

# Maur Hill - Mount Academy

Student Handbook

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2025-2026



## Mission

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

## Motto

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

## Benedictine Motto

Ora et Labora (Prayer and Work)

## School Contact Information

**Maur Hill - Mount Academy**  
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Atchison, Kansas 66002-3078

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Website - [www.mh-ma.com](http://www.mh-ma.com)

Email: [frontdesk@mh-ma.com](mailto:frontdesk@mh-ma.com)

## Leadership

Mr. David Trotter, *President*  
Dr. Christi Adams, *Principal*  
Mr. Christian Wessel, *Dean of Students*  
Mrs. Ella Coy, *Counselor*  
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## Staff

Mrs. Chanda Koechner, *Assistant to the President*  
Mrs. Cassie Callahan, *Front Office Administrator*  
Mrs. Martha Koehler, *Admissions Assistant*  
Mr. Eric Bowser, *Business Manger*  
Miss Danielle Fuller, *Events Coordinator*  
Mr. Brian Harris, *Director of Maintenance & Facilities*  
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## Nondiscrimination Policy

Maur Hill-Mount Academy welcomes students of any race, color and national or ethnic origin, and gender and admits them to all rights, privileges, programs, and activities equally.

## Benedictine Core Values

### *Jesus Christ*

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

*“The love of Christ must come before all else.”* RB 4:21

### *Community*

We believe in service to the common good, respect for the individual, virtuous friendship, and the Beatitudes to demonstrate good will, humility, trust, accountability, justice, faithfulness, obedience, peace, and discipleship. *“They should each try to be the first to show respect to the other.”* RB 72:4

### *Conversion of Life*

We believe *conversatio*, a commitment to personal conversion or growth, positively transforms life to pursue continual self-improvement, seeking the truth each day, joyfully beginning again and again, and hoping in God. *“Your way of acting should be different from the world’s way.”*

RB 4:20

### *Love of Learning*

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

*“We intend to establish a school for the Lord’s service.”* RB P:45

### *Listening*

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

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

### *Excellence Through Virtue*

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

*“That in all things God may be glorified.”* RB 57:9

### *Hospitality*

We pledge to uphold the dignity of every human person from the beginning of life to its natural end to be open to the multitude of persons in the human family, God’s greatest treasure and our greatest resource. *“No one is to pursue what is judged best for oneself, but instead, what is better for someone else.”* RB 72:7

### *Stability*

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

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

### *Stewardship*

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

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

### *Prayer and Work*

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

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

## Maur Hill-Mount Academy Faculty 2025 – 2026

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## Maur Hill-Mount Academy Board of Directors 2025-2026

<i>Chair</i>	Dan Pombo '88
<i>Chair Emeritus</i>	Dave Domann '71
<i>Vice Chair</i>	Brian Smith
<i>Secretary</i>	Janelle Hegarty '80
<i>Treasurer</i>	Stephanie Vance
	Abbot James Albers, OSB
	Sr. Helen Mueting, OSB '64
	Chris Hunter '89
	John Kuckelman '90
	Joseph Klebba '07
	Fr. Jay Kythe, OSB
	Sr. Maria Heppler, OSB
	Linis Grikis '86
	Brenda Levinsky '76
	Justin Pregont '05
	Esmeralda Stadthagen
	Mary Leihy
	Peter Helgesen
	Shane Hundley '95
	Sean Mulcahy
	Ann Brady Feise '87

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## Absences/Attendance

### Overview of Kansas Law

The compulsory education law of Kansas requires students to be in school every day and for absences to be taken and tracked to ensure that a sufficient number of days of academic learning are accrued each year.

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

### Archdiocesan Attendance Policies

#### #7300

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

<b>Age</b>	<b>Report To</b>
Seven (7) but under Thirteen (13)	Secretary of Social Rehabilitation Service (or Designee)
Thirteen (13) but under Sixteen (16)	County/District Attorney (or Designee)

Before any report is made that a child is not attending school as required by law, the principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuses. The principal may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Administration, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above.

#### #7310.1

Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt an attendance policy that stresses punctuality and consistent school attendance. The policy will be published in the local school handbook. The Principal (elementary schools) or President (secondary schools) has final decision as to whether or not a child who has had excessive absences shall be promoted to the next grade or readmitted the following year.

Any time a student arrives after the official school day has started or needs to leave prior to the end of the official school day, they must check in at the attendance office. This includes times that a student may arrive during passing periods. Students must always check in if they have missed any class period.

## MH-MA Attendance Policies

- In the event that your student will not be in attendance during any part of the school day, please call the Front Desk 913-367-5482 or email [frontdesk@mh-ma.com](mailto:frontdesk@mh-ma.com) by 8:30am on the date of the absence. Multiple consecutive absences for illness may require a doctor's note.
- Missing 20 minutes of class without a note explaining the tardy is considered an absence from that class period.
- There is no distinction between different types of absences.
- If a student misses seven (7) class periods per semester in any class, a meeting will be scheduled with the parents and student to create a plan of action. This may initiate mandated supervised study hall and/or additional time spent after school to work to complete missing work. **If a student misses ten (10) class periods or more, he/she may lose credit for that class.** Cases will be reviewed individually by the Administration after a mandatory meeting with parents.
- For absences due to personal reasons, such as family vacations and other outside commitments, parents must contact Administration prior to absences. Parents may choose to call their child out of school at any time; however, tardies (coming late to class) and absences (for part or all of the day) can have an effect on students earning credit for those courses missed. Parents can always review the number of absences per class via Alma
- Families will be notified after their child has reached seven (7) absences in 1 or more classes in a semester.
- Absences for school sponsored activities and sports do not count toward the total.
- Junior and Senior students who attend a college visit on a school day may have up to two (2) absences per year that will not count against their total absences. Parents need to notify the Front Desk via email of these college visit days. Sophomore and freshmen students may have one (1) allowed college visit with written notification from parents via email to the Front Desk.
- Parents are asked to communicate planned absences to the school in advance so that teachers give appropriate work ahead of time.

## Extended Absences

Extensions to earn academic credit may be granted by the administration for the following reasons:

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

All extensions are contingent upon the judgment of the administration. Credit for extended absences may be outsourced to a third-party vendor for credit completion.

## Appointments

When a student needs to be released for an appointment, please follow the steps to inform the Front Office. Provide the dismissal time and anticipated time of arrival back at school so that attendance records can be maintained. Please let the office know if the student will be driving themselves or will be picked up for the appointment. If advanced permission has not been received by the Office for dismissal for an appointment, the school must speak to the parent to receive verbal notification before the student will be released.

## Tardiness

Students are expected to be on time to school and to their classes. Arriving at class late for any reason other than an appointment with a note results in a demerit being issued. Missing more than twenty minutes of a class results in an absence of the class unless the arrival is accompanied with a note from a parent. Excessive class tardiness may lead to additional disciplinary action at teacher or administrator discretion.

### **Attendance and Extra Curricular Activities**

A student must arrive prior to 11:30am on the day of an athletic or school activity if they wish to participate. If the student leaves the building for any reason other than a planned appointment, they are not allowed to participate in practice or event on that day. The administration retains discretion for exceptions to this policy.

### **Final Exams**

Academic finals are taken during the last week of the fall and spring semester at a set time for each class. Taking a final early due to a planned absence is up to the discretion of the teacher and administration.

### **Missed Homework Due to Absence**

Students who are absent will be provided sufficient time to make up any work missed. Students need to communicate with their teachers to discuss when missed assignments will be due. Work due the day the student was absent must be turned in the class period following their return. Students have until the next class period upon returning to school to get their work from their teachers, and work will be due the class period after receiving it unless otherwise directed by the teacher. Students are also asked to go to Google Classroom in their absences to attempt to keep up while absent. This will help them in the long run, especially for a lengthy absence.

## **Academics**

### **Academic Probation or Failure**

Students are placed on probation when it is determined by the administration they are not working to their potential and if they are not making appropriate progress toward graduation. This probationary status will be reviewed at the end of each quarter. This review will result in one of the following actions: removal from probation, continuation of probation, or dismissal.

A student who receives three or more F grades in any semester, who has a G.P.A. below 1.75, or who is in violation of his or her academic probation may be dismissed.

### **Class Schedules**

Changes to class schedules at the start of the semester will be made only when it is deemed to be in the best interest of the student's academic progress and goals. Changes need to be discussed with the counselor in consultation with teachers and parents.

### **College Credit Courses**

Students with a 3.25 cumulative GPA or with teacher permission may enroll in courses taught through Benedictine College (BC) for Advance College Credit (ACC) at Maur Hill-Mount Academy or BC's campus. These courses require additional fees such as enrollment, tuition, and purchase or rental of books.

Students need written permission from parents in order to drop an ACC class. Some courses may have enrollment maximums, which may prevent some students from being able to enroll. In the event that there are more students interested in a class than what enrollment allows, student GPA and prior courses will be taken into consideration.

### **College Selection and Post-graduate Planning**

MH-MA holds an annual Northeast Kansas College Fair each spring, inviting representatives from colleges, universities, and the armed forces to visit campus. Additionally, college and service member representatives visit campus during the lunch hour to share about their organizations and assist students in their post-secondary education planning.

### **Curriculum**

The MH-MA Program of Study is found on the MH-MA website outlining degree requirements and course details. The college-preparatory curriculum at MH-MA focuses on students becoming college and career ready with the overall focus on preparing virtuous citizens and future saints in Heaven.

### Homeschool / Part-time Students

Students who attend MH-MA on a part time (less than 5 hours) or homeschooled basis are unable to receive a Maur Hill-Mount Academy diploma. Students are able to walk at graduation and receive their homeschool diploma at that time. Due to the nature of our curriculum, graduating seniors falling under this category will only be able to receive awards for ACT, SAT, and subjects. Part-time students are encouraged to participate in the community and faith life of the school, including attending games and retreats.

### Deficient Credits

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

### Finals

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

### Grades

Grades are given in each class. At the end of the semester, unofficial transcripts can be viewed in Alma. Parents may request a hard copy report card to be sent to them from the school. Final semester grades are the only grades that are recorded on a student's permanent transcript.

### Parent Grade Checks/Alma

Parents are encouraged to routinely check their student's academic progress online via Alma. The academic counselor checks grades each week to ensure eligibility for athletics and activities. Specific questions about a student's academic standing or progress in a course should be directed to the teacher of the course.

### Transcript of Credits

To graduate from Maur Hill – Mount Academy, a student must meet all graduation requirements and be a student for at least three consecutive semesters. Senior transcript of credits will be sent to colleges upon request of the student via Parchment if the student is in good financial standing. All former students utilize Parchment ([www.parchment.com](http://www.parchment.com)) to request their transcript or other academic documents.

### Grade Point Average

Maur Hill-Mount Academy figures GPA on a 4.0 system. Grade points are earned according to the table below for specific types of courses:

Honors/College/ AP Classes	4.25	4.00	3.50	3.25	3.00	2.50	2.25	2.00	1.50	1.25	1.00
Regular Classes	4.00	3.75	3.25	3.00	2.75	2.25	2.00	1.75	1.25	1.00	0.75

### Grading Scale

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

### Graduation Requirements

Refer to the *Program of Studies* found at the Maur Hill - Mount Academy website. When a student is admitted to Maur-Hill Mount Academy, graduation requirements state the minimum expectation required to earn a high school diploma from MH-MA. Graduation requirements remain in effect until the student graduates, based upon their admitted year.

**Homework**

Homework is an essential part of the academic process, and not completing such work on time is detrimental to a student's academic outcomes. Teachers may require students missing homework to remain after school and/or to attend office hours after school. Teachers have late work policies in each course outlining academic penalties for work that is submitted late.

**Honor Roll**

Distinguished Honors are awarded to students with a 4.0 GPA in a given semester. Principal's Honors are earned by those with a GPA of 3.5 or higher, and High Honors are given to students earning 3.25-3.49. A grade of "F" or having an incomplete prevents a student from being on the honor roll. A release will be sent to the local paper.

Parents not wanting their child's name released must notify the school in writing by September 1st.

**National Honor Society**

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

**Replacement Credits**

Students may not take core curriculum courses, department courses required for graduation, from other schools while enrolled at Maur Hill-Mount Academy. If there is a valid reason for a student to take a core curriculum course other than at Maur Hill-Mount Academy, the Principal retains decision-making authority on whether a course will count for MH-MA credit. Failure to have approval prior to enrollment will result in the course (credit) not being accepted.

**ACT/SAT Testing**

Students will be responsible for registering themselves before the deadline to take the ACT or SAT test at our testing site. Failing to register before the deadline for the selected testing date will result in the student having to wait for the next testing opportunity.

All juniors take the ACT at Maur Hill – Mount Academy on a designated testing date in the spring. This test is provided at no cost to the family via a voucher program by the Kansas Department of Education. Students are encouraged to take the ACT and SAT several additional times to make progressive improvement on their scores. Students sign up for a convenient testing date and location in the area through the ACT website. Transportation to and from the testing site is provided for boarding students.

**Translator Policy**

Utilizing a device/app/website with the capability to translate is at the discretion of the teacher. Without express permission, a student may not utilize such tools.

**Valedictorian and Salutatorian**

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

**Technical College Co-Enrollment**

In-district student seniors are permitted to schedule classes at Highland Community College Technical Center. This is done in consultation with the Counselor in the spring of the preceding year. Students must continue to take required classes at Maur Hill-Mount Academy. Students are responsible for their own transportation between MH-MA and HCC Technical Center.

## Accreditation/Memberships

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

- Cognia, Commission on Accreditation and School Improvement
- Kansas Department of Education
- National Catholic Education Association
- Secondary School Admissions Test Board
- Small Boarding School Association
- Catholic Boarding Schools Association
- Department of Children and Families (DCF)
- Kansas State High School Activities Association (KSHSAA)
- Northeast Kansas League (NEKL)

## Activities

### Activities Eligibility

Participation in KSHSAA athletics or activities requires the student-athlete to maintain scholastic eligibility. A student receiving an F or failing to maintain a grade point average of at least 2.00 will be issued an eligibility warning.

Students have one-week of a probationary period to improve their grade/average. If a student fails to reach the level of eligibility, he/she will be ineligible for participation for one week. Ineligible students will be evaluated weekly to ensure satisfactory progress. No further probationary periods will be allowed. During this time of ineligibility, the student may practice, but not suit up, compete, or miss classes for extracurricular activity.

Students must follow the Attendance policy in this handbook to participate in any extracurricular competitions on a given day. Family commitments, such as a funeral, will be considered on an individual basis. A student who leaves school due to illness will not be allowed to participate in extracurricular activities that day.

Maur Hill – Mount Academy is a member of the Kansas State High School Activities Association (KSHSAA) and abides by its guidelines. **KSHSAA guidelines require students to be enrolled full-time (five credits or more) in order to compete.** Student-athletes must be academically eligible and in good standing in their school. Student good standing requires good conduct, positive involvement in school activities, and promotion of a positive school climate. A student-athlete cannot compete if they are suspended or if school administrators decide their behavior reflects poorly on the school or themselves.

Any student charged with illegal activity will be ineligible to participate in athletic contests and practices, along with school activities until the matter is fully resolved, including penalty (i.e. period of detention, fine, court costs) and special condition of probation. Depending on the severity of the activity and after a review by the discipline board (*Discipline Board* section), the ineligibility may be extended or dismissal from team, club, or school may result. The discipline board, in conjunction with the coach, reserves the right to reinstate a student for participation in practices and school activities should it be warranted.

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

### Spectators at Activities

Maur Hill - Mount Academy reserves the right to ban spectators from school activities if inappropriate behavior occurs.

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

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

## **Rule 52 - Sportsmanship Interpretations**

Be courteous to all (participants, cheerleaders, coaches, officials, staff and fans):

- Desirable Behavior – Host cheerleading squads welcome visiting squads; respect shown during National Anthem (hats removed, no talking, never change lyrics or yell mascot at the end); opposing coaches and contestants shaking hands before/after contest; applause during introduction of contestants, coaches and officials; contestants shaking hand of opponent fouling out while both sets of fans recognize contestant's performance with applause; all showing concern for injured contestant; respectfully addressing officials during competition and thanking them for their performance regardless of agreement with all calls; helping opponents up during a game; host school extending hospitality to visiting contestants, coaches, cheerleaders and fans; any supportive chants and cheers which are directed toward your team, i.e. "I believe we can win," "we've got spirit-how about you," "defense-defense" and other such supportive expressions.

Know the rules, abide by and respect the official's decisions:

- Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; contestants utilize the team captain or coach for clarification of the call to maintain positive rapport with officials; accept the decisions of the officials; hand ball to officials; cheerleaders lead fans in positive school yells in a positive manner; cheerleaders lead by coordinating signals and timing of cheers with student body section leaders; cooperate with the news media in interpretation and clarification of the rules.

Win with character and lose with dignity:

- Desirable Behavior - Handshakes between opposing contestants and coaches at end of contest, regardless of outcome; opposing contestants, coaches and fans engaging in friendly conversations before and following contest; treating competition as a contest, not a war; applause at end of contest for performance of all contestants

Display appreciation for good performance regardless of the team:

- Desirable Behavior - Coach/contestants search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.

Exercise self-control and reflect positively upon yourself, team and school:

- Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead; cheerleaders leading by coordinating signals and timing of cheers with student body section leaders to redirect crowd from a controversial call.

Permit only positive sportsmanlike behavior to reflect on your school or its activities:

- Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.

### **Artificial Noisemakers**

Artificial noisemakers (including megaphones, cow bells, thunder sticks, air horns, sirens, etc.) are not to be used, and bands are not to play (including the beating of drums) while the game is in progress, indoors or outdoors. If the host school administration questions the safety or appropriateness of any noise maker it shall not be permitted.

By policy of the KSHSAA Executive Board, use of fireworks, cannons, air concussion cannons, hand-held

explosives, and other devices, is not permitted at any KSHSAA post-season athletic event. Member schools have the authority to determine if they permit such devices at their regular-season events.

## **Admissions & Tuition**

### **Admissions Policy**

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

### **Admissions Status**

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

Admissions decisions require a completed application, interview, and review of all application materials. Students receive an acceptance or denial letter within 14 business days of the interview. If admitted to the MH-MA, one of three statuses is applied:

1. Fully admitted;
2. Admitted with Conditions
3. Admitted on Probation

Statuses can be adjusted. A letter explaining the status change will remain in the student's official file. All admitted students must maintain or improve their status to remain a student at Maur Hill – Mount Academy. A student can be moved from Fully Admitted to on Probation for academic performance or behavioral issues that arise in the residence halls or within the school. A student is either admitted to the residential or to the day program. A student seeking to change from Day to Boarding status or vice versa must consult with the administration and obtain approval. The Admissions Office retains the ability to defer the admission of a student until further information has been provided.

### **Enrollment, Tuition, and Fees**

Maur Hill operates on a rolling-enrollment principle so that a current student is re-enrolled in the next academic year unless parents provide a written intent to unenroll. Notice needs to be provided by March 1 for the year ahead. MH-MA uses FACTS billing system, and families can select different payment plans.

Tuition and fees for the year ahead will be provided to all families by December 15th. For graduating seniors, any balance owed to the school must be reconciled by May 1st.

When a student withdraws, transfers, graduates or is dismissed, official transcripts will not be released by the Registrar until all fees on the student's account due at that time has been satisfied. Maur Hill – Mount Academy will only release health records and unofficial transcripts if an unpaid balance exists at the time of withdrawal, transfer, graduation or dismissal. In some cases this may result in holding the transcript until the payment agreement has been fulfilled or a payoff of the remaining balance has been made. Any situation not specifically covered under the above guidelines shall be handled at the discretion of the MH-MA administration.

While extenuating circumstances may come about in certain family situations, enforcement of the Tuition and Fee Administration Standards will only be suspended with full consent of the President and the Business Manager.

## **Campus Ministry**

### **All School Masses**

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

### **Retreats**

Students at Maur Hill-Mount Academy attend an all-school retreat at the beginning of each semester. Retreats are an integral part to building a stronger community and faith life at Maur Hill-Mount Academy. Each class also has an annual class retreat.

### **Stewardship (Service) Requirements**

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

Students will complete a total of twenty-five (25) service hours per year of attendance at Maur Hill - Mount Academy. Ten (10) of the hours each year are required to be completed in service to the school in the form of working campus clean up days, concession stands, and other duties as requested and approved by faculty and staff. Work completed for other obligations at school (such as NHS, etc.), is not allowed to be submitted as part of the service project requirements.

### **Distinguished Service**

Students are encouraged to serve beyond the minimum requirements. In recognition of distinguished service, a student will be awarded a service honors cord if they complete the minimum service project hours by **April 15th** of their senior year (this number will be adjusted for students who enter MH-MA after their freshman year). The minimum hours needed to earn the Distinguished Service Award is shared with each incoming freshmen class.

## **Code of Conduct**

### **Virtus**

As required by the Code of Ethical Standards and Abuse Prevention Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

### **Pre-Registration**

It is necessary to pre-register for a training session at [www.virtusonline.org](http://www.virtusonline.org). This training helps ensure that our school can maintain a safe environment.

### **Tobacco**

All Maur Hill-Mount Academy students and their guests are prohibited from smoking on or in sight of campus. Use of tobacco or nicotine is prohibited in school vehicles and on school-sponsored trips, as is the possession of tobacco or tobacco paraphernalia. Possession of tobacco, tobacco paraphernalia, or nicotine will result in confiscation and a smoking fine. Students with the smell of tobacco upon their person will receive a smoking fine. If more than one student is found in a bathroom stall, they will each receive a smoking fine. All smoking fines begin at \$100. Those caught providing tobacco products to others will receive a \$100 fine. Each additional offense will face a doubling of the previous fine.

### **Electronic Cigarettes and Related Products**

All Maur Hill-Mount Academy students and their guests are prohibited from utilizing electronic cigarettes (other related products such as e-cigs, vapes, e-hookahs, vape pens, electronic nicotine delivery systems [ENDS], Juuls, etc.) defined by Kansas law as a battery-powered device, whether it's shaped like a cigarette or not, has nicotine or not. Possession will result in confiscation and fines beginning at \$100. If more than one student is found in a bathroom stall, they will each receive a smoking fine. Each additional offense will face a doubling of the previous fine.

### **Weapons and Other Contraband**

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

### **Alcohol and other Drugs**

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

### **Consequences**

Alcohol and drug use violations signify a significant concern for the health of a MH-MA student and the safety and well-being of our school community. The administration retains the discretion to administer consequences appropriate to the circumstances and the student's past behavioral history. Students in the Boarding Program are subject to additional requirements, outlined in the Residence Life section of this handbook.

### **Possible Consequences**

- The student will be subject to a mandatory out of school suspension between three (3) and ten (10) days, or the possibility of expulsion.
- If it is a drug offense, the student must submit to a drug screen, at the expense of the student, parent or guardian.
- Future random testing of the student for drugs and/or alcohol may be required at the expense of the student, parent or guardian.
- If the student participates in school activities, the student will be suspended for a portion of the season (up to and including removal from the team for the remainder of the season) as determined by the administration and coaches.
- Expulsion from MH-MA

Maur Hill – Mount Academy reserves the right to conduct drug and alcohol screenings (including breathalyzer) as it deems necessary. When a drug test is initiated because of individualized suspicion, the student will be charged the drug test fee. Refusal to take the test when asked will be interpreted as an admission of guilt and consequences will be assigned accordingly. Canine searches of school buildings, vehicles parked on campus, and school property may also occur without notice.

### **Bullying**

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

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

Harassment, intimidation or bullying can take many forms including, but not limited to: racial slurs, hate speech, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, physical attacks, threats, or other written, verbal or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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

### **Prevention**

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

### **Procedures**

1. Report of incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures are taken to correct the situation. Overt acts of hate speech are subject to immediate review and may result in immediate suspension during which time directly affected students’ parents will be contacted.
3. Parents/students are made aware of the situation or instance.
4. The school administration will investigate the situation.
5. Parents of students who are directly affected will be contacted about the results of the investigation.
6. Disciplinary efforts will include opportunities to seek restorative justice.
7. Counseling services may be provided/required, after consultation with the parents, if deemed appropriate to the situation.

Each incident will be monitored to ensure repeat offenses do not occur. If an incident reoccurs, measures taken are at the discretion of the school’s disciplinary committee and/or principal.

### **Discipline**

#### **Minor Violations**

Minor violations of the Student Handbook will be tracked and managed through a demerit system. All students are required to carry a demerit card and present it to a staff member upon request. Failure to present a demerit card could result in an automatic detention and demerits being recorded on the student’s card. Lost cards will be replaced by a card at the next level and suffer those consequences. Damaged demerit cards will be replaced without charge if remnants are brought in and one demerit will be assessed against the student from where they were left off.

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

One demerit will be given for most offenses, such as dress code violation, tardiness, non-shaving, etc. More than one demerit can be given at a time if the offense warrants or other inappropriate behavior or conduct unbecoming a student in a Catholic school. Every five demerits will result in a 30-minute detention before school or work detail after school. If a student misses a detention, he or she will be assigned an additional

detention. A third completed demerit card will result in an in-school suspension.

### **Major Violations**

Some offenses will warrant an automatic detention and more serious offenses will be given an in-school suspension, out- of-school suspension, work detail, or a hearing before the discipline board. Communication about all major violations and disciplinary issues will be communicated from the school to the parents.

### **Detention Period**

Detention is a period of reflection allowing the student to consider their actions and to build successful plans for working toward expectations. Detentions will last for thirty minutes and will take place before school on designated days. Subsequent assigned detentions may involve after school work detail.

### **Teacher Detention**

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

### **In-School Suspension**

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

### **Out of School Suspension**

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

### **Expulsion from School**

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

### **Out of School Behavior**

Student behavior off school grounds is clearly the responsibility of parents and the student. Parents supervise and direct the upbringing of their children and, by enrolling their child at MH-MA, are signifying their partnership and commitment to support the school's rules, mission, and teachings of the Catholic Church while the student is off campus. Examples of out of school behavior that will be addressed via disciplinary action include, but are not limited to behavior that: occurs on campus outside of the school day, represents the MH-MA brand, uses the school's name, or impacts the school's reputation.

If off-campus behavior is brought to the attention of the administration but does not result in disciplinary action by the school, parents will be informed of the behavior for handling it according to parental discretion.

Out of school behavior by a boarding student is held to a different standard as MH-MA acts in loco parentis at all times for those in our residential program.

### **Discipline Board**

A Discipline Board composed of the principal and at least two (2) school representatives will convene as necessary to address a student's recurring pattern of behavior or to address a single severe event. Parents will be notified if the student is required to meet with the Discipline Board and will have the option to appear for the conference with the Board. They will be notified in writing concerning the violation and the results of the Discipline Board meeting.

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

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

### **Disciplinary Plan and Probation**

Students placed on disciplinary probation by the board of discipline have a specified period of time to “prove” their good citizenship. During this time period, they must comply with all terms of the discipline plan or face dismissal from school. Subsequent major violations may be grounds for dismissal.

### **Dismissal**

Dismissal from Maur Hill - Mount Academy can occur as a decision by the Administration or as a result of the decision of the Discipline Board. Students participating in the Boarding Program may be dismissed as a result of a Discipline Board decision or by the Administration. Reasons for dismissal include but are not limited to: a pattern of behavior that negatively impacts the academic environment, behavior that is illegal or negatively impacts the reputation of MH-MA, and failure to abide by the tenets of probationary status, etc. If a residential student is dismissed from the residential program, he or she will be withdrawn automatically from the academic program.

### **Honesty in Academic Work**

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

- Giving and receiving unauthorized assistance on a test;
- Copying another student’s homework or allowing your homework to be copied;
- Using AI to generate work without teacher approval;
- Giving false reasons for making up late work or tests;
- Re-submitting work that has been completed for another class;
- Falsifying laboratory data;
- Submitting work that has been copied (wholly or partially) from a book, the internet, magazine, etc. without crediting the author;
- Stealing tests or using tests stolen by another student; and
- Witnessing academic dishonesty and not reporting it;
- Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, academic probation, or class failure.

### **Language**

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

### **Searches**

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

### **Stealing**

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

## **Student Pregnancy**

MH-MA students are expected to maintain virtuous relationships in friendship and in dating. Acts of premarital sex are considered serious misconduct. When sexual misconduct results in pregnancy, the school's response reaffirms its respect for the sanctity of all human life.

Any student pregnancy requires a careful analysis of the student's current situation. The administration will consider the circumstances regarding the pregnancy, and determine future attendance at the school for both parties.

## **General Policies**

### **Book bags and backpacks**

All book bags, backpacks, purses, etc. carried must fit under the desk/chair in the classroom so it does not block any walkways or present a tripping hazard/safety concern.

### **Building**

The building is open from 7:15 AM to 4:00 PM. Outside doors remain locked at all times except for the main entrance. Guests must enter through the front doors and report to the Office.

The academic day ends by 3:15 PM. Students waiting for a ride must wait by the front door or, if after 4:00 PM, outside the building. Students remaining on campus past 4:00 PM are not being supervised by office staff or faculty of MH-MA.

### **Cafeteria**

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

Students may not use technology during lunch. Students are to follow the cafeteria rules and respect all cafeteria workers. Students must follow dress code rules while in the cafeteria. Hats are not to be worn inside the building.

Students must have their student ID, which are issued at the beginning of each school year. If lost, replacement cost is \$10.

### **Food Deliveries**

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

### **Lunch Period**

All students are required to remain on campus during the lunch period and must be in a designated lunch area. Family members may take students to lunch with parental and administrative approval. Friends may not accompany students going out to lunch with relatives.

### **Cars and Other Motorized Vehicles on Campus**

Students who drive to school are required to provide their vehicle information at the start of the year so that the administration has information about vehicles parked on campus on a daily basis.

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

Students are to park only in marked parking spots not designated for other purposes. All four tires must be in the space and on the pavement. Students should not park in the lot north of the Academic Building, in designated Visitor Parking spots, or in front of the Roost. Vehicles should only drive in places designed for

vehicles. School administrators have the right to search automobiles parked on campus at any time with or without the student and/or parent's permission.

For the safety of our students, faculty, and staff, reckless driving will not be tolerated on campus – this includes speed. The speed on campus is 20 mph. If reckless driving is observed, the administration maintains the right to suspend driving privileges on campus. Families will be notified of concerns in this area.

### **Emergency Safety Interventions**

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

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

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

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

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

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

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

### **Technology Policy**

At MH-MA, we are mindful of the broad use of technology in society along with its potential benefits and dangers. Teachers seek to strike a balance when using technology so that it is only employed to enhance learning without allowing it to overtake the learning process. Technology use in classrooms is closely monitored, including computers, tablets, and devices.

Students must place silenced cell phones and smart watches in their locker during the school day.

We are a Bring Your Own Device (BYOD) school, and students will need access to a computer or laptop to complete learning requirements in some classes. A limited number of computers are available for checkout from the front office each day.

Device minimum capabilities: can access the Internet, has the ability to run Google Chrome browser, and has a 6-hour minimum battery life.

### **Social Media**

Students and families are expected to uphold the values of Maur Hill - Mount Academy in all social media activity, both on and off campus. All online communication should reflect respect, charity, and compassion, avoiding content that is harmful, offensive, or contrary to the mission of Maur Hill - Mount Academy. The use of social media must not disrupt the school environment, violate the privacy or dignity of others, or bring disrepute to the school. The MH-MA logo and brand may not be used in any inappropriate manner in online images or videos. Any misuse may result in disciplinary action and the requested removal of posting.

## **Technology User Agreement**

The Technology User Agreement policy outlines appropriate use of technology at MH-MA. Students and parents are asked each year to acknowledge the policy and agree to uphold it.

1. I understand carrying an electronic device is a privilege and not a right.
2. I accept full responsibility for bringing the electronic device to school. The school will take appropriate action should the electronic device be lost or stolen, but the school will not be liable for the electronic device.
3. I understand I need to be on the school's wireless network while using the electronic device at school.
4. I understand I will receive a school email address and therefore any correspondence between teacher, staff, administration or other student will be using this email address. The email address will be deleted from the system within six (6) months of completing my time at Maur Hill-Mount Academy.
5. I understand that each teacher has the right to create their own electronic device user policy within their classroom and I will follow those rules. Failing to follow classroom rules can result in disciplinary action. The use of any electronic device during any type of exam without teacher approval will be considered cheating and the cheating policy will apply.
6. I can use cell phones and smart watches before school or after school as long as I am not tardy to class or creating a disruption. Otherwise, they will remain in my locker during the school day.
7. I will not use any electronic devices during lunch and they will remain in my locker during this time. One exception: International students may plan arrangements with the front office to use their phone to call home.
8. I understand electronic devices of any kind containing a camera cannot be used in locker rooms, restrooms, or any location that would violate another's privacy.
9. I understand if I take a photo/video, which violates another's privacy, I could face both school punishment and/or criminal charges.
10. I understand by calling/texting another student with threats, etc. I could face criminal charges.

The first violation of this agreement the teacher may pick up my electronic device; bring it to the front office where it will be held until the end of day. I will receive a detention and the device will be returned to me at the end of the day. After 3 offenses, I will be required to turn all technology in for the remainder of the semester.

Continued infractions of the device/use policy will have escalated consequences, up to, and including, eventual dismissal from MHMA.

### **Internet/Computer Network**

School-provided computers with access to wifi are intended for academic purposes only. Students and parents must an acknowledgement of the Technology Use Agreement before being allowed to use the network at Maur Hill-Mount Academy. Any device used on campus by students must be logged into the MH-MA system, including platform used for CIPA security. Violation of this agreement or other computer rules may mean the banning of the student from using any computer or any other device that is connected to the network as well as other appropriate disciplinary action.

Computers and other electronic devices used in the classrooms are for instructional/learning purposes only. Devices may be confiscated if used to visit sites not approved by the teacher or if their use detracts from the educational aims of the learning environment.

### **Field Trips**

Field trips are opportunities to engage in learning in real-world contexts that enhance the curriculum of MH-MA. Students can be denied participation if they fail to meet academic and/or behavioral expectations. Required permission forms must be on file before a student may participate in a school-sponsored field trip. Parents have the right to refuse to allow their student to participate in a field trip.

## **Financial Obligations**

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

## **Fire & Smoke Alarms**

Adequate provision has been made in the school building and other campus facilities for fire and smoke alarms. These are not to be tampered with by students. A \$500 fine is assessed for setting off a fire alarm or fire extinguisher without just reason. A second violation may also result in dismissal from Maur Hill-Mount Academy.

## **Fire, Tornado, Crisis Drills**

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

## **Library/Common Rooms/Hallway**

The library is open on most days from 7:15 AM-4:00 PM for student use.

Books, magazines, and newspapers are available to check out. Those who lose or damage books or magazines are fined and required to pay replacement costs.

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

## **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 personal insurance. Maur Hill- Mount Academy is not responsible for the replacement of lost or stolen property. Putting items in locked lockers is a good preventative measure.

## **Telephones**

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

## **Textbooks**

Textbooks are borrowed from Maur Hill-Mount Academy and returned at the end of the year. Students who lose or return a damaged book will be assessed a fee at the end of year. Some courses require students to purchase additional books for their personal use to help in their learning skills. Students in college courses, whether at MH-MA or Benedictine, may be asked to rent or purchase textbooks in the same manner as a college student.

# **Health**

## **Health Policies**

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

## **Health Records**

The State of Kansas requires that all students be adequately immunized and in compliance with state statutes before attending school. Maur Hill - Mount Academy will adhere to the Kansas state law of insuring all students' compliance with the current immunization statutes. MH-MA has adopted the policy, as set forth in

K.S.A.72-5211a, which allows for exclusion of pupils, from school attendance, who have not complied with the immunization laws. In accordance with this policy, parents may submit approved medical or religious exemption forms.

A current immunization record must be filed in the front office. This record can be uploaded directly into Alma or a physical copy can be given to the office.

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

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

### **Medications at School**

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

If your student needs medication throughout the day, please provide the office with clearly marked medication and dosage information. The school has a limited supply of ibuprofen and acetaminophen on hand that can be administered with parent consent.

### **Concussions**

MH-MA will follow the written directions provided by health care providers, namely certified trainers and doctors, to carry out any concussion-related protocol for the health and safety of our students.

### **Communicable Diseases**

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

## **Partnering with Families**

### **Confidentiality**

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

### **Parental Custody**

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

### **Raven Club**

Raven Club provides much needed support in time, talent, and treasure and is made up of parents of current Maur Hill – Mount Academy students, both boarding and day. Each family will serve ten (10) stewardship hours each semester (twenty (20) total for the year) contributing to activities, concession stands, event setup or coordination, or other projects at the request of the school.

### **Parent/Teacher Conferences**

Families are encouraged to communicate with their students' teachers for conversations about academic and social progress. The Principal is available to sit in on parent-teacher conferences if requested.

We ask that concerns be handled at the lowest possible level. Parents should first attempt to address the concern with the teacher, contacting the administration as the next step if needed. Scheduled parent/teacher conferences will occur in the fall and by teacher request in the spring.

### **Residential Requirement**

Enrolled students are required to live under the supervision of a parent or guardian or as a participant in the Boarding Program. Parents must contact the school to communicate any residential changes.

### ***Communication with Students and Families***

#### **Email**

Raven Weekly emails are sent by the principal each week with updates from the week and information about upcoming events. Please be sure that family's email accounts are correct in Alma to facilitate communication to and from teachers. Emails informing the school about attendance or inquiring about information can be sent to [frontdesk@mh-ma.com](mailto:frontdesk@mh-ma.com).

#### **Telephone**

The main school number is 913-367-5482. This line will reach a front office staff who can assist with transferring you to the appropriate staff or faculty member.

#### **Textcaster**

Through the generous sponsorship of Exchange National Bank, MH-MA utilizes Textcaster to deliver important and urgent news as text messages directly to family and students. Textcaster phone numbers are deleted each year prior to school beginning. Sign up for Textcaster by visiting our website and click on "Raven Alerts." Step-by-step instructions are given for registering.

#### **Weather**

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

## **Student Leadership**

### **House System**

Each MH-MA student is placed in a House, a community made up of students from all grades, in which he/she will remain for the duration of his/her time at Maur Hill - Mount Academy. The House System will provide a vehicle for strong bonds between all members of the school community, promote the development of relationships, both personal and collegial, and enable a more proactive development of each student's leadership skills.

Leadership positions in the House System are conducted through Student Life under the guidance of the Dean of Students and House Mentors.

## Student Life

### Dress Code

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

### Males

**SHIRT:** Maur Hill-Mount Academy polo or oxford shirt, should be neat in appearance (ironed if necessary) and tucked in (not rolled under). Those choosing to wear an undershirt under the polo or oxford must select solid, white, design-free t-shirts. Undershirts are to have the same length or shorter of sleeves as the outer shirt worn.

**SLACKS/SHORTS:** Khaki dress slacks or shorts worn properly around the waist with a plain, dress brown or black leather-like belt. Slacks and shorts are to be free from rips and should not be tattered or torn. Pant cuffs should extend below the ankle and above the ground. Short lengths must extend past the tips of the student's fingers when the student is standing upright and with his arms to his sides. No cargo slacks or shorts are to be worn.

**PE/WEIGHTLIFTING:** Students in PE and Weightlifting classes are expected to wear athletic clothes during class time. T-shirts and shorts must be appropriate in length, modesty, and content of logos or brands. Tank tops are not allowed. Violations of proper clothing will result in disciplinary action.

**SOCKS:** Socks must be worn at all times and have nothing inappropriate or obscene as deemed by administration.

**SHOES:** Must be clean and if a tie shoe, laces tied. Tennis or dress shoes of a non-distracting color are expected. All shoes must have an enclosed toe and heel. No sandals, house-slippers (or what appears to be a house-slipper), CROCS, UGG's, etc. Boots may be worn as long as pant legs cover the boot.

**SWEATERS:** Maur Hill-Mount Academy approved sweaters or fleece jacket may be worn with a uniform shirt underneath. No other sweaters are permitted in the classroom. Select sweaters in the Raven Store are approved for daily wear as part of the approved uniform.

**JACKETS:** Coats or jackets (hoodies, sweatshirts, etc. are included) may be worn to school and must be removed and placed in lockers during school hours. The exception would be a letter jacket or letter sweater. Coats and jackets may be retrieved to go to Art, P.E. or the cafeteria and then need to be removed for class or while eating.

**HEADGEAR:** Headgear may not be worn in the classroom buildings or cafeteria.

### Females

**SHIRT:** Maur Hill-Mount Academy polo or oxford shirts should be neat in appearance (ironed if necessary) and tucked in (not rolled under) so that the skirt's waistband is visible. Those choosing to wear tee shirts under the polo or oxford must select solid, neutral-colored, design-free t-shirts. Undershirts are to have the same length or shorter of sleeves as the outer shirt worn. All undergarments should be white or flesh-colored and unobtrusive.

**SKIRT:** Maur Hill - Mount Academy skirt lengths must extend past the middle part of the thigh, closer to the knee than to mid-thigh. Skirts must be fully zipped and buttoned (not rolled) so the waistband is visible. Skirts with tears must be replaced. Sweatpants may not be worn under skirts during the school day while inside. Plain black opaque leggings may be worn and have no designs or openings, mesh or otherwise.

**SLACKS/SHORTS:** Approved khaki dress slacks or shorts (see list) worn properly around the waist with a plain, dress brown or black leather-like belt. Slacks and shorts are to be free from rips and should not be tattered or torn. Shorts lengths must extend past the middle part of the thigh. Uniform shorts may be worn at anytime and must extend to the top of the knee. No cargo slacks or shorts are to be worn.

PE/WEIGHTLIFTING: Students in PE and Weightlifting classes are expected to wear athletic clothes during class time. T-shirts and shorts must be appropriate in length, modesty, and content of logos or brands. Tank tops are not allowed. Violations of proper clothing will result in disciplinary action.

SOCKS: Socks must be worn at all times and have nothing inappropriate or obscene as deemed by administration.

SHOES: Must be clean and if a tie shoe, laces tied. Tennis or dress shoes of a non-distracting color are expected. All shoes must have an enclosed toe and heel. No sandals, house-slippers (or what appears to be a house-slipper), CROCS, UGG's, etc. Boots may be worn as long as pant legs cover the boot.

SWEATERS: Maur Hill-Mount Academy approved sweaters or fleece jacket may be worn with a uniform shirt underneath. No other sweaters are permitted in the classroom. Select sweaters in the Raven Store are approved for daily wear as part of the approved uniform.

JACKETS: Coats or jackets (hoodies, sweatshirts, etc. are included) may be worn to school and must be removed and placed in lockers during school hours. The exception would be a letter jacket or letter sweater. Coats and jackets may be retrieved to go to Art, P.E. or the cafeteria and then need to be removed for class or while eating.

**Grooming** - standards of grooming are determined by the Dean of Students and Principal.

- All boys are to be clean-shaven. Students who have not shaved after prior notice from the Dean of Students will be asked to shave at school.
- For boys, hair must be off the collar in the back, off the eyebrows, above the middle of the ears and off the cheek when lying flat on the side. Hair must not be so long that it can be pulled down below the eyebrows. Sideburns may not extend onto the cheek or face, and cannot extend beyond the ear lobe.
- Hair on girls must be neat and modestly styled.
- No extreme hair color or styles
- No piercings for boys and no more than two piercings per ear for girls. May not have any other piercings except in the ears.
- Jewelry cannot be distracting or excessive.
- Students are discouraged from having tattoos that cannot be covered by the uniform. The administration retains the right to require a student to cover a tattoo if it is deemed distracting to the educational aims of the school.

### **Special Days**

#### MASS DAY

- a. *Girls:* Maur Hill - Mount Academy uniform oxford shirt with khaki dress slacks or skirts. The only acceptable outerwear would be a navy-blue or black blazer. A school uniform tie or a tie with a background color of black, navy blue, or gold and no other visible color **may** but does not have to be worn.
- b. *Boys:* Maur Hill - Mount Academy uniform oxford shirt with khaki dress slacks. No outerwear except for a navy-blue blazer. A school uniform tie or a tie with a background color of black, navy blue, or gold and no other visible color may be worn.

DRESS UP: Same as Mass day with option of a plain white oxford shirt without logo. The boys may wear a navy-blue blazer as another option.

SPIRIT DAY: Jeans may be worn with a Maur Hill-Mount Academy (MH-MA) shirt or t-shirt. The shirt is not to be covered by a non-MH-MA shirt or jacket. Jeans may not have holes, frays or tears. Uniform shorts are allowed.

HOUSE JEANS DAY: Jeans may be worn with a current House shirt of which the student is a part. The shirt is not to be covered by a non-MH-MA shirt or jacket. Jeans may not have holes, frays or tears. Uniform shorts are allowed.

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

### **Dances**

Maur Hill-Mount Academy hosts dances for Homecoming, Winter Formal, and Jr.- Sr. Prom. Specific regulations are stipulated for specific dances. As a general rule, all dress is to be modest. Specifically, clothing should have a modest neckline, keeping the chest and mid-drift covered, and the length of dress or skirt needs to be comparable to uniform skirt expectations.

### **Gymnasium/John Flynn Athletic Center Use**

The Haverty Gym and weight room facilities at the John Flynn Athletic Center can only be used by MH-MA students under the guidance of certified personnel. No drinks or food, except water, are allowed in the John Flynn Center.

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

### **Hall, Lockers, Locks**

Each student is assigned a locker and is responsible for maintaining it. Writing on lockers is prohibited. Students should not switch lockers with other students. Each student is responsible for his/her books and valuables. Students are encouraged not to bring valuables to school or leave them in their lockers. The school is not responsible for materials lost or stolen from student lockers. Students are encouraged to lock their lockers at all times in order to protect their belongings. Lockers are the property of Maur Hill- Mount Academy and may be subject to search. Halls must be clear of all book bags following dismissal at the end of each school day.

### **School-Sponsored Events**

The Handbook expectations of virtuous and responsible behavior apply to MH-MA students at all school-sponsored events, even those off-campus (field trips, mission trips, Covecrest, etc.). School social events hosted on campus are intended for MH-MA students, unless there is advanced permission by school leaders for outside school guests to attend.

### **Visiting Students**

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

## **Residence Life**

### **Dorm Contact Information**

**Howard Hall First Floor** (913) 367-5482 ext 132

**St. Leo's Hall First Floor** (913) 367-5482 ext 108

### **Residence Life Staff**

**Principal** - The Principal is the ultimate oversight for the residency program at Maur Hill - Mount Academy. The principal serves as an appeal position and is involved in major disciplinary incidents.

**Dean of Students** - The Dean of Students is the administrative head of the residency program. He/She supervises the residence hall staff, is responsible for student conduct and discipline, leads programing and student support efforts and communicates with parents.

**Hall Directors** - The Hall Director is responsible for the daily management of their residence halls and provides direct support for the student. This includes managing medications, appointments, academic support and behavioral formation. The Hall Director is the primary formator of each student.

**Residence Assistants (RAs)** - RA's supervise the residence halls to ensure safety and build positive relationships. RA's provide support for students as needed and serve as an extension of the hall directors.

**Recreation Aids** - Recreation aids support the students by monitoring residence life activities. These include trips, van runs, roost nights, etc. Recreation aids primary responsibilities are to provide safety for the students while engaging in positive relationships.

### **Electronic Communication With Staff**

Residency students are asked to check their emails daily. Updates regarding the dorms and programs will be sent via email. Students may communicate via cell phone with their hall directors and the dean of students. Communication is to be professional and not social. Students and staff members are not to communicate via social media, Snapchat, etc. Students are not permitted to contact residence life staff outside of their shifts or normal contact hours. Normal contact hours are 8:00am - 10:00pm. Emergencies outside of normal contact hours go to the staff member on call.

### **Interactions With Residence Life Staff**

Interactions with residence life staff are critical to the formation of boarding students. Students are expected to treat each staff member and student prefects with respect. This means that students will follow directions and respond appropriately. MH-MA will not tolerate disrespectful behavior to residence staff. *Any form of physical violence or intentional intimidation of a staff member will result in the dismissal of the student from the dorms.* Disrespectful behavior will be dealt with on a case by case basis from the hall director or dean of students. If students feel that a staff member is not treating them with respect, they are encouraged to report this to school administration immediately. These reports will be investigated individually on a case by case basis.

### **Lower and Upper School Status**

Freshman and Sophomore students are considered "lower school students." This stage of formation is about building long term, good habits for life. Juniors and Seniors are considered "upper school students." This stage of formation is about gaining freedom, responsibility and leadership. As long as these students maintain a 3.25 GPA and are in good disciplinary status, these students have more freedom to prepare them for college

and adulthood. Returning Sophomore students may request upper school status. The Dean of Students will allow this on a case by case basis based upon the students academic and behavioral status.

### **Off-Campus Travel**

Boarding students are encouraged to travel off campus and interact with the greater community. Students are not permitted to travel off campus outside of curfew hours. Students must meet the following guidelines when traveling off campus.

- Students must ask the RA on duty permission prior to leaving campus.
- Students must sign out and correctly state their location on the sign out board.
- Students must have Life360 on at all times when students leave campus. This also means that students will answer the phone if residence life staff attempts to contact them. Life360 is monitored by the prefect on duty.
- Students must follow the approved drivers process at all times. See below for more details.
- Students will never be allowed to be by themselves off campus or alone with a student of the opposite gender after dark.
- Residence life staff will use their best judgement when approving off campus travel. If a trip is denied, students are expected to accept the decision of the RA.

*Initial violations of off campus travel will result in the student being campused. Repeat offenses will result in further disciplinary actions.*

### **Overnight Stays**

When students want to stay overnight at a friend's house or travel with a friend, this must be approved by the Dean of Students or the hall directors. The student's parents must provide permission in writing along with the parent that is checking the student out. Life360 must remain on, and the student must answer their phone if contacted by residence life staff. Students are expected to follow Maur Hill - Mount Academy's code of conduct at all times when off campus. When signed out with another person for travel, Maur Hill - Mount Academy is not ultimately responsible for that student until they return.

### **Approved Drivers Process**

RA's have the authority to approve off campus travel within 30 minutes of Atchison. RA's will reach out to on-call dorm leadership (hall directors or school administration) for approval outside of 30 minutes. The following are guidelines for off campus driving:

1. Approved drivers must be at least 16 years of age and possess a non-restricted drivers license.
2. Approved drivers must have a photo of their drivers license taken and logged in the approved drivers log.
3. Students who wish to have their car on campus must have this approved in writing by the dean of students. Students who have their car on campus will be allowed to drive, but must follow all curfew and driving expectations. Reports of reckless driving will be taken seriously. Violations of this can result in driving privileges revoked.
4. Students should never get into the car without checking to see if the individual is an approved driver.
5. All faculty and staff members of Maur Hill - Mount Academy are approved drivers.

*Initial violations of failing to follow the approved drivers process will result in the student being campused. Repeat violations will result in further disciplinary action.*

### **Room Cleaning Expectations**

Cleanliness is an important part of self discipline. Students are responsible for the cleaning of their room. Daily room checks will occur by the hall director. Weekly room checks will occur by the Dean of Students every Monday. Students are expected to meet the following standards daily:

1. Bed made
2. All trash is taken out daily. No food or drinks should be left exposed.
3. Dirty clothes are not to be left on the floor. Clean clothes should be put away nicely.
4. The room should be organized and neat.

Every Sunday, students are expected to:

1. Vacuum their rooms
2. Dust and disinfect all surfaces.

*Initial violations of failing to pass room checks will result in the student being dorm campused or assigned community service. Repeat violations will result in further disciplinary action.*

### **Room Condition Reports (RCR)**

All students will sign a room condition report when arriving at Maur Hill - Mount Academy. Upon check out, the hall director will complete a new room condition report in the presence of the student. The boarding student will be billed for any new damage or messes that occurred during the students stay at MH-MA.

### **Dorm Cleaning Expectations**

Cleanliness and personal responsibility are important aspects of living in community. Students are responsible for nightly chores in the residence halls. These are assigned by the hall directors. Students are also expected to clean up after themselves. This includes the bathrooms, kitchen and common lounge spaces. All dishes and messes in the kitchen should be immediately cleaned by the student. Residence life staff may ask the students for support with projects around the dorm.

*Initial violations of dorm cleanliness will result in the student being dorm campused or assigned community service. Repeat violations will result in further disciplinary action.*

### **Study Hall**

The discipline of studying and doing your homework are important for college preparation. Study hall will be treated differently based upon the students grade status and academic performance. All study hall will take place in the common lounges. These will be monitored by the RA's. Academic support will be provided as available. During study hall hours, the residence halls are expected to be quiet and the lounge spaces are closed. Study hall will take place at 7:00pm on school nights.

Lower School Students (Freshman and Sophomores) - 1 hour of study hall on school nights. This is regardless of academic progress. This study hall is to give the students the foundational skills of nightly studying.

Upper School Students (Junior and Seniors) - 1 hour of study hall if grades are below a 3.25. Students who have a gpa above a 3.25 are expected to complete their work on their own. Grades are pulled every Monday, and study hall time will be set for the remainder of the week.

*Initial violations failing to arrive at study hall on time or disruptive behavior during study hall will result in 30 minute extensions. Repeat violations will result in further disciplinary action.*

### **Technology**

Students are allowed to have a TV and computer in their rooms. Video games are allowed, but students will not be allowed to spend excessive time in their rooms on their devices. If deans notice technology becoming a barrier to healthy socialization, a technology plan will be established. Music and TV's should not be heard in the hallways or adjacent rooms. Technology is expected to be appropriately used. Foul language, graphic or inappropriate shows, pornographic movies and racially insensitive content is strictly prohibited. RA's will use their best judgment when determining the appropriateness of content.

Upper school students who are not in study hall will not be required to turn in their technology. Lower school students (and upper school students below a 3.25) will be required to turn all their technology in at 10:00pm on school nights. This includes cell phones, remotes, video game controllers and computers.

*Initial failure to comply with technology violations will result in technology restriction. Repeat violations will result in further disciplinary actions.*

### **Curfew and Important Times**

Lights out will be at 10:30pm on school nights. This means that students are to be in their rooms with their lights off. No activity outside of the room (except using the restroom) will be allowed.

Upper school students are expected to return to their residence halls by 10:15pm and in their room in time for lights out. Lower school students are expected to be in their residence halls by 9:30pm to attend a lower school hall meeting and begin preparing for bed.

Weekend curfew for upper school students is 12:00pm and 11:00pm for lower school students. Quiet hours begin at 12:00pm. Students are allowed to be awake later, but are expected to maintain a respectful volume for students who are trying to sleep.

Visitation hours in the residence halls end at 9:30pm on weeknights and 11:00pm on weekends.

All students are expected to leave the residence halls no later than 7:30am on a school day. This gives the students time to check into the cafeteria for breakfast and be at school by 7:55am.

*Initial failure to comply with curfew expectations will result in the student being dorm campused. Repeat violations will result in further disciplinary actions.*

### **Medications**

All medications must be turned into the RA's office. This includes over the counter and prescription medications. The hall directors will be responsible for managing medications. All over the counter medication will be documented online. Prescription medications will be documented in a medication log. Students are asked to provide a doctor's note explaining the reason for prescription medication being given. Residence life staff will distribute over the counter medication as they see fit based upon the students symptoms.

*Failure to follow medication guidelines will result in a referral to the dean of students.*

## **Prohibited Items in Rooms**

The following is a list of items prohibited from being in students' rooms. This is not an exhaustive list, but provides a basic overview. Additional items will be decided upon the discretion of residence life staff.

- Any medication or supplements
- Laundry supplies/bleach
- Cleaning supplies except for lysol and disinfectant wipes
- Contraceptives or sexual objects
- Inappropriate materials or signs
- Weapons (guns, knives, brass knuckles, etc.)
- Paint or paint thinner
- Keyboard cleaner

## **Fire Safety in Rooms**

1. By order of the Fire Marshall, blankets and tapestries may not be hung against walls or from ceiling tiles or allowed to hang freely into rooms by any other means. In addition, all sofas, futons, chairs, bean bags, etc. must have "Fire Retardant" labels attached. Nothing is to be hung from, propped against, or placed on any acoustical ceiling. Holiday lights are not to be strung across the room.
2. Fire and insurance regulations prohibit blocking any exit with furniture or drapes. Exits must be clear in case of fire.
3. Extension cords are not permitted. The only approved cords are UL surge protectors. They may not be placed under rugs. No extension cords plugged into extension cords, no "spiders" of plugs.
4. With the exception of hair dryers and fans, no electrical appliance over 200 watts or those which generate excessive heat are allowed in student rooms. All cooking (including hot pots, microwaves and Keurigs), heating (including space heaters), cooling devices (including air conditioners) and aroma therapy diffusers are prohibited. Students are not allowed to have mini-refrigerators in their rooms. Any hair irons must have automatic shut-off capability. If there is a heat complaint, please report it to your Prefect.

*Identification of prohibited items will result in a referral to the dean of students and the confiscation of the object.*

## **Drugs**

Drug use signifies a significant concern for the health of a MH-MA student and the safety and well-being of our school community. Maur Hill - Mount Academy residence life staff monitor for signs and symptoms of illegal drug use. Random drug testing will occur at the end of each quarter for students in the residence halls. Residence life staff reserves the right to conduct random room/property searches or searches based upon reasonable suspicion. Periodically, residence life staff will seek the help of the Atchison Police Department for a drug dog to search the property. If residence life staff have reasonable suspicion for drug use, the student will be required to submit a drug screen.

Residential students found in violation of the illegal drug policy will be subject to the MH-MA handbook policy on drug use (see Alcohol and Drug section) and:

1. 5 - 10 day suspension from the residence halls. The student will be required to return to the custodial care of their guardians (by returning home).
2. Upon return to campus, all off campus travel without the presence of a staff member will be prohibited for the remainder of the academic year.
3. Additional drug testing and room searches will be conducted.

Repeat drug violations will result in automatic dismissal from the residence life program.

### **Tobacco and Alcohol**

Alcohol and tobacco use violations signify a significant concern for the health of a MH-MA student and the safety and well-being of our school community. Maur Hill - Mount Academy residence life staff work hard to monitor for signs and symptoms of alcohol and tobacco use. Residence life staff reserves the right to conduct random room/property searches or searches based upon reasonable suspicion. Residence life staff have the right to perform random or targeted breathalyzer screening on boarding students.

Residential students found in violation of the tobacco or alcohol policy will be subject to the MH-MA handbook policy **and**:

1. A \$100 fine
2. Off-campus travel without the presence of a staff member will be prohibited for the remainder of the semester or the year.

A second violation will result in 5 - 10 day suspension from the residence halls. The student will be required to return to the custodial care of their guardians (by returning home). A third violation will result in dismissal from the residence life program.

### **Absence From School**

All residential students are required to attend school. Students will only be allowed to stay in the residence halls if they have a fever or have thrown up. All other students will report to school. If additional consideration is needed, the hall directors or Dean of Students will assess this on a case by case basis. If a student stays home from school, they are to remain in their rooms for the remainder of that evening. This is to prevent spread of illness and to ensure the student is getting adequate rest.

### **Faith Formation**

Maur Hill - Mount Academy accepts and respects students of all faith backgrounds. As a Catholic school, we form students in the tradition and spirituality of the Catholic faith. Mass on Sunday is mandatory for all boarding students. Prayer will be said each night in the dorms. Students are expected to respect the faith at all times while living in the residence halls of Maur Hill - Mount Academy.

### **Room Assignments**

Room assignments are determined based upon the student's academic grade. Room assignments are final and will only be changed in extreme circumstances. Room change requests must be approved by the Dean of Students and endorsed by the residence hall director. If roommates experience conflict, MH-MA will provide the necessary support to mitigate the conflict.

### **Dorm Trips**

MH-MA will work to provide trips to the boarding students. These trips are aimed at providing educational, cultural or experiential learning for our students. Trip sign ups will occur on Wednesdays of each week. If a student signs up for a trip, they will be financially responsible for attending the trip. Lower school students are expected to attend a minimum of 4 trips a semester. Several trips throughout the year are mandatory for boarding students. MH-MA will cover the cost of mandatory trips. For trips that are not mandatory, the student will be expected to cover the cost of the trip.

### **Temporary Guardianship**

The designated guardians for students residing at Maur Hill - Mount Academy are the Maur Hill - Mount Academy's boarding staff and School Administration. The residence life staff will act on behalf of the parents and guardians, as applicable, to supervise academic progress, to enforce discipline related to school and residence hall, and to obtain required medical treatment. The student's hall director is expected to represent the parent in the parent's absence. The guardian represents the parent legally, and is relied upon to provide the boarding student with the same love, support, and concern any parent would have for their child. Hall directors and/or school administration may be asked to sign permission slips or waivers for certain activities.

### **Keys**

Upon arrival at Maur Hill - Mount Academy, students will be given a key card to their residence halls along with a key to their room. The students are expected to be responsible for these keys. Keys will be turned in at the end of each semester. If a student loses a key, they will be re-issued a hard key for a cost of \$100.00. White key cards will be replaced at \$50.00.

### **Surveillance and Security**

The residence halls will be locked 24 hours a day, 7 days a week. Students will have a key card to their respective residence halls and a physical key to their room. Security cameras are present in the following locations of residence halls:

1. Lounge Space
2. Entrances
3. Exterior Perimeters
4. Hall Ways

These cameras will be monitored by staff of the same gender and referred to when certain disciplinary events arise.

### **Meals and Allowances**

Maur Hill - Mount Academy will provide breakfast, lunch and dinner for students on school days. Brunch and lunch will be provided for students on the weekends. Saturday dinner will be provided through meal money. Students will receive \$10 meal money each Saturday. This can be used to purchase food for cooking, Door Dash, or eating at local restaurants. Additional meals/snacks will be purchased by the students.

Attendance at breakfast is mandatory. Dinner attendance is mandatory, with staff being able to approve exemptions.

Parents can either give allowances directly to their child or set up an allowance plan through the business office. It is recommended that all boarding students have a credit or debit card for purchases. MH-MA is not responsible for what a student decides to purchase while on their boarding experience.

## **Sexual Relationships**

MH-MA students are expected to maintain virtuous relationships in friendship and in dating. Maur Hill - Mount Academy does not allow sexual relationships between students. Students may not engage in public displays of affection. Male and female students are not allowed to be by themselves in compromising settings. According to Kansas Law, any sexual relationship where one party is under the age of 16 is illegal, regardless of the other person's age. If residence life staff discovers or receives reports of relationships under the age of 16, these will be reported to the necessary agencies. Any form of sexual assault or sexual harassment will not be tolerated. Cases of inappropriate relationships over the age of 16 will be dealt with by school administration on a case by case basis. Students who are sexually assaulted or harassed are encouraged to report this to school officials immediately so that appropriate actions can be taken. Additionally, victims should file an anonymous report to the Sexual Harassment hotline: 1-800-656-4673.

## **Bullying**

Bullying within the residence halls will not be tolerated. This includes, but is not limited to racial slurs, intimidation, harassment, physical violence or mockery. Students are encouraged to report bullying immediately to residence staff. They will be asked to complete a complaint form. Bullying will be investigated by the hall director. Disciplinary action will be taken based on the severity of the incident.

*Students who make the residence halls an unsafe space for other students will be referred to school administration. This can be grounds for suspension or removal from the residence halls.*

## **Stealing**

Stealing property from the dorms or other students will not be tolerated in our residence halls. Students who are caught stealing will be required to replace the items that they stole, along with a referral to the dean of students for disciplinary actions. Repeat offenders will be subject to disciplinary action not limited to expulsion or suspension.

## **Dress Code**

Students are expected to dress appropriately and modestly when not in their rooms or residence hall hallways. When in common spaces, students will meet the following dress code:

1. Clothing does not have inappropriate language, images or innuendos.
2. Students will dress modestly with appropriate length shorts (visible) and tops that cover their upper bodies. RAs will use discretion when coaching the students on the appropriateness of their outfits.
3. Clothing should not in any way go against the mission of Maur Hill - Mount Academy.
4. Students are expected to wear their "Sunday Best" when going to mass or other formal outings as deemed necessary by residence life staff.

## **Normal Weekday Schedule:**

6:30am - Wake Up

7:15am - Cafeteria Opens

7:30am - Leave Residence Halls for Cafeteria

7:30 - 7:55am - Breakfast in the Cafeteria

7:30 - 7:55am - Mass in the Chapel (Optional)

8:00 - 3:15pm - School Day

3:15 - 6:00pm - After School Practices/Activities

6:00 - 7:00pm - Dinner

7:00 - 8:00pm - Study Hall (van runs available for upper school students in good standing)

8:00 - 9:30pm - Free Time (Open Gyms, Van Runs, Roost Nights, etc.)

9:30pm - Lower School Student Meeting and Curfew

10:00pm - Electronic Check in For Lower School Students

10:30pm - Upper School Student Curfew and Lights Out

### **Student Prefects**

Residence life staff will appoint a few returning students of upper school status to “student prefects”. These students are selected upon their leadership and commitment to the mission of Maur Hill - Mount Academy. Student prefects have the following responsibilities:

1. Assist the dean and hall directors in the planning of dorm activities.
2. Mentor an assigned group of students and provide support on minor discipline and academic challenges.
3. Help ensure that chores and expectations are being followed in the residence halls.
4. Provide support for student activities here on campus.

### **Common Disciplinary Actions**

**Campused** - This means that the student is not allowed to leave Maur Hill - Mount Academy property, unless accompanied by a staff member and approved by the hall director/dean of students.

**Dorm Campused** - This means that the student is not allowed to leave their residence halls, accompanied by a staff member and approved by the hall director/dean of students.

**Room Campused** - This means that the student is not allowed to leave their rooms (unless to use the restroom or complete other necessary responsibilities). This is only taken on a short term, temporary basis as a “cool down.”

**Community Service** - These are work hours that a student is assigned around the campus or Atchison community.

**Technology Restriction** - This is when a student turns in all of their technology. Phone calls to parents can be made in the prefect's office.

**Fine** - A fine may be assigned to a student. Fines will be billed to the student account and paid through the business office. These are reserved for more severe infractions or where property damage occurs.

**Suspension from Residency Program** - This is when a student is asked to leave the dorms for a period of time. Students will be required to return to the care of their parents. The student's family will be responsible for paying for and providing transportation.

Temporary disciplinary actions can be assigned by RAs. The Hall director, Dean of Students or school administration will be responsible for providing appropriate consequences based upon each situation. Decisions made on these consequences will be final.

## **Transportation**

Students are responsible for the costs related to purchasing travel tickets. MH-MA staff can assist with the process of organizing travel purchases.

The school will provide transportation at no cost to the student to MCI (Kansas City International), Amtrak, or Greyhound during specified times for each vacation. Travel information must be submitted to the Dean of Students at least two weeks prior to departure.

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

While international boarding students are in the United States, Maur Hill - Mount Academy is responsible for approving F-1 Visa documents when the student leaves the country. The school reserves the right to deny travel plans.

The dorms will be closed during the Christmas vacation, and a student not returning home will be responsible for making his own boarding arrangements, subject to school approval. The Director of Residence of Life will provide dates the dorms will be closed and opened to the students and the parents. Special travel forms will be provided prior to each vacation period and must be completed and returned by every boarder. The boarder must provide a copy of the travel ticket to the dean of students or hall director. Signed permission from his/her parents and an adult who will be responsible for picking the student up at his/her destination must be received before departure.

## **Vehicles**

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

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

**1. Listen with the Ear of Your Heart (*RB Prologue 1*)**

- Be open to instruction, correction, and the voices of others.
  - Practice active listening—in class, in prayer, and in relationships. When someone is speaking, sit up, stay awake and be alert.
  - Respect silence as a space for growth, reflection, and deeper understanding. This includes times of communal prayer, thinking and listening.
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**2. Live in Community (*RB 33–34, 70*)**

- Treat every person as Christ, with dignity, kindness, and compassion. Respect each others differences and handle conflict with maturity.
  - Share resources, time, and talents generously and appropriately for the good of all.
  - Seek peace, avoid gossip, and strive for unity over division.
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**3. Honor Work and Study - Ora et Labora (*RB 48*)**

- Approach learning as a sacred responsibility. Do your work with the desire to learn instead of receiving a grade.
  - Be disciplined in your study, committed in your efforts, and be humble in your success.
  - Recognize that growth takes time and effort—do all things well, and for God. Persevere when things get challenging. Never quit something that you have started.
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**4. Practice Obedience and Humility (*RB 5–7*)**

- Follow school rules and the guidance of teachers with a willing spirit. Be obedient in the small things. As Mother Teresa said, “do small things with great love.”
  - Choose what is right over what is easy.
  - Admit mistakes with honesty and accept correction with grace.
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**5. Offer Hospitality to All (*RB 53*)**

- Welcome newcomers, include the overlooked, and comfort the hurting. When you meet a guest, shake their hand, introduce yourself and serve them.
  - Be a source of hope and encouragement. Serve with passion and integrity and always avoid pride.
  - Let your words and actions make others feel seen, safe, and valued.
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**6. Balance Life in All Things - Moderation (*RB 31, 72*)**

- Make time for prayer, learning, rest, and friendship. Do not let your activities become disordered. Care for yourself while working hard. Participate in healthy leisure.
- Care for your body, your mind, and your spirit.
- Avoid excess—seek what is good, true, and lasting.