INTRODUCTION
Welcome to the 2020-2021 year of Kapaun Mt. Carmel Catholic High School (KMC), the 134th year of our existence. Welcome back to our returning students, and welcome to our freshmen and new students. We are happy that you are all a part of the Crusader family. Throughout your tenure at KMC, we pledge our best efforts to provide you with an effective, safe and Christ-centered educational experience, encompassing all four of our pillars of formation – Spiritual, Academic, Athletic, and Social. We are mission driven. Everything we do at KMC is guided by our MISSION to be dedicated to the education and formation of the total person in the image of Jesus Christ.

Our school is grounded in the spirituality of Stewardship, the grateful response of a Christian disciple who recognizes and receives God’s gifts and places those gifts in the service of God and neighbor. This grounding reminds us that all is gift, and we, as stewards, work with our gifts for the greater glory of God. At KMC, stewardship does not dictate that we become “the best.” Rather, it encourages us to do our best at all times, to love and respect our fellow students, teammates, colleagues, and the adults under whose care and charge we have been placed, and, above all, to love God with our whole heart, mind, body, and soul.

Because we are human, we require guidance and rules. This Student Handbook provides the policies and rules under which you will operate while enrolled at KMC. The policies and rules stated here may change, and if they do, we will notify you of the change and publicize it. Please take some time to familiarize yourself with this Student Handbook. If you have questions, please see your counselor, a member of the faculty or the administration. It is better for you to have clarity at the outset, and we will be happy to help guide you in accordance with this Handbook.

We are excited that you have chosen to partner with us for your high school education. Together, we will make this one of the most memorable experiences of your life. May God continue to bestow His bountiful blessings upon Kapaun Mt. Carmel Catholic High School.

PARTNERSHIP OF STEWARDSHIP
The precepts of our Stewardship way of life dictate that the education and formation of our youth are a partnership between the family, the parish and the school. The family freely and generously provides sacrificial and proportionate gifts of time, talent and treasure to the parish, which in turn adopts as a part of its mission the education of the youth of the parish from kindergarten through 12th grade. The school, in partnership with the family and the parish provides the educational and formational opportunities in an exceptional and a uniquely Catholic manner. Because of this three-way partnership, it is KMC’s policy that every student must reside with his or her parent(s) or legal guardian throughout his or her enrollment at KMC, and the family and sponsoring parish must have a current Parish-Family Agreement on file with the school.

NONDISCRIMINATION POLICY
KMC, 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
SPRITUAL FORMATION

SPIRITUAL DIRECTION
KMC is blessed to have as a fulltime member of its staff a Priest of the Diocese of Wichita, who acts as the Institutional Chaplain for the school. The KMC Chaplain is available to students for personal counseling, Spiritual Direction, guidance in matters of the Faith, and for the dissemination of the sacraments, including the sacrament of reconciliation. Schedules for reconciliation will be posted outside the Mount Carmel Chapel in the Round or on the Chaplain’s bulletin board. Students should schedule appointments with the Chaplain for guidance and spiritual counseling.

ALL 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 KMC 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.

RELIGION CLASSES
All KMC students must take religion classes in each semester of attendance. Only the KMC Chaplain, in conjunction with the Principal and the President of KMC may alter this requirement.

SERVICE HOURS
KMC 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 Parish service (to the student’s home Parish) 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 KMC will be disseminated to all students in their religion class during the first semester.
ACADEMIC FORMATION

GRADUATION REQUIREMENTS
All students must successfully complete all required credits in order to graduate. Credits are earned at the rate of 0.5 credits per class per semester. The following are the minimum credit allotments required for the reception of a KMC Diploma.

<table>
<thead>
<tr>
<th>Areas</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion*</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4 (exclusive of oral communication classes)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 (must include Algebra I) or 3 w/ Math ACT of 22+</td>
</tr>
<tr>
<td>Science</td>
<td>3 (must include Biology)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.5 (must include World History, U.S. History and American Government)</td>
</tr>
<tr>
<td>World Languages</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 (PE I must be taken in the freshman or sophomore year)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>.5</td>
</tr>
<tr>
<td>Communications</td>
<td>.5</td>
</tr>
<tr>
<td>Electives</td>
<td>6.5 (Study Skills class is required for those scoring below the 20th percentile on the incoming placement exam)</td>
</tr>
</tbody>
</table>

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

ACADEMIC PROGRESS
Students are expected to make satisfactory progress toward graduation. In order to continue enrollment at KMC, students must accumulate credits by the end of each academic year at the following rate:

- Freshman  6.0
- Sophomore 13.0
- Junior 21.0

LIMITED ALLOWANCE OF OFF-CAMPUS CREDIT
1. All required core courses must be taken at KMC to receive a KMC 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 KMC.

2. College credit in elective classes 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 with the exception of those enrolled in the St. Gianna Catholic Health Academy or WSU Tech.

GRADERS AND GRADING SCALE

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 KMC is:

<table>
<thead>
<tr>
<th>%age</th>
<th>Grade</th>
<th>Non-Honors</th>
<th>Honors</th>
<th>AP with AP Test and Grade of B or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>4.0</td>
<td>4.50</td>
<td>5.0</td>
</tr>
<tr>
<td>90-91</td>
<td>B+</td>
<td>3.5</td>
<td>4.00</td>
<td>4.50</td>
</tr>
<tr>
<td>83-89</td>
<td>B</td>
<td>3.0</td>
<td>3.50</td>
<td>4.0</td>
</tr>
<tr>
<td>81-82</td>
<td>C+</td>
<td>2.5</td>
<td>2.75</td>
<td>2.75</td>
</tr>
<tr>
<td>74-80</td>
<td>C</td>
<td>2.0</td>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>65-73</td>
<td>D</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
<td>Not Passing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The equation for G.P.A. is: 
\[
\text{G.P.A.} = \frac{\text{total grade points}}{\text{total potential credits}}
\]

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 (see “Advanced Placement Examinations” below). 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.

**FINAL 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.

**ACADEMIC HONOR ROLL**

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:

<table>
<thead>
<tr>
<th>Honor Level</th>
<th>G.P.A. Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Honors</td>
<td>4.0 and above</td>
</tr>
<tr>
<td>First Honors</td>
<td>3.70 - 3.99</td>
</tr>
<tr>
<td>Second Honors</td>
<td>3.40 - 3.69</td>
</tr>
</tbody>
</table>

In order to remain in an Honors course, a student must 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.

**CUM LAUDE PROGRAM**

The KMC Cum Laude Program is designed for students who wish to pursue an accelerated program culminating in the reception of a KMC Cum Laude Diploma. The Cum Laude student must take all honors classes, all four years, in all subjects in which honors classes are offered. 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.

Freshmen who desire to be in the Cum Laude program are considered Cum Laude candidates during the first semester of their freshman year. Provided they meet the requirements of the program at the end of the first semester, Cum Laude candidates are invited to elect to be full members of the Cum Laude program during the second semester of their freshman year.

**GUIDANCE DEPARTMENT**

Consisting of the Dean of Students, the Guidance Counselors, and the Registrar, the KMC Guidance Department assists students in their educational, vocational, social and personal formation. Students are assigned a Guidance Counselor alphabetically, and they meet with their Counselor 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 or her Counselor early in the senior year. Students should sign up with the Registrar for appointments to see their assigned Counselor.

SCHEDULE CHANGES
A student's Counselor may effect a schedule change at the student's request. The following reflects the criteria for which student schedule changes will be considered:

- The student is not enrolled in a required class or credits to graduate.
- The student has not met requirements or has received the grade of an “F” in the first semester.
- A student’s schedule is incomplete.
- A teacher or parent has recommended that the student move to a higher or lower level course.
- 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.

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 14, 2020. 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 14, 2020. 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
If a student completes an “AP” level course, then the student is eligible to take the Advanced Placement Examination (AP exams) for such course. 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 KMC in May. Registration and a fee are required for each AP exam. Registration for and the taking of the AP exam is required to be considered for AP grade weighting for each AP course.

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 three 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.

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 KMC, state assessments are a baseline for other assessments that will prepare students for postsecondary education. KMC 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. 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.

State assessments will be administered online. Students will be notified in advance of the exact testing schedule. State assessments will be administered within the spring semester according to the following general schedule:
Subject | Spring Semester
--- | ---
Reading | Sophomores test
Math | Sophomores test
Science | Juniors test
Social Studies | Juniors test

DAILY SCHEDULES

KMC operates under several daily schedules, which are outlined below. Normally, the Regular Day Schedule is followed, which includes a Crusader Advocacy Program (CAP) period every day. Students should pay attention to all announcements to determine whether an alternate schedule is planned in a given week. All passing periods will be 5 minutes.

“A” DAY AND “B” DAY REGULAR DAY SCHEDULE – 90 MINUTE CLASSES

First Bell 7:45
Block 1 and 5 w/prayer 7:50 - 9:20
Block 2 and 6 w/announcements 9:25 - 10:55
CAP Family 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

“C” DAY SCHEDULE – 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
<table>
<thead>
<tr>
<th>Block</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>10:55 - 11:25 lunch</td>
<td>11:25 - 12:35 class</td>
</tr>
<tr>
<td>3B</td>
<td>10:55 - 11:30 class</td>
<td>11:30 - 12:00 lunch</td>
</tr>
<tr>
<td>3C</td>
<td>10:55 - 12:05 class</td>
<td>12:05 - 12:35 lunch</td>
</tr>
<tr>
<td>Block 7</td>
<td>12:40 - 1:20</td>
<td></td>
</tr>
<tr>
<td>Block 4</td>
<td>1:25 - 2:10</td>
<td></td>
</tr>
</tbody>
</table>

**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 with lunch

<table>
<thead>
<tr>
<th>Block</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A and 7A</td>
<td>11:45 - 12:15 lunch</td>
<td>12:15 - 1:35 class</td>
</tr>
<tr>
<td>3B and 7B</td>
<td>11:45 - 12:25 class</td>
<td>12:25 - 12:55 lunch</td>
</tr>
<tr>
<td>3C and 7C</td>
<td>11:45 - 1:05 class</td>
<td>1:05 - 1:35 lunch</td>
</tr>
</tbody>
</table>

**EXTENDED CAP SCHEDULE**

- **First Bell**: 7:45
- **Block 1 and 5 w/prayer**: 7:50 – 9:15
- **Block 2 and 6**: 9:20 – 10:45
- **CAP Family Period**: 10:50 – 11:30
Block 3 and 7 11:35 – 1:30 lunch

3A and 7A 11:35 – 12:05 lunch
12:05 – 1:30 class

3B and 7B 11:35 – 12:15 class
12:15 – 12:45 lunch
12:45 – 1:30 class

3C and 7C 11:35 – 1:00 class
1:00 – 1:30 lunch

Block 4 and 8 1:35 – 3:00

**NON-CAP SCHEDULE – 90-95 MINUTE CLASSES**

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

**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
### 1:30 Dismissal Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:50 - 9:00</td>
<td>Block 1 and 5 w/prayer</td>
</tr>
<tr>
<td>9:05 - 10:20</td>
<td>Block 2 and 6 w/announcements</td>
</tr>
<tr>
<td>10:25 - 12:15</td>
<td>Block 3 and 7</td>
</tr>
<tr>
<td>10:25 - 10:55</td>
<td>A lunch</td>
</tr>
<tr>
<td>10:55 - 12:15</td>
<td>A lunch</td>
</tr>
<tr>
<td>10:25 - 11:05</td>
<td>B lunch</td>
</tr>
<tr>
<td>11:05 - 11:35</td>
<td>C lunch</td>
</tr>
<tr>
<td>11:35 - 12:15</td>
<td>C lunch</td>
</tr>
<tr>
<td>12:20 - 1:30</td>
<td>Block 4 and 8</td>
</tr>
</tbody>
</table>

### ATTENDANCE

**Introduction**

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 he or she 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 8:00 am 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, EMAILS OR TEXTS OF ANY KIND WILL BE ACCEPTED FOR ABSENCES. Students must attend the last two academic classes 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 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. 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 AND IT COUNTS AS AN ABSENCE. Tardiness by more than ten minutes for the first block of the day is considered an absence. 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, EMAILS OR TEXTS 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.

WITHDRAWAL OF ENROLLMENT
Prior to his or her withdrawal of enrollment from KMC, 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.

LIBRARY
The main purpose for using the library is to study and research; 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 is available for use by students at no charge, but no student should abuse this privilege. Students should seek the assistance of the librarian to use the copy machine in the library. The printers are also 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.

ELECTRONIC DEVICES AND THE INTERNET

In order for a student to use KMC supplied electronic devices or the internet at KMC, an Technology Use Agreement must be signed by the student and his or her parent stating that he or she will comply with the tenets therein and the expectations of Catholic decency and morality. Filters and firewalls are established to protect students from accessing information that is contrary to these tenets, and students are forbidden from attempting to subvert or avoid firewalls and filters. Willful breaches of KMC’s Technology Use Agreement may result in revocation of a student’s privilege to use such equipment or receive internet access while at KMC.

SOCIAL FORMATION

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 and must function as a key card. 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. Failure to return the temporary ID at the end of the day will result in a detention until it is returned. Lost ID’s are replaced for a $30 fee, KMC lanyards are $5 and the plastic display sleeve is $2. There is to be no additional adornment on the ID and lanyards.

STUDENT BEHAVIOR AND DISCIPLINE PROCEDURES

Students at KMC 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 KMC 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
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 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:

<table>
<thead>
<tr>
<th>Demerits</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1 detention, referral</td>
</tr>
<tr>
<td>10</td>
<td>2 consecutive detentions, referral, major violation if in 1st semester</td>
</tr>
<tr>
<td>15</td>
<td>3 consecutive detentions, referral, major violation</td>
</tr>
<tr>
<td>20</td>
<td>4 consecutive detentions, referral, major violation and 8 hours of community service.</td>
</tr>
<tr>
<td>25</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 KMC 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**

**Detention**

Students are required to report to detention when assigned. Detention will be held in the morning from 7:10 a.m. to 7:40 a.m. Detention has priority over any school activity.

**Detention Room Rules**

Report time is 7:10 AM. No student will be admitted after that time. Students must be in appropriate school dress code for detention or they will be dismissed. Missed detentions will earn the student additional detentions and/or out of school suspension. Illness or previously scheduled appointments are the only acceptable reasons for missing detention. Students are expected to be courteous and follow all student handbook rules. Students are to report to detention in appropriate school dress code, bring their demerit cards and have their student IDs. If the student has lost his/her demerit card or student ID, then he/she needs to see an administrator before attending detention. If a student is assigned detentions that cannot be served by the end of a semester, then a minimum of 2 hours community service will be assigned for each detention left to serve. No backpacks are allowed in the detention room.

If a student misses an assigned detention, then:

1. The first time they fail to serve a detention, an additional detention is assigned.
2. The second time they miss an assigned detention results in two additional detentions.
3. The third time they miss an assigned detention, they are assigned three more detentions and their parents are called and informed of the situation.
4. 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.

**Major Violation Consequences**

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 KMC

**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.
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 or she may be required to make up all assignments and tests missed during the suspension period.

Option B. Out-of-School Suspension (OSS) w/ Community Service: 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.

**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.

**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.
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, whether physically or in electronic format, such as on social media, 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, electronic media, such as social media, 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.

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 KMC. 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.

DRUG, ALCOHOL AND TOBACCO POLICIES

A full statement of the Drug, Alcohol and Tobacco policies of KMC, including relevant definitions, is set out on the KMC website, 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, including electronic nicotine delivery systems of any kind, 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 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.

SALE OR DISTRIBUTION OR INTENT TO SELL OR DISTRIBUTE

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 KMC 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 KMC for those who actively seek to diminish our community. Any such act by any KMC student will result in an immediate recommendation of 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:

1. 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);

2. 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;

3. 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 KMC 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 students 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.

**ATHLETICS AND ACTIVITIES**

KMC participates in athletic and other interscholastic activities as a member of the Greater Wichita Athletic League (GWAL) and the Kansas State High School Activities Association (KSHSAA).
<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Basketball (G&amp;B)</td>
<td>Baseball (Boys)</td>
</tr>
<tr>
<td>Cross Country (G&amp;B)</td>
<td>Wrestling (Boys)</td>
<td>Softball (Girls)</td>
</tr>
<tr>
<td>Tennis (Girls)</td>
<td>Cheerleading</td>
<td>Track (G&amp;B)</td>
</tr>
<tr>
<td>Golf (Girls)</td>
<td>Pom Pon</td>
<td>Golf (Boys)</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>Swimming (Boys)</td>
<td>Tennis (Boys)</td>
</tr>
<tr>
<td>Soccer (Boys)</td>
<td>Bowling (G&amp;B)</td>
<td>Soccer (Girls)</td>
</tr>
<tr>
<td>Cheerleading /Pom Pon</td>
<td></td>
<td>Swimming (Girls)</td>
</tr>
</tbody>
</table>

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**

Each year, KMC sponsors various clubs and activities, some of which compete at the state level and others of which exist for the further formation and entertainment of KMC students. Clubs and activities vary from year to year, but generally, the following clubs exist on an ongoing basis, and students are welcome to participate as they desire and qualify for such clubs and activities:

<table>
<thead>
<tr>
<th>Club</th>
<th>Activities</th>
<th>Activities</th>
<th>Activities</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crusader Council</td>
<td>Thespians</td>
<td>Forensics</td>
<td>Robotics</td>
<td></td>
</tr>
<tr>
<td>French Club</td>
<td>Yearbook/Paladin</td>
<td>Scholars’ Bowl</td>
<td>Vocal Music</td>
<td></td>
</tr>
<tr>
<td>Debate</td>
<td>Crusaders for Life</td>
<td>National Hr. Society</td>
<td>Computer Club</td>
<td></td>
</tr>
<tr>
<td>Drama</td>
<td>Ecology Club</td>
<td>Spanish Club</td>
<td>Trap Club</td>
<td></td>
</tr>
<tr>
<td>Science Olympiad</td>
<td>Applied Science and Astronomy Club</td>
<td>KAY Club</td>
<td>Band</td>
<td></td>
</tr>
<tr>
<td>Handmaids of Mary</td>
<td>Knights of the Morning Star</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATHLETIC/ACTIVITY ELIGIBILITY**

KMC 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 KSHSSA rules, the following KMC eligibility guidelines are in effect:

**ACADEMIC ELIGIBILITY WITHIN A SEMESTER/SEASON**

Grade checks for athletes will start three weeks after the semester begins with an initial preview check. The next week and every week throughout the semester, grades will be checked. The Dean of Students will conduct grade checks on Monday of each school week. If a student has two or more F’s they are ineligible that week. Students who are ineligible will be notified by the Dean of Students and will meet once a week with the Dean of Students while they are ineligible. Students will become eligible when their weekly grade check improves to less than two F’s.

- The student will have the right to an appeal. That appeal will be initiated through the Principal and 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 the school.

**PHYSICALS AND REQUIRED FORMS**

Students who participate in athletics, including pom and cheerleading, must have an annual physical. The KSHSAA physical form must be used. These are available in the front office and at www.kapaun.org. Each athlete must have an emergency health form on file in the Athletic Director’s office. Other consent forms and parental waivers may be required from time to time. The student physical and all required forms must be turned in to the Athletic Director’s office or the student’s coach prior to the student being allowed to practice with a KMC team.

**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.

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) 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, smart phones and other smart devices, smart watches, headphones, ear buds, 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.

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 ensuring all students' compliance with the current immunization policy. All students attending school in Kansas must be in compliance with the state’s current immunization laws and regulations. Students must have proof of required, up to date, immunizations before attending the first day of school in the Catholic Diocese of Wichita. Parents will be notified if your student does not have appropriate immunizations/documentation.

- The Diocese of Wichita does not accept religious exemptions.
- If a medical exemption is necessary, an annual KCI-FORM B Medical Exemption form must be completed and signed by the student's family licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. All medical exemptions will be validated by the school. If medical exemption cannot be validated, then the student will be excluded from school until validation can occur.

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.

**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 Guidance Department 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 that the student keeps his or her locker closed and locked and to keep the locker combination confidential to avoid loss of personal property. KMC assumes no responsibility for lost or stolen property out of a locker. 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. Students who need to carry a backpack during the day due to an injury must carry a clear backpack. KMC has clear backpacks that can be checked out for short term use. Fannie packs are not allowed to be worn 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. KMC 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. Unsupervised students remaining in the building after school must stay in the commons. They will be considered out of bounds if they are in any other area.

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 fire drills, tornado drills and student security drills each 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.

STUDENT SECURITY DRILLS
Student security drills, including lock down procedures, building evacuation and student accountability drills will be run periodically throughout the school year. Students are to follow directions given them by instructors or over the school public announcement system.

Disruptive activity during fire, tornado or student security drills is considered serious and will be treated accordingly.

ASBESTOS
KMC 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. Students must be picked up 20 minutes following the end of any school related activity/event. Failure to comply will result in the student not being allowed to attend/participate in the next school activity.

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.

**CRUSADER PARENTS ORGANIZATION**

Active parental involvement in the educational activities, spiritual development, athletic contests and social opportunities that KMC affords our students enhances not only the experience of the KMC students, but also the overall KMC community. This is the primary purpose of the Crusader Parents Organization (CPO), which has been reorganized to merge together the KMC Booster Club and the KMC Parents Club.

The CPO supports the students, parents, faculty, staff, and administration of KMC in fulfilling the mission of KMC through appreciation, communication, education, and hospitality. All parents of KMC students are automatically members of the CPO. In order to help fund the many important functions of the CPO, the CPO collects dues. Although membership is not solely dependent upon the payment of dues, the dues ensure that parents are on the rolls of the CPO and provide parents with special opportunities for involvement in their student’s success. For more details on the CPO, go to [www.kapaun.org/parents/crusader-parent-organization-parents](http://www.kapaun.org/parents/crusader-parent-organization-parents).

**PARKING LOT**

Efforts are made to allow juniors and seniors to park on campus. Any extra parking spaces are made available to sophomores on a lottery basis. 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.

Progressive fines, starting at $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 to 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

Through the good graces of our neighbors to the south in the Brookhollow residential development, a limited number of students is allowed to park on the west side of Tara Street on the south side of Central Avenue in Brookhollow. Students are not allowed to park on the east side of Tara south of Central, nor are they allowed to park on any street on the north side of Central. Additionally, no parking is allowed on Longford Street on the south side of Central. Students who park off campus do so at their own risk and should therefore take precautions to protect their cars and not leave valuables inside of them. Students must obey all traffic laws when parking off campus and should utilize the lighted crosswalk on Central to access the KMC campus.

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 Schoolbellels 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, embrodiery, 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 Schoolbelles (cardigan, V-neck, pullover, ¼ zip or sleeveless vest) are allowed.

**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 Schoolbelles.

**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. Man buns or pony tails are not allowed during the school day or when students are representing KMC at activities/events.

**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 Schoolbelles navy blue sweater, the approved ¼ zip 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 schol 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 Schoolbelles 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.

Slacks – Only khaki pants from Schoolbelles will be acceptable. Slacks must be hemmed and in good condition with no side slits, frays or holes. Belts must be worn at all times. Navy blue, black or dark brown belts of one color are allowed.

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.

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 Schoolbelles (cardigan, V-neck pullover, ¼ zip or sleeveless vest) are allowed.

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 Schoolbelles navy blue sweater, the approved ¼ zip 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, black 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.

**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.

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**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 consol’d 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.

**KMC PRAYER**
Fr. Kapaun, namesake of our school,
We the students, faculty, and administration of KMC, 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.

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:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1</td>
<td>Author.</td>
</tr>
<tr>
<td>2</td>
<td>Title of source.</td>
</tr>
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</table>
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**

|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**PERIODICALS**


**BOOKS**


STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM

My student and I have received and will review the KMC Student Handbook for the current year:

• We understand that the handbook contains school policies and other information that we may need during the school year.

• We understand that all students of KMC will be held accountable for their behavior in accordance with these policies and will be subject to the disciplinary consequences outlined in the handbook.

• We understand that this handbook may be amended during the year without notice.

• We understand that this handbook, in its latest version, is applicable to all students upon the implementation of any change.

• We understand that the administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

• We agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the handbook.

• We understand that the school has the ultimate authority over the administration of the school and the interpretation of the school’s rules and policies.

• We agree to abide by the policies outlined in the handbook.

Student name printed
Student signature and date

Parent/Guardian name printed
Parent/Guardian signature and date