities. Posters must be brought to the administration at least 24 hours prior to being hung in the building. Each poster will receive a stamp of approval. Any poster without this stamp will be taken down.
2. The organization putting up the poster is responsible for removing it on the first school day after the event.
3. Posters may not be placed or hung in the round, from ceilings or outside glass, and must not cover any doors.
4. Outside groups must obtain permission from the administration to hang posters.

## **KMC PARENT TEACHER ORGANIZATION**

Recognizing that parents are the first and best educators of their children, it is essential that parents and KMCCHS work together in a spirit of harmony to develop, promote and protect the vision and mission of KMCCHS. The KMC PTO's purpose shall be to communicate and cooperate with the KMCCHS administration, faculty, staff and students to improve the quality of education of each student in spiritual, academic, athletic and social activities.

The KMC Parents Club and KMC Booster Club are support organizations operating under the auspices of the KMC Parent Teacher Organization.

## **KMC PARENTS CLUB**

The KMC Parents Club promotes the academic endeavors and social activities of our KMC community through service, parent input, hospitality and funding. The organization is open to all parents. Meetings are the second Wednesday of the month (KMC Media Center 7 p.m.).

## **KMC BOOSTER CLUB**

The KMC Booster Club is an organization of parents and alumni, which was formed to raise funds for various academic and extracurricular activities needs within the school.

## **PARKING LOT**

Efforts are made to allow juniors and seniors to park on campus. Any extra parking spaces are made available to sophomores. Freshmen are not allowed to park on school campus. The only cars that can be parked on campus during school hours are those cars which:

1. Are properly registered with the office.
2. Have a valid KMC parking permit displayed in the proper manner.

The parking fee is \$40 per semester, per permit. Students who purchase a parking permit will have a designated parking area. No student should park in the faculty parking lot or visitor parking lot at any time. Students who will be driving must fill out parking forms and return them to the office at registration. With the exception of senior lunches and those students who have a free

hour, the parking lot is off limits during the school day.

Fines of \$20 will be assessed for the following violations:

1. Parking anywhere on campus except in a legally marked (between the lines) parking space in the student lot or assigned student parking areas.
2. Transfer of permit to another person.
3. Taking up more than one parking space.

Fines of \$30 will be assessed for the following major violations:

1. Speeding anywhere on campus. (There is a 10-mph speed limit in all parking lots on campus.)
2. Reckless driving anywhere on campus.
3. Tampering with another vehicle on campus.
4. Playing loud music from car.
5. Intentionally setting off a car alarm.
6. Driving around speed bumps.
7. Driving on lawns or fields.
8. Parking in another student's reserved space.
9. Parking a non-registered vehicle on campus.

Major fines will be as follows:

1. First fine - \$30.
2. Second fine - \$40.
3. Third fine - \$50 and/or immediate forfeiture of all parking privileges for the remainder of the school year.

After students have arrived on campus, they will not be able re-enter the parking lot until the end of their natural school day except for senior lunches. Students should plan accordingly and not utilize vehicles as lockers. Students who need to go to their cars during the school day must go to the office for permission. They will need to be escorted and one demerit may be issued.

The administration may revoke parking privileges at any time. Students may be asked not to set car alarms if their alarm constantly activates, disrupting class. In the event a student forgets or loses his/her permit, he may purchase another from the Activities Director's office before 7:50 a.m. All of the above rules and policies will be in effect any time a student drives/parks on campus.

PARKING LOTS, SCHOOL BUILDINGS AND THE REST OF THE SCHOOL CAMPUS ARE OFF LIMITS AFTER 4 P.M. MONDAY-FRIDAY AND THROUGHOUT THE WEEKEND, UNLESS THE STUDENT IS INVOLVED IN A SCHOOL ACTIVITY.

### **OFF CAMPUS PARKING**

Under a longstanding agreement with the residents of the Brookhollow neighborhood, KMC students are not allowed to park on the east side of Tara south of Central. Additionally, parking is prohibited on both sides of Tara north of Douglas, and on Longford both north and south of Central.

## **LIBRARY**

Library hours are from 7:15 a.m. to 3:45 p.m. each school day. The main purpose for using the library is to study; thus, quiet time must be observed. Students who use the library before and after school, as well as during their free periods, need to remain in uniform. No food is allowed in the library, and bottled water should be kept away from computers. The cell phone and backpack policies for KMC apply in the library, as well, and students should not have their phones or backpacks with them in the school library. Students who do not abide by these guidelines could be issued demerits or detentions, could have their phones sent to the office, and/or could be asked to

leave the library.

**BORROWING MATERIALS:** All materials will need to be checked out through the librarian. In order to check out materials, students will use their identification cards with bar codes that indicate the student identification number. If a student does not have his/her ID card, the student may ask the librarian to look up his/her account. Most materials are checked out for four weeks and may be renewed once for an additional four weeks.

**COPY MACHINE/PRINTERS:** The copy machine in the library charges 10 cents per copy. The printers are free of charge, BUT students should not print more pages than necessary.

**FINES:** Once a book is a week late, 10 cents per day is charged to the student. Damage to books beyond reasonable wear, and all lost books, are the responsibility of the student to whom the book is signed out. The full cost of the book will be charged to the student. Any labels that are removed from books or materials will result in a fine of \$5, and two demerits will be assigned.

**INTERNET:** In order for a student to use the Internet at KMC, an Internet Agreement form must be signed by the student that he/she will comply with the expectations of Catholic decency and morality.

## ATHLETICS AND ACTIVITIES

KMC participates in athletic and other interscholastic activities as a member of the Greater Wichita Athletic League and the Kansas State High School Activities Association.

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Football Cross Country (G&B) Tennis (Girls) Golf (Girls) Volleyball (Girls) Soccer (Boys) Cheerleading /Pom Pon	Basketball (G&B) Wrestling (Boys) Cheerleading Pom Pon Swimming (Boys) Bowling (G &B)	Baseball (Boys) Softball (Girls) Track (G&B) Golf (Boys) Tennis (Boys) Soccer (Girls) Swimming (Girls)

During any one specific sport season, it is permissible for a KMC athlete to participate in outside competition in another sport as long as the athlete is wholly committed to the KMC sport and agrees to attend all practices and competitions. High school athletic seasons are relatively short and intense compared to club sports, and given the strength of our league and 5A-state competition, KMC needs its athletes to be totally committed to its teams. Interscholastic athletics at KMC require that athletes make the sacrifice of dedicating all available resources to the success of our teams. It is permissible for KMC athletes to participate in two separate KMC sports simultaneously because it can be said that the athletes involved are giving all of their time and effort for the benefit of the KMC athletic programs rather than for outside agencies or organizations.

### **NON-ATHLETIC ACTIVITIES**

Student Council	Thespians	Forensics	Robotics
French Club	Yearbook	College Bowl	Vocal Music

Debate	Crusaders for Life	National Hr. Society	Computer Club
Drama	Ecology Club	Spanish Club	
Science Olympiad	Applied Science and Astronomy Club	KAY Club	

### **ATHLETIC/ACTIVITY ELIGIBILITY**

Kapaun Mt. Carmel Catholic High School falls under the auspices of the KSHSAA guidelines. The KSHSAA rules require that for any student to be eligible for participation, he/she must:

1. Have passed at least five subjects of unit weight the previous semester or last semester of attendance.
2. Be enrolled in and attending a minimum of five subjects of unit weight during the present semester.
3. Be a bona fide undergraduate member of his/her school and in good standing. A student who is under suspension or whose character or conduct brings discredit to the school or to the student is not in good standing. Administration has the authority to determine whether a student is in good standing.
4. All students participating in interscholastic athletics and cheerleading must have on file a physical examination form and a statement of their parents' consent to participate.
5. Students may not engage in outside competition in the same sport during a season in which they are representing their school.
6. Kapaun Mt. Catholic Carmel High School cannot offer any financial assistance to non-Catholic students who are declared eligible for activities unless it is approved under KSHSAA rules.

In conjunction with KSHSAA rules, the following KMC eligibility guidelines are in effect:

At each progress report period (approximately 4-½ weeks), those students who earned three or more D's and F's or two F's become ineligible in two weeks if the student does not show satisfactory progress toward raising all D and F grades. The student must personally submit weekly grade check forms to the Athletic Director to verify that the student is continuing to make satisfactory progress. Any student failing to make satisfactory progress any time after the initial two-week period may be declared ineligible until satisfactory progress is made on the next grade check (at least one week).

- The student will have the right to an appeal. That appeal will be initiated through the Principal. The decision of the Principal will be final. The appeal must be initiated within 24 hours of grades being posted.
- If a student who qualifies for and receives academic accommodations falls below the KMC academic eligibility guidelines, the administration will determine appropriate consequences for the student consistent with the mission of this school.

### **KMC SPORTSMANSHIP**

While attending athletic or other school-sponsored activities, all students' actions are to be supportive of the KMC team rather than negative toward its opponent. Students who display conduct not in keeping with the intent of this statement will be restricted from attending games and activities. Repeated violations may lead to permanent restriction from activities, suspensions or probation.

## **GWAL CONTEST EJECTION POLICY FOR COACHES AND ATHLETES**

Any coach, student athlete or spectator who is ejected from an athletic contest for any reason shall be prohibited from participation in the next contest at the same level of competition. In addition, the coach or athlete shall not be permitted to participate in any other athletic contest in the same sport at any level between the above stated contests (varsity, junior-varsity, sophomore, freshman, etc.).

If the ejection takes place during the last game of the year (post-season included), the suspension carries over to the first game of the next season (same sport) for non-senior participants.

## **UNIFORM/DRESS CODE REQUIREMENTS**

The purpose of the KMC dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. All parts of the uniform must be neat and clean. Any uniform that is tattered, torn, marked or stained must be replaced at the discretion of the KMC staff. The students' dress at KMC should reflect Catholic modesty. These requirements are in effect during school hours regardless of free periods.

### **BOYS**

**Slacks** - Only khaki pants from Parker Uniform Company will be acceptable. Slacks must be hemmed and in good condition. No side slits, frays, or holes in slacks will be allowed.

**Belts** - Must be worn at all times. Navy blue, black or dark brown belts are allowed. Belts must be one color. Suspenders are not allowed.

**Shirts** - Only a white or light blue oxford dress shirt with a button down collar will be allowed. It must have a breast pocket. It may be short or long sleeved. Shirts should be neat in appearance (ironed if necessary) and must be tucked in at all times so that the belt is visible. Shirts are not to have logos, embroidering, monograms, etc. Turtlenecks are not allowed. Long-sleeve undershirts or T-shirts may not be worn under uniform short sleeved shirts. T-shirts must be plain white (no print, graphics or colors). Shirt buttons must be buttoned, including the top button below the neckline.

**Sweaters** - Only navy blue sweaters from the Parker Uniform Company (cardigan, V-neck, pullover, ¼ zip or sleeveless vest) are allowed. The only sweatshirts allowed are uniform sweatshirts (with the KMC Crest) purchased from Parker Uniform or from the KMC Spirit Store. . These sweatshirts are considered part of the school uniform and may be worn any time except to all school Masses. NOTE: The sweatshirt with the KMC Crest is no longer an approved uniform item.

**Shoes** - Leather dress shoes, not suede, that are one color in brown or black must be worn. (Sperrys may be worn as long as they are not of contrasting colors, i.e. a navy/brown combination). Athletic shoes, hiking, combat, work shoes/boots are not to be worn. Boots, sandals, or shoes with marking soles are also not allowed. Shoes must completely cover heel and toes and cannot cover the ankles in height. Athletic look - a - like shoes are not allowed. Flip flops and roller shoes are never allowed.

**Socks** - Socks must be worn. Only solid navy blue, black, dark brown or white socks will be allowed.

**Hats/Ball Caps** - Headgear of any type is not allowed to be worn in the building during school hours.

**Ties** - Only the official KMC tie may be worn. The official tie is required on special events, including all school Masses. The tie can be purchased from Parker Uniform Company.

**Sport Coats** - Sport coats are optional, and only navy blue sport coats are allowed.

**Hair** - Executive business style haircuts are required. Hair must be cut off the collar in the back, off the eyebrows and above the ears on the side. Hair must not be so long that it can be pulled

down below the eyebrows. Sideburns are to be no longer than the earlobe. Hair shaved to less than 1/2 inch long will be reviewed for appropriateness by the administration. Patterns and designs shaved into the hair are not allowed. An administrator will determine extreme style or coloring violations.

**Facial Hair** - Boys are to be clean-shaven (no beards or mustaches).

**Jewelry** - Earrings and/or posts are not allowed. Excessive jewelry is not allowed; i.e. multiple/large necklaces, bracelets, nose jewelry, etc. Body piercing is also not allowed to include tongue piercings and gauges in the ears, and tattoos, permanent or temporary, including pencil and ink decoration, as well as makeup, must not be visible.

**Dress for Mass** - Uniform dress is required. A Parker Uniform navy blue sweater or a navy blue blazer, and the official KMC tie must be worn. Sweatshirts and letter jackets are not allowed. Blazers, sweaters, and ties may be removed after Mass. The office does not deliver Mass attire to students on Mass days.

**Spirit Day Attire** - Certain days are designated as Spirit Days. In order to participate, a pass must be purchased from the sponsoring organization. Spirit day attire must be an approved, unaltered KMC T-shirt or sweatshirt, with jeans. **ONLY SOLID COLORED DENIM BLUE JEANS ARE ALLOWED.** Jeans cannot have holes, rips or be badly frayed and cannot be shorts. Only solid colored shirts in KMC primary colors (blue, white, black and gray) with an approved KMC logo are allowed. Tennis shoes, boots and sandals (with straps in back) are allowed. Flip-flops and backless shoes are not allowed. If a pass is not purchased, students should be in school uniform. Students not following these rules will receive a demerit and a detention and may lose Spirit Day privileges.

**Picture Days** - The above guidelines are to be followed for picture days with the exception that shirts must have collars and Spirit Day shirts/sweatshirts are not allowed.

## **GIRLS**

**Skirts** - Girls are required to wear the Parker Uniform skirts designed for KMC. Skirts must reach the knee and must be fully zipped and buttoned so that the waistband is visible. Skirts with tears or marked with ink must be replaced. Pants or leggings may not be worn under skirts.

**Blouses** - Only a white oxford-cloth blouse with a button-down collar will be allowed. It may be short or long sleeved. Blouses should be neat in appearance (ironed if necessary) and must be fully tucked in at all times so that the skirt's waistband is visible. No turtlenecks may be worn under the blouse, and long sleeved undershirts or T-shirts may not be worn under short sleeved shirts. T-shirts must be plain white (no print, graphics or colors). All undergarments should be white or flesh-colored, and unobtrusive. Blouses may not have logos, embroidering or monograms on them. Shirt buttons must be buttoned, including the top button below the neckline.

**Sweaters** - Only navy blue sweaters from the Parker Uniform Company (cardigan, V-neck pullover, ¼ zip or sleeveless vest) are allowed. The only sweatshirts allowed are uniform sweatshirts (with the KMC Crest) purchased from Parker Uniform or the KMC Spirit Store. These sweatshirts are considered part of the school uniform and may be worn any time except to all school Masses. NOTE: The sweatshirt with the KMC Crest is no longer an approved uniform item.

**Socks** - Socks must be worn. Only solid colored navy blue, white or gray socks are allowed. Proper colored tights or pantyhose that form fit the leg may be worn in colder weather. No thermal leggings, pants or other leg wear is permitted if it is thicker than conventional pantyhose.

**Shoes** - Leather low-cut dress shoes that are one color black, brown or navy blue are to be worn. Athletic, hiking, combat, work shoes/boots are not to be worn. Boots, sandals or shoes with marking soles are also not allowed. Shoes must completely cover the toes and heel and cannot cover the ankles in height. Athletic look - a - like shoes are not allowed. Flip flops and roller shoes are never allowed.

**Dress for Mass** - Uniform dress is required. A Parker Uniform navy blue sweater, or a navy blue blazer, must be worn. Sweatshirts and letter jackets are not allowed. Sweaters and blazers may



be removed after Mass. The office does not deliver Mass attire to students on Mass days.

**Hats/Ball Caps** - Headgear of any type is not allowed to worn in the building during school hours.

**Purses** - Oversized purses are not allowed. If a purse is large enough that a normal size textbook or 3-ring binder can be placed in it, it will be considered a book bag or backpack and will need to stay in the locker, not carried from class to class. Purses that are smaller than this may be carried during the school day from class to class. During class purses are to be kept in the tray under desks.

**Hair, Make-up and Jewelry** - Hair must be of a natural hair color, and no extreme styles or colorations are allowed. Make-up should be neat and in good taste. Excessive jewelry (i.e. nose jewelry, multiple/large necklaces and bracelets) is not permitted. No more than two piercings per ear is allowed. Body piercing is also not allowed to include tongue piercings and gauges in the ears, and tattoos, permanent or temporary, including pencil and ink decorations, must not be visible. Only solid colored navy blue, black, white or gray headbands are allowed.

**Spirit Day Attire** - Certain days are designated as Spirit Days. In order to participate, a pass must be purchased from the sponsoring organization. Spirit day attire must be an approved, unaltered KMC T-shirt or sweatshirt, with jeans. No leggings or yoga pants are allowed. **ONLY SOLID COLORED DENIM BLUE JEANS ARE ALLOWED.** Jeans cannot have holes, rips or be badly frayed and cannot be shorts or capri length. Only solid colored shirts in KMC primary colors (blue, white and gray) with an approved KMC logo are allowed. Athletic shoes, boots and sandals (with straps in back) will also be allowed. Flip-flops and backless shoes are not allowed. If a pass is not purchased, students should be in school uniform. Students not following these rules will receive a demerit and a detention and may lose future Spirit Day privileges.

**Picture Days** - The above guidelines also apply for picture days with the following exceptions. Spirit Day shirts/sweatshirts are not allowed on picture days. Dress modestly - bare shoulders, bare midriffs and spaghetti straps are not allowed. Jackets to cover spaghetti straps are not allowed. All skirts/dresses must be at least mid-thigh in length.

**BOYS AND GIRLS**

**Coats/Jackets** - In very cold weather coats or jackets may be worn to school, but they must be removed and placed in lockers during school hours. Uniform sweaters/sweatshirts and letter jackets will be the only coats allowed, unless otherwise indicated by the administration. Flannel shirts, non-uniform sweatshirts, etc., are not permitted. Coats, jackets and sweaters, when allowed, should be worn, not tied around the waist.

**Out of Uniform Procedure** - Students who have a bona fide reason to be out of uniform must receive an *Out of Uniform* Pass from the administration ~~before~~ school begins.

**Option** - Girls dress slacks purchased from Parker Uniform will be allowed as part of the uniform.

**Dress Up Days** - Additional dress up days may be approved by the administration through an activity sponsor or coach. Dress up days must be requested and approved at least two weeks in advance of the occasion.

**SCHEDULES**

Normally, one of the schedules below will be followed. On occasion, an assembly or Mass schedule will be followed. Times for those schedules will be posted. All passing periods will be 5 minutes.

**REGULAR DAY – 90-95 MINUTE CLASSES**

**“A” DAY AND “B” DAY**

- First Bell..... 7:45
- Block 1 and 5 w/prayer ..... 7:50 - 9:25
- Block 2 and 6 w/announcements..... 9:30 - 11:10

Block 3 and 7 .....	11:15 - 1:20 w/lunch
3A and 7A .....	11:15 - 11:45 lunch 11:45 - 1:20 class
3B and 7B .....	11:15 - 12:00 class 12:00 - 12:30 lunch 12:30 - 1:20 class
3C and 7C .....	11:15 - 12:50 class 12:50 - 1:20 lunch
Block 4 and 8 w/prayer at end .....	1:25 - 3:00

**“C” DAY – 40-45 MINUTE CLASSES**

First Bell .....	7:45
Block 1 w/prayer .....	7:50 - 8:30
Block 5 .....	8:35 - 9:15
Block 2 w/announcements .....	9:20 - 10:05
Block 6 .....	10:10 - 10:50
Block 3 .....	10:55 - 12:35 w/lunch
3A .....	10:55 - 11:25 lunch 11:25 - 12:35 class
3B .....	10:55 - 11:30 class 11:30 - 12:00 lunch 12:00 - 12:35 class
3C .....	10:55 - 12:05 class 12:05 - 12:35 lunch
Block 7 .....	12:40 - 1:20
Block 4 .....	1:25 - 2:10
Block 8 w/prayer at end .....	2:15 - 3:00

**MASS-DAY SCHEDULE**

First Bell .....	7:45
Block 1 and 5 w/prayer .....	7:50 - 9:10
Block 2 and 6 w/announcements .....	9:15 - 9:20
Mass .....	9:30 - 10:20
Block 2 and 6 .....	10:20 - 11:40
Block 3 and 7 .....	11:45 - 1:35 w/lunch

3A and 7A.....	11:45 - 12:15 lunch 12:15 - 1:35 class
3B and 7B.....	11:45 - 12:25 class 12:25 - 12:55 lunch 12:55 - 1:35 class
3C and 7C.....	11:45 - 1:05 class 1:05 - 1:35 lunch
Block 4 and 8 w/prayer at end.....	1:40 - 3:00

### TEACHER ADVISORY SCHEDULE

First Bell.....	7:45
Block 1 and 5 w/prayer.....	7:50 - 9:20
Block 2 and 6 w/announcements.....	9:25 - 10:55
TA Period.....	11:00 - 11:20
Block 3 and 7.....	11:25 - 1:25 w/lunch
3A and 7A.....	11:25 - 11:55 lunch 11:55 - 1:25 class
3B and 7B.....	11:25 - 12:05 class 12:05 - 12:35 lunch 12:35 - 1:25 class
3C and 7C.....	11:25 - 12:55 class 12:55 - 1:25 lunch
Block 4 and 8 w/prayer at end.....	1:30 - 3:00

### 2:20 ACTIVITY SCHEDULE

First Bell.....	7:45
Block 1 and 5 w/prayer.....	7:50 - 9:15
Block 2 and 6 w/ announcements.....	9:20 - 10:45
Block 3 and 7.....	10:50 - 12:50 w/lunch
3A and 7A.....	10:50 - 11:20 lunch 11:20 - 12:50 class
3B and 7B.....	10:50 - 11:35 class 11:35 - 12:05 lunch

12:05 – 12:50 class

3C and 7C..... 10:50 – 12:20 class  
12:20 – 12:50 lunch  
Block 4 and 8 w/prayer at end..... 12:55 – 2:20

**1:30 DISMISSAL**

First Bell..... 7:45  
Block 1 and 5 w/prayer ..... 7:50 – 9:00  
Block 2 and 6 w/announcements..... 9:05 – 10:20  
Block 3 and 7 ..... 10:25 – 12:15

---

A lunch..... 10:25 – 10:55 lunch  
10:55 – 12:15 class

---

B lunch..... 10:25 – 11:05 class  
11:05 – 11:35 lunch  
11:35 – 12:15 class

---

C lunch..... 10:25 – 11:45 class  
11:45 – 12:15 lunch

---

Block 4 and 8..... 12:20 – 1:30

**PRAYERS**

**COME, HOLY SPIRIT**

Come, Holy Spirit, enlighten the hearts of the faithful and kindle in them the fire of your love.

V. Send forth your holy spirit, and they shall be created.

R. And you shall renew the face of the earth.

Let us pray. O God, who by the light of the Holy Spirit did instruct the hearts of the faithful, grant us, we beseech you, by the same Holy Spirit, a love and relish of what is right and just, and a constant enjoyment of his comforts.

**HAIL, HOLY QUEEN**

Hail, Holy Queen, Mother of mercy, hail our life, our sweetness, and our hope. To you do we cry, poor banished, children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears. Turn, then most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ.

**PRAYER OF SAINT FRANCIS OF ASSISI (1182-1226)**

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope.  
Where there is darkness, light.  
Where there is sadness, joy.  
O Divine Master,  
grant that I may not so much seek  
to be consoled as to console;  
to be understood as to understand;  
to be loved as to love.  
For it is in giving that we receive;  
it is pardoning that we are pardoned;  
and it is in dying that we are born to eternal life.

### **PRAYER OF SAINT THOMAS AQUINAS (1225-1274)**

Grant me grace, O merciful God, to desire ardently all that is pleasing to You, to examine it prudently, to acknowledge it truthfully, and to accomplish it perfectly, for the praise and glory of Your name. Amen.

### **MEMORARE**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided. Inspired by this confidence, I fly unto you, O Virgin of virgins, my mother. To you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

### **KAPAUN MT. CARMEL CATHOLIC HIGH SCHOOL PRAYER**

Fr. Kapaun, namesake of our school,

We the students, faculty, and administration of Kapaun Mt. Carmel Catholic High School, ask for your intercession to help us to live your legacy through your example.

We pray that we continue to become closer in your **community**, sharing one faith,

By your example of **service**, help us to contribute our talents to the welfare of others.

By the **charity** you gave in administering to wounded and dying soldiers,

Help us to recognize Christ in others, especially the needy and the suffering.

With your witness to live your life in likeness to Christ, may we **reflect** upon our strengths and give them joyfully to serve others most in need of our care. Amen.

### **EXAMINATION OF CONSCIENCE**

I ask you, dear Jesus, to help me celebrate a sincere and honest confession in this Holy Sacrament of Reconciliation. Did my thoughts, words, or actions lead me closer to know, love, and serve God, my neighbor, and myself?

### **COMMANDMENTS**

Is my heart set on God, so that I really love Him above all things, and am faithful to his commandments? Are there false gods of this world that I worship by giving them greater attention and deeper trust than I give to God: money or material goods, superstitions or occult practices, power or control, sensuality, greed or envy? Have I love and reverence for God's name? Have I offended Him in blasphemy, swearing falsely, or taken His name in vain? Have I shown disrespect for the Blessed Virgin Mary and the saints? Do I keep holy the Sabbath, by participating reverently in Mass on Sunday and holy days and giving special attention to my relationship with God? Have I thanked Him for all His blessings? Have I honored, respected and obeyed my parents, teachers and coaches? Have I contributed to the well being and happiness of my family with patience and genuine love? Was I angry, resentful, or hateful in thoughts, words or actions? Did I fail to correct others in a charitable way? Do I have respect for life, from the unborn to the

elderly? Have I used alcohol, drugs, or tobacco? Have I neglected to care for my body by failing to eat, exercise, and sleep well? Do I love God, others, and myself? Have I respected God's gift of sexuality by avoiding impure words or actions, pre-marital sex, masturbation, pornography, impure images/music, and contraception? Have I stolen or damaged the property of others? Have I made restitution of that property? Have I wasted gifts from God? Have I lied, cheated or allowed others to cheat, gossiped, broken confidences, or been uncharitable or slanderous? Have I been impatient or discourteous? Have I coveted the spouse of someone? Have I desired what belongs to others, or been greedy, jealous, or envious of the material possessions of others?

### **BEATITUDES**

Have I been humble, seeking the good for others? Have I reached out to those who grieve or are sad by my words, actions, or prayers? Have I been meek, and accepted the decisions of others for the good of all? Do I hunger and thirst for holiness by my diligent prayer life? Do I lead others to holiness? Do I express my faith outwardly? Have I been merciful to those who have injured me? Have I been pure of heart, focusing on God above all else, then neighbor, then myself? Have I been a peacemaker in my family, at school and at work? Do I strive for a joyful attitude? Have I accepted persecution of my faith, and responded with gentleness and good will?

### **VIRTUES**

Have I prudently searched for the good, then followed that good? Have I justly given each person his or her due? Have I shared my possessions with those less fortunate? Have I forgiven others? Have I asked forgiveness? Have I temperately worked toward balance and self-control in my personal life? Have I worked with sincere diligence and played with genuine joy? Have I faced difficult situations with fortitude, and live out God's plan for my life? Have I faithfully carried out the gospel message in my thoughts and actions? Have I trusted in God's loving and merciful providence? Have I loved God, my neighbor, and myself with an unconditional, sacrificial love?

Lord: help me to be holy and to follow your plan for my life. I love you, Jesus.

### **FIVE STEPS TO A GOOD CONFESSION**

1. Examine your conscience.
2. Be sincerely sorry for your sins.
3. Confess your sins.
4. Resolve and amend your life.
5. After your confession, do the penance the priest assigns.

### **BEFORE STUDY**

Creator of all things, true source of light and wisdom, lofty origin of all being, graciously let a ray of your brilliance penetrate into the darkness of my understanding and take from me the double darkness in which I have been born, an obscurity of both sin and ignorance. Give me a sharp sense of understanding, a retentive memory, and the ability to grasp things correctly and fundamentally. Grant me the talent of being exact in my explanations, and the ability to express myself with thoroughness and charm. Point out the beginning, direct the progress, and help in the completion, through Christ our Lord. Amen.

### **PRAYER BEFORE ANY ACTION**

Direct, we beseech You, O Lord, our actions by your holy inspirations, and carry them on by your gracious assistance, that every prayer and work of ours may always begin with You, and by You happily ended. Through Christ our Lord. Amen.

### **THE BEATITUDES (MATTHEW 5: 3-12)**

Blessed are the poor in spirit; the reign of God is theirs.

Blessed are the sorrowing; they shall be consoled.

Blessed are the lowly; they shall inherit the land.

Blessed are they who hunger and thirst for holiness; they shall be satisfied.

Blessed are they who show mercy; mercy shall be theirs.

Blessed are the pure of heart; they shall see God.

Blessed are the peacemakers; they shall be called sons of God.

Blessed are you when they insult you and persecute you and utter every kind of slander against you because of Me.

Be glad and rejoice, for your reward is great in heaven; they persecuted the prophets before you in the very same way.

### **IN GOD'S SERVICE**

Lord God, whose we are and whom we serve, help us to glorify you to this day, in all thoughts of our hearts, in all the words of our lips, and in all the works of our hands as becomes those who are your servants, through Jesus Christ our Lord.

### **HYMN - GOD OF OUR FATHERS**

God of our fathers, whose almighty hand  
Leads forth in beauty all the starry band  
Of shining worlds in splendor through the skies  
Our grateful songs before Thy throne arise.

Thy love divine hath led us in the past,  
In this free land by Thee our lot is cast,  
Be Thou our Ruler, Guardian, Guide and Stay,  
Thy Word our law, Thy paths our chosen way.

From war's alarms, from deadly pestilence,  
Be Thy strong arm our ever sure defense;  
Thy true religion in our hearts increase,  
Thy bounteous goodness nourish us in peace.

Refresh Thy people on their toilsome way,  
Lead us from night to never ending day;  
Fill all our lives with love and grace divine,  
And glory, laud, and praise be ever Thine.

## MLA Works Cited

The eighth edition of the *MLA Handbook* introduces a new model for entries in the works-cited list, one that reflects recent changes in how works are published and consulted. In the new model, the work's publication format is not considered. The writer creates an entry by consulting the MLA's list of core elements—facts common to most works—which are assembled in a specific order. The MLA core elements appear in the box below:

- 1 Author.
- 2 Title of source.
- 3 Title of container,
- 4 Other contributors,
- 5 Version,
- 6 Number,
- 7 Publisher,
- 8 Publication date,
- 9 Location.

In the new model, then, the writer asks, "Who is the author? What is the title?" and so forth—regardless of the nature of the source.

Because of this fundamental change, the works-cited-list entries produced are different. Below are examples showing what might be overlooked by writers making the transition from the seventh to the eighth edition of MLA.

**Examples:** These are examples of some of the more common citations, but your citation might vary depending on the information available about your resource. When creating your citation use the list of elements 1-9.

### Electronic Sources

Website	Centers for Disease Control and Prevention (CDC), et al. "CDC: Zika Virus." <i>Centers for Disease Control and Prevention</i> , 11 Feb. 2016, <a href="http://www.cdc.gov/zika/">www.cdc.gov/zika/</a> . Accessed 2 Aug. 2016.
Newspaper, online	Knopper, Steve. "How Hip-Hop Lost its Group Dynamic." <i>Wall Street Journal - Eastern Edition</i> , 14 Aug. 2015, pp. D1+. <i>Academic Search Complete</i> , hccproxy.lib.hawaii.edu:2048/login?url= <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=10888871&amp;site=ehost-live">http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=10888871&amp;site=ehost-live</a> . Accessed 23 June 2016.
Magazine, online	Samuels, Allison, et al. "Battle for the Soul of Hip-Hop." <i>Newsweek</i> , vol. 136, no. 15, 9 Oct. 2000, pp. 58-65. <i>Academic Search Complete</i> , hccproxy.lib.hawaii.edu:2048/login?url= <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=3610640&amp;site=ehost-live">http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=3610640&amp;site=ehost-live</a> . Accessed 23 June 2016.



<b>Journal Article, online</b>	Boyer, Holly and Aimee Graham. "Hip Hop in the United States." <i>Reference &amp; User Services Quarterly</i> , vol. 55, no. 3, Spring 2016, pp. 215-218. <i>Academic Search Complete</i> , hccproxy.lib.hawaii.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=114060504&site=ehost-live. Accessed 23 June 2016.
--------------------------------	---

### Periodicals

<b>Magazine, print</b>	Hitchens, Christopher. "Bring the Pope to Justice." <i>Newsweek</i> , vol. 155, no. 18, 3 May 2010, pp. 42-43.
<b>Journal Article, print</b>	Molina, Natalia. "In A Race All Their Own: The Quest to Make Mexicans Ineligible for U.S. Citizenship." <i>Pacific Historical Review</i> , vol. 79, no. 2, May 2010, pp. 167-201.

### Books

<b>Book by one author</b>	Hawthorne, Nathaniel. <i>The Scarlet Letter</i> . Bantam Books, 1986.
<b>Two or more books by the same author</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
<b>Book by two authors</b>	Purves, Alan C. and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . Norton, 1968.
<b>Book by three or more authors</b>	Pratt, Robert, et al. <i>Matters of British Literature</i> . Houghton, 1956.
<b>Book with an author and an editor</b>	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
<b>A work in an anthology</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W.H. Auden, Laurel ed., Dell, 1965, pp. 35 -52.
<b>An edition other than the first</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson, 3 <sup>rd</sup> ed., Houghton, 1987.

"Works Cited: A Quick Guide." *The MLA Style Center: Writing Resources from the Modern Language Association*. Modern Language Association (MLA), 2016. <https://style.mla.org/works-cited-a-quick-guide/>. Accessed 28 April 2017.

*The Purdue OWL*. Purdue U Writing Lab, 2016, <https://owl.english.purdue.edu/owl/resource/747/22/>. Accessed 28 April 2017.

