

2009-2010 Maur Hill-Mount Academy
Student Handbook

Mission Statement

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

Maur Hill-Mount Academy Vision

A leader among Catholic, college preparatory schools internationally.

Mrs. Sharon Pruett, Principal
Mr. Dick Hunninghake, Assistant Principal/Activities Director
Mr. Brad Kunecke, Academic Dean
Mr. Deke Nolan, Admissions Director
Ms. Nancy Alberts, Residency Director

Telephone Numbers:
School Office (913) 367-5482
School Fax (913) 367-5096

Dorm Office Phones
Howard Hall First Floor (913) 367-5482 ext 232
Howard Hall Second Floor (913) 367-5482 ext 238
St. Leo's Hall First Floor (913) 367-5482 ext 208
Residency Director (913) 367-5482 ext 237

1000 Green Street
Atchison, Kansas 66002-3078

E-mail < admissions@mh-ma.com >
Web site < www.mh-ma.com >

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, 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 2009 – 2010

Religion Department

Father Marion Charboneau, Chaplain
Mrs. Maureen Quinn, 9th & 11th
Mr. Shaw Leach, 10th & 12th

English Department

Mr. Mark Henderson, 9th & 10th & Drama
Ms. Kathy Supple, 11th, 12th, College Speech, & College Comp
Ms. Courtney Edmonds, Journalism
Ms. Courtney Laurie, Library

Social Studies Department

Mr. Brad Kunecke, College History & College Government
Mr. Chris Prestegard, U.S. History, World History, & World Geography
Mr. Jim Coop, Government/Economics, Transitional U.S. History

Math Department

Mr. Stan Purdy, Algebra I, Geometry, General Math, & ACT Prep
Mr. Wenifredo Fulgueras, Algebra II, Pre-Calculus, & College Calculus

Science Department

Mr. Gregory Morgan, Earth Science, Biology, Biology II, & College Anatomy & Physiology
Mr. Michael French, Chemistry, Physics, & College Astronomy

Fine Arts & Computers

Ms. Stephanie Morris, Band, Chorus, & Music Appreciation
Ms. Courtney Edmonds, Art & Leadership
Mr. Jim Coop, Computers

ESL & Foreign Language

Mrs. Kari Bryson-Crouse, Writing, Fluency, Vocabulary, & TOEFL Prep
Mrs. Susan Townsend, Reading, Writing, & Fluency
Mr. Juan Manuel Patino, Spanish I, II, & III/IV

Psychology

Mr. Juan Manuel Patino, Intro to Psychology
Mrs. Carrie Fowler, College Psychology

Business

Mrs. Sharon Pruett, Intro to Business

Physical Education

Mr. Marty Gonzales, P.E.
Mr. Chris Prestegard, Physical Conditioning

**Maur Hill-Mount Academy
Board of Directors
2009 – 2010**

Mr. Charlie Adams
Mr. Kevin Cummings, Vice-Chairperson
Ms. Pat Domann, Secretary
Mrs. Donna Furhman
Mrs. Janelle Hegarty
Mr. Mick Harris
Dr. James Haug
Mr. John Jurcyk
Sr. Mary Margaret Kean, OSB
Mr. Mike Kuckelman
Fr. Gabriel Landis, OSB
Mrs. Amy Minnis
Mr. Keith Mispagel
Mr. Jonathan Mize, Chairperson
Mr. Tim Regan, Treasurer
Abbot Barnabas Senecal, OSB
Sr. Anne Shepard, OSB
Sr. Rose Marie Stallbaumer, OSB
Ms. Kelly Vowels

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

➤ *When do I contact one of my son's/daughter's teachers?*

Contact your son's/daughter's teacher through his/her school email or through the school office when you have questions about academic performance, grade on a progress report or report card, issues regarding classroom activities, or homework. (All email addresses are on our website, www.mh-ma.com.)

➤ *When do I contact my son's/daughter's Counselor/College Placement Advisor?*

Contact your son's/daughter's **Counselor/College Placement Advisor (Mrs. Carrie Fowler)** through her email or through the school office when you have information about your son/daughter that may impact his/her classroom performance or co-curricular participation, e.g., long-term illness, family difficulties, etc. You should contact her when planning college visits if your son/daughter is a junior or senior or you have questions about ACT or SAT testing.

➤ *Which school official do I see when I have a question about . . . ?*

- Contact the **Office Manager (Mrs. Martha Koehler)** when you have a question about lunch fees, when calling in your son/daughter as absent or tardy, when your son/daughter has a doctor's appointment during the school day, or is taking medication. (Medication must be turned in to the school office.)
- Contact the **Business Manager (Mrs. Becky Miller)** when you have a question about your son's/daughter's tuition account.
- Contact the **Academic Dean (Mr. Brad Kunecke)** when you have questions about placement or schedule, grades, semester exams, academic assistance, and classroom issues (after speaking with the classroom teacher involved).
- Contact the **Assistant Principal (Mr. Richard Hunninghake)** when you have questions about athletic and co-curricular (non-athletic) programs, issues regarding the enforcement of the student code of discipline and dress, student behavior at school-sponsored events, and issues surrounding athletic department affairs. Please note that all concerns about your son's/daughter's participation in inter-scholastic team events should first be brought to the attention of the coach.
- Contact the **Director of Admissions (Mr. Deke Nolan)** when you have a question about student enrollment, financial aid, and the student withdrawal process.
- Contact the **Director of Residency (Ms. Nancy Alberts)** when you have a question about a boarder coming to your home for a visit or for anything involving our boarders, Roost Night, and intramural activities.
- Contact the **Principal (Mrs. Sharon Pruett)** when you have a question about attendance, the Board of Directors, and calendar.
- Contact the **Chaplain (Father Marion Charboneau)** when you have a question about the class retreats, school liturgies, spiritual advice, the Sacraments, and the sacrament of Confirmation.
- Contact the **Chair of Campus Ministry (Mrs. Maureen Quinn)** if you have a question about youth activities, NCYC, class retreats, and community service hours.

2009-2010 BELL SCHEDULE

Schedule 1

First Bell	7:45
Report to Chapel for Morning Prayer	7:48 – 7:50
1 st Period	7:54 – 8:50
2 nd Period	8:54 – 9:49
3 rd Period	9:53 – 10:48
4 th Period	10:52 – 11:47
All School Lunch	11:49 – 12:19
5 th Period	12:22 – 1:17
6 th Period	1:21 – 2:16
7 th Period	2:20 – 3:15

Schedule 2-Late Day

Bell for Staff Meeting	7:45
Students' First Bell	8:45
Report to Chapel for Morning Prayer	8:48 – 8:50
1 st Period	8:54 – 9:41
2 nd Period	9:45 – 10:31
3 rd Period	10:35 – 11:21
4 th Period	11:25 – 12:11
All School Lunch	12:15 – 12:45
5 th Period	12:49 – 1:35
6 th Period	1:39 – 2:25
7 th Period	2:29 – 3:15

Schedule 3

First Bell	7:45
Report to Chapel for Morning Prayer	7:48 – 7:50
1 st Period	7:54 – 8:41
2 nd Period	8:45 – 9:32
3 rd Period	9:36 – 10:23
4 th Period	10:27 – 11:14
5 th Period	11:18 – 12:05
All School Lunch	12:07 – 12:37
6 th Period	12:40 – 1:27
7 th Period	1:31 – 2:18
Advisory Period	2:22 – 3:15

Mass Schedule

First Bell	7:45
1 st Period	7:48 – 8:37
2 nd Period	8:41 – 9:30
3 rd Period	9:34 – 10:23
Mass	10:25 – 11:10
4 th Period	11:14 – 12:03
All School Lunch	12:06 – 12:36
5 th Period	12:39 – 1:28
6 th Period	1:32 – 2:21
7 th Period	2:25 – 3:15

Maur Hill-Mount Academy Parent-Teacher Covenant

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians, and other caregivers, have the student's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by:

1. Striving first to learn the reasons behind a policy.
2. Inquiring about the teacher's or school's understanding or decision before judging or forming an opinion.

Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students (or even your own child) while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the administration in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, an administrator may not be available immediately, therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and a sincere effort to resolve problems in a

Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as, the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:
 - a) Assaults or harassment of a staff member, student, parent, guardian or family member will not be tolerated;
 - b) Intimidating or verbally abusing any member of the community—in person or in writing will not be tolerated.

5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:
 - a) limiting or refusing permission to enter or use school grounds or facilities;
 - b) asking that someone other than the person exhibiting poor behavior represents the child's interest on school matters;
 - c) refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community that we strive to be.

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

Nondiscrimination Policy

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

Maur Hill-Mount Academy Student Handbook

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

Absences/Attendance

Absences from class are recorded by the office as excused or unexcused. Parents of day students must verify absences by contacting the school office on the morning of the absence. Dormitory prefects contact the office about boarders who are absent. If a boarder parent desires his/her child to miss any academic classes, he or she must contact a school administrator, as well as the residence center in advance. Once at school, students are not to leave the Maur Hill-Mount Academy campus without permission from the office. Open lunch privileges may be extended to seniors. Any student who misses class days for reasons other than illness or bereavement must notify the Academic Dean in advance. He/she then will be provided a form to be taken to each teacher who will record the assignments that will be missed. This form then needs to be returned to the office. This work must be completed in advance, if possible. Failure to do so may result in a reduction of grade. With the exception of medical appointments, these students may also be required to make up time in proportion to those days missed. Students who miss school immediately prior to or following scheduled 3-day weekends and vacations will be assigned Saturday School, which will include one day for each day missed. These missed days will be considered unexcused absences and students will not be allowed to make up work. Students who miss fall semester final exams will receive an incomplete and must return early to make-up missed exams. Students who miss spring semester final exams may receive a zero on the exam.

Truancy may result in the student receiving no points for any class missed, and he/she also may be given in school or out-of school suspension as well as detention. The school may take disciplinary action that includes loss of class credit after a student accumulates eight absences a semester for any reason. Students unaccounted for during lunch or class time will be assigned a Saturday school or extended Friday detention.

School-sponsored trips are not counted as an absence for those attending. However, work must be made up. Teachers have the right to deny a student permission to leave due to grades or absences. Students not attending the field trip are expected to be in school.

College visitation is an opportunity for students to visit a college or university in which they have expressed interest. College visitations must be scheduled through the Admissions Office at the college or university. Currently some colleges offer weekend visitations for prospective students and students are encouraged to do this over open weekends. Since all colleges or institutions do not offer weekend visitations, Maur Hill-Mount Academy recognizes the need for some students to visit college campuses

during school time. Juniors will be allowed two days of excused absences for a college visit. Seniors will be allowed three days of excused absences for college visitation—one of which may be used for taking the TOEFL exam. Other absences due to a college visitation will be considered to be unexcused. All college visits must be completed by April 15. Students seeking an excused absence for college visitation are required to comply with the following:

1. A student may be asked to supply a written statement from the college to be visited that acknowledges the student's upcoming visitation. This statement is to be presented to the College Placement Advisor at least one week prior to the visitation. It is to be written on letterhead stationery or provide other verification from the college to be visited and state the date of the visitation.
2. The student should not have excessive absences for the semester in which the visitation is to take place.
3. Parental written permission is required.
4. Obtain a college visitation sheet and have teachers sign indicating work to be made up. This form must be returned to the College Placement Advisor for approval.

Academic Assistance

Academic Assistance is conducted after school daily Monday through Thursday. Students will be required to attend Academic Assistance if they receive multiple D's or any F's on a grade report. Teachers and parents may also assign students to attend Academic Assistance. Teachers and students will work with the Academic Dean to schedule days for the students to meet with teachers. Academic Assistance will be given priority over extra-curricular activities.

Activities Eligibility

Any student who participates in any extra-curricular activity must maintain scholastic eligibility. Any student receiving an F or failing to maintain a grade point average of at least 1.75 at any grading period (4 week, quarter, and semester) will be issued an eligibility warning. Students will have a one-week probation period to improve their grade/average. If a student then fails to raise his/her grade/average to the required level, he/she will be ineligible for participation for one week. Ineligible students will be evaluated weekly to ensure satisfactory progress. During this time of ineligibility, the student will practice, but not suit up or compete. Students must attend at least five (5) class periods in order to participate in extra-curricular activities on that day. Family commitments, such as a funeral, will be considered on an individual basis. A student who leaves school due to illness will not be allowed to participate in extra-curricular activities that day.

Maur Hill-Mount Academy is a member of the Kansas State High School Activities Association (KSHSAA) and abides by its guidelines. According to these regulations a student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administrative team, is not in good standing and is ineligible for a period of time as specified by the administrative team. Any student charged with criminal activity will be suspended from athletic contests and school activities for a minimum period of one week. This includes practices. After a review by the discipline board, the suspension may be extended or dismissal from teams or squads may result. Questions about KSHSAA eligibility requirements should be directed to the Activities Director.

Activities' Spectators

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

1. Be courteous to all.
2. Know the rules and 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.

Admit Slip

Admit slips are required for late entrance to class. Office personnel will issue the slip for the first hour. Unexcused tardiness at the beginning of the day will result in after-school detention. In all other cases, admit slips and consequences are handled by the individual teachers.

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 under 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. Violations of the drug/alcohol policy may result in an out-of-school suspension between 3-10 days. MH-MA reserves the right to conduct drug and alcohol screenings as it deems necessary and at a cost to the student. Canine searches of school buildings, vehicles parked on campus and school property may also occur without notice.

Assemblies

To provide enriching and broadening educational and cultural experiences, assemblies are held within the school day. These assemblies are recognized as additional learning experiences in areas beyond the classroom and, therefore, attendance is required.

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. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act when the intentional written, verbal or physical act results in: physically harming a student or damaging the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral 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 constitutes violations of this policy.

Prevention

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

Procedures

1. Report of incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures are taken to correct the situation.

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

Cafeteria

The noon meal in St. Michael's Cafeteria is available to all Maur Hill-Mount Academy students and is not open to students from other schools. Day students may purchase a hot lunch or bring a sack lunch. Day students are to eat their sack lunches in the cafeteria. Students are not to go to their cars or dorm rooms during their lunch hour. All students are to present their lunch cards at lunch. Seniors may leave campus for lunch. Underclassmen are required to remain on campus and must report to the cafeteria. No cafeteria utensils or food are to be taken from the cafeteria. Students are to follow the cafeteria rules and obey all cafeteria workers. A \$5 fine will be imposed for each violation. Students must always wear a shirt that covers their upper body, i.e., tank tops are not acceptable. Feet must be covered. Clothes need to be neat and clean with no offensive holes or messages. Hats are not to be worn inside the building.

Campus Cleanliness

Students should be proud of a clean campus and use trash barrels on the campus and trash baskets in the various buildings.

Campus Ministry

All-school Masses are held monthly. All students are required to attend. Boarders on campus during the weekend participate in Mass or an approved alternative service. Other religious services (retreats, prayers, communion services, Bible studies) are included through the religion department and Maur Hill-Mount Academy campus ministry. Students are encouraged to become involved in all facets of religious activities.

Cars and Other Motorized Vehicles on Campus

All students who drive to school must park their vehicle on campus. A registration permit must be purchased for \$20 and needs to be displayed in the vehicle when parked on campus during the school day. If a student loses this permit, he/she must pay \$5 for a replacement. Students are to park only in marked parking spots not designated for other purposes. They should not park in the lot north of the Academic Building nor in front of the Roost. Vehicles should be driven at a safe speed and only in places designed for such vehicles. Failure to follow these rules will result in the issuance of parking fines, detentions, or the ban of the student's use of vehicles on campus. Vehicles of students who become repeat parking offenders may be towed. School administrators have the right to search automobiles parked on campus at any time with or without the student and/or parent's permission. Freshman and sophomores will park in the lower lot if adequate parking spaces are not available.

Cheating

All Maur Hill-Mount Academy students are expected to demonstrate honesty and integrity in classroom conduct. Teachers must report any act of cheating to the Director of Discipline who will then record it in the student's file and notify parents of the infraction. A student caught cheating will automatically receive a zero for the assignment/test. Minor cheating incidents can include homework and other daily assignments, while major cheating can include such work as tests and research papers. A student who assists another in the act of cheating may be given equal consequences. Cheating is a violation of the Discipline Code.

Class Duties

Seniors are responsible for the pre-game and half time crowning ceremony at the Homecoming football game, the Homecoming Dance, hospitality committee, and graduation. Juniors are responsible for the Prom crowning festivities and dance. Sophomores are responsible for building the Homecoming bonfire, planning school service projects and service leaders for Maur Hill-Mount Academy. Freshmen participate in the Open House for new students, A.C.E.S. Shadow Day, and plan activities for 8th and 9th grade visitors.

Class Officers

Each class (freshman through senior) elects four members to the Executive Board and two Student Council representatives. All but the freshmen hold election of officers in May; the freshmen hold their elections in the fall.

Class Retreats

All Maur Hill-Mount Academy students will attend a class retreat. Failure to attend will result in a Saturday School.

Class Schedules

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

College Credit Courses

Students with a 3.0 cumulative GPA or with teacher permission may enroll in courses for college credit taught at Maur Hill-Mount Academy. These courses are offered through Benedictine College and require additional fees for college credit. In addition to these courses, students may also enroll in courses taught on the BC campus as well as online and independent study courses. Students should meet with the College Placement Advisor to make arrangements for college courses not offered directly by Maur Hill-Mount Academy. Students need a written note from parents in order to drop a class.

College Selection and Post-graduate Planning

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

Standardized tests are given, including the MAP (Measures of Academic Progress) test to all students annually. The juniors take the Preliminary Scholastic Aptitude Test. Seniors are encouraged to take the ACT and SAT. Both are scheduled several times a year at Maur Hill-Mount Academy.

Dances

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

Detention Periods

Detention is generally held in the study hall and is used as a time for studying without socializing. Detention will be held for violations of school rules. More serious violations will result in a Saturday school or an extended Friday detention. Eight (8) detentions in a semester will result in a Saturday School or an extended Friday detention.

DISCIPLINE BOARD

A Discipline Board composed of the Academic Dean, and two (2) school representatives meets as necessary throughout the school year. Parents will be notified if the student is required to meet with the Discipline Board and will have the option to appear for the conference with the Board. They will be notified in writing concerning the violation and the results of the Discipline Board meeting. This decision may be taken to the Appeal Board composed of the Principal and two (2) different school representatives. The Discipline Board may determine the following consequences:

1. Saturday School, extended Friday detention.
2. In-School Suspension.
3. Out-of- School Suspension.
4. Expulsion.
5. Any other response deemed appropriate by the Discipline Board.

Discipline problems arising in the classroom are handled by individual teachers through immediate correction, assignment of special work, after-school sessions, arrangement of a conference with parents and the Principal or Assistant Principal or expulsion from class.

Dismissal for Academic Failure

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

Dormitories

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

Dress Code

A Maur Hill-Mount Academy student is required to be appropriately dressed, neat and clean in appearance when on campus and at school functions. Students should wear school uniforms unless otherwise announced. All uniform shirts, skirts, sweaters, pullovers, and vests, are purchased from Uniform Connection. Order forms may be obtained in the Maur Hill-Mount Academy office.

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 and worn properly. The following guidelines have been adopted for dress during the academic day (which includes lunch and after-school detention) and at special school-related events including mass and assemblies:

- Only Maur Hill-Mount Academy uniform attire is to be worn.
- All belts, boys and girls, must be plain brown or black leather. No decorations allowed on belt.
- Polo shirts will be offered in the following colors: navy, black, and white.
- Sweaters will be navy in color and offered in cardigan, v-neck, or sweater vest.
- All shirts, polo and oxford, are required to be tucked in.
- Maur Hill-Mount Academy sweaters may be worn only with a uniform shirt underneath. No other sweaters are permitted.
- Shoes must be clean and tie shoes must be tied. Dress shoes must be black, brown, or cordovan. Tennis shoes may be worn, but base color must be white, blue, grey or black. No flip-flops are ever to be worn in school. Mules may be worn, but must be plain black, brown or cordovan. Boots must be plain black, brown, or cordovan and may only be worn with slacks.

Males:

1. Students must wear Maur Hill-Mount Academy polo or oxford style shirts. If students choose to wear an undergarment, it may only be a short-sleeved white T-shirt, which must be tucked in.
2. SLACKS/SHORTS: Dockers or similar dress slacks or shorts are required and must be worn properly around the waist with an appropriate belt. Pants must be

khaki in color. No cargo or corduroy pants or shorts are allowed. On uniform days, shorts may only be worn during the first and fourth quarters.

3. SOCKS: Socks must be worn with shoes.
4. HATS: Hats may not be worn in the classroom buildings or cafeteria and may be confiscated by faculty, staff or administration.
5. All boys are to be clean-shaven. No extreme hair color or styles are allowed. Hair should be neat, clean, and clear of eyebrows, off the collar, and off or clear of the cheeks. Sideburns may not extend onto the cheek or face, and cannot extend beyond the ear lobe. No piercings are allowed.
6. DRESS UP DAY: Must wear white oxford shirt with school logo, khaki pants. Shirts must be tucked in. No tennis shoes are to be worn.
7. GAME DAYS: Will wear white oxford shirt with school logo, khaki pants and tie of their choice or regular school uniform. Oxford shirts must be tucked in. No tennis shoes are to be worn.
8. JEANS DAY: Jeans may be worn with an Maur Hill-Mount Academy shirt or t-shirt. Jeans may not have holes, frays or tears. Jean shorts may be worn during the first and fourth quarters on designated jeans days.

Females:

1. Students must wear Maur Hill-Mount Academy polo or oxford style shirts. If students choose to wear an undergarment, it may only be a short-sleeved white T-shirt, which must be tucked in.
2. SKIRT/SKORT: Uniform skirts are to be an appropriate, modest, length (not more than 2 inches above the top of the knee). Maur Hill-Mount Academy skirts and khaki skorts can be purchased through the uniform company. Black shirts and outer garments may not be worn with the Maur Hill-Mount Academy skirt. Tennis shoes and boots may not be worn with skirt.
3. SHIRT: Maur Hill-Mount Academy uniform shirts are required and can be purchased from the uniform company.
4. SLACKS/SHORTS: Dockers style, khaki in color. No cargo or corduroy slacks or shorts. Shorts must not be more than 2 inches above the top of the knee. Shorts may only be worn during the first and fourth quarters. Khaki pants may not be low rise. Pants must be worn with a belt and worn around the waist.
5. SOCKS: Socks must be worn with shoes. When wearing the uniform skirt, socks should be white or navy crew or knee--no peds or tube socks (no color combinations). Tights may be navy or white.

6. SHOES: Athletic shoes and boots may not be worn with skirts. Boots may only be worn with slacks.
7. DRESS UP DAY: Must wear white oxford shirt with school logo, khaki pants. Shirts must be tucked in. No tennis shoes are to be worn.
8. GAME DAYS: Will wear white oxford shirt with school logo, khaki pants or regular school uniform. Oxford shirts must be tucked in. No tennis shoes are to be worn.
9. JEANS DAY: Jeans may be worn with an Maur Hill-Mount Academy shirt or t-shirt. Jeans may not have holes, frays or tears. Jean shorts may be worn during the first and fourth quarters on designated jeans days.

ALL STUDENTS:

Students found in violation of these rules at the start of the day may be sent home or to the dorm to change and be assigned after-school detention that day. Students found in violation of these rules during the day will also be assigned an after-school detention.

Females may have pierced earlobes but otherwise, no body piercing of any type is allowed. No visible tattoos or markings on the skin are allowed. No extreme hair color or styles are allowed.

Electronic Devices

Maur Hill-Mount Academy is not responsible for lost or stolen items. Electronic devices may not be used in school between 7:45 a.m. and 3:15 p.m. and will be confiscated. The consequences are as follows:

1st Offense – Warning

2nd Offense – Parent called and is required to pick up the device

3rd Offense – Device will be held for one (1) week from the day taken

4th Offense – Device will be held for thirty (30) days

5th Offense – Disciplinary hearing

Expulsion from School

A student may be expelled at any time for serious misconduct either as the result of a Board of Discipline decision or by the Principal. 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.

Extra-curricular Activities

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

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 complete semester finals. If a student is not allowed to complete the semester exams, he/she will be given "Incompletes" for his/her courses until said payments are brought up-to-date and finals are taken.

Fire, Smoke Alarms

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

Fire, Tornado Drills

The Principal will schedule fire and tornado drills as prescribed by State law. Students and staff are to move as directed by signs posted above room doors. Personal items are to be left behind.

Food in the Classrooms

Student consumption of food, candy, and beverages is not permitted in the classrooms.

Grades

Grades are given in each class and are sent to parents at the end of each quarter and semester. Boarders will receive their grades from their prefects, and copies will be mailed home to their parents. Each teacher will explain his or her grading procedure. Grade reports may be withheld from any student not meeting their financial obligations to the school. Parents may also check on their student's progress online at <https://mh-ma.powerschool.com/public/> (Power School). Initial user ids and passwords will be provided following registration.

Because of the nature of mathematical progression, students must pass Algebra I with a minimum grade of C- before moving to Geometry. If a student does not have a C-, he/she will be required to repeat Algebra I. Students failing to meet the State standards on State Math Assessments will be required to take Math Concepts their junior year to assist them with successful completion on the State Math Assessments in the spring.

Semester finals are given at the end of the first and second semesters for each course taken. These finals are cumulative based upon the coursework completed throughout that semester. Any student not taking finals on the scheduled days will be given an "Incomplete" until said finals are completed.

It is important for parents and students to note that there is a significant difference between a passing grade and a college-recommending grade. From the start, therefore, a student is expected to work for the highest grade commensurate with his/her God-given gifts and talents. Not only does a student experience the pride and satisfaction that comes with working to one's potential, but students who realize a high

level of academic achievement have many more options open to them when they begin the process of choosing a college or university.

Grade Point Average

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

A	A -	B +	B	B-	C +	C	C-	D+	D	D-	F
College Level											
4.25	4.00	3.50	3.25	3.00	2.50	2.25	2.00	1.50	1.25	1.00	0.00
Regular Classes											
4.00	3.75	3.25	3.00	2.75	2.25	2.00	1.75	1.25	1.00	0.75	0.00

Grading Scale

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

Graduation Requirements

(1 unit = 2 semesters' credit)

Courses required for a Maur Hill-Mount Academy Diploma:

English	4 Units
Science	3 Units
PE/Health	1 Unit
Religion	4 Units
Mathematics	3 Units
Social Studies	4 Units
(Including US History and American Government)	
Fine Arts	1 Units
(One unit of art or one unit of music)	
Foreign Language	2 Units
(Two years of one language)	
Computer Tech	1 Unit
Electives	3 Units
20 service hours each year of attendance	

Courses required for a Regents Honors Maur Hill-Mount Academy Diploma

English	4 Units
(Must include American Lit and not include Speech, Journalism, or Drama)	
Science	3 Units
(Must include Chemistry and Physics)	
PE/Health	1 Unit
Religion	4 Units
Mathematics	4 Units
(Must include Algebra I, Algebra II, Geometry, and one advanced math)	
Social Studies	4 Units

(Including US History and American Government)
Fine Arts 1 Units
(One unit of Art or one unit of Music)
Foreign Language 2 Units
(Two years of one language)
Computer Tech 1 Unit
Electives 3 Units
20 service hours each year of attendance
Cumulative GPA of 3.0

Please note: Students not following the regular dress code policy in preparing for and/or during graduation will not be allowed to participate in the graduation ceremony.

Guests

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

Gymnasium Use

The New Gym will normally be open after boarder study hall and during designated hours on weekends and may be used by all students. Weight room facilities can only be used under the guidance of certified personnel. Street shoes are not to be worn on the basketball court. Violation of rules may result in being restricted from the areas. Physical education students and participants in major sports are allowed lockers in the New Gym. They will be responsible for providing their own locks and giving their combination to the PE instructor.

Hall Lockers, Locks

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

Hall Passes

Students are given four minutes to change classes. To leave the classroom for any purpose at other times during the school day, the student must get his/her planner signed by his/her teacher. Any students not carrying his/her planner to class will not be allowed to leave the classroom. Students are not to go to their cars in the parking lot or back to the dorms without a signed pass issued by the office. Those who violate these rules may receive a detention.

Health Policies

Students may self administer over the counter pain relievers such as Tylenol, Aspirin, Motrin, etc., if they have written parental permission. All such medications must be properly labeled and in their original containers. Amounts should not equal more than 1 day's dosage. Prescription medication taken during school hours must be turned in to the office with written parental permission and will be administered according to prescription label directions.

Homework

Homework is an essential part of the academic process, and not completing such work on time is unacceptable. Teachers may require students missing homework to remain after school and/or to attend academic assistance. Students who do not report may be assigned disciplinary detentions.

Honor Roll

Those with a 4.0 GPA for the grading period receive Distinguished Honors. Those with a 3.5 or above receive Principal's Honors, and those with a 3.0 or above receive High Honors. A grade of F prevents a student from being on the honor roll. Students will receive recognition in the local newspaper, the Maur Hill-Mount Academy website, and Alumni Newsletter. Parents not wanting their child's name released must notify the school in writing by September 1st.

Illness During School Day

Students who become ill during the school day will see an administrator. He or she will judge the severity of the sickness and when necessary have office personnel contact the day student's parents or contact the residency director.

Internet/Computer Network

Computers connected to the network with internet accessibility are found in the computer lab, library, and in many classrooms. These computers are intended for academic purposes only. "Public use" computers are also available in the residence halls for the boarders. Students, along with their parents (or in the case of boarders, their prefect) must sign a use agreement before being allowed to use the network at Maur Hill-Mount Academy. Violation of this agreement or other computer rules may mean the banning of the student from using any computer that is connected to the network as well as other appropriate disciplinary action. Computers used in the classrooms are for instructional/learning purposes only. Laptop computers may be confiscated if used to visit sites not approved by the teacher.

International Orientation

In an effort to help international students transition into the Maur Hill-Mount Academy environment, international students are required to attend orientation program before school starts. This program will include TOEFL testing for placement in classes and other information that will help make the start of their Maur Hill-Mount Academy experience a success. Students are expected to speak English at all times during the school day.

In-School Suspension

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

Intramurals

All students are encouraged to participate in intramural sports. Leagues and tournaments will be organized. Students sign up or turn in rosters at announced times. No fees are involved. Games are scheduled outside the academic day, usually during Roost Night activities.

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.

Leadership Positions

Any student either elected or chosen to any office within the school must at all times act in accordance with the standards of the school. A person may hold one major and one minor office at the same time. Two minor offices may be held at the same time. Major offices include all presidents of clubs, student council, and classes. Minor offices include the executive board for clubs and classes.

Library

The library is available to all students through the school day. It is a place for quiet reading and research. Computers are available for student use. A reading area with current magazines and newspapers is part of the library. Those who lose or damage books or magazines are fined and required to pay replacement costs.

Lost and Found

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

Mini-Roost

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

National Honor Society

Induction into the National Honor Society (NHS) is an honor that the faculty accords those students who have demonstrated scholarship, service, leadership and character. The minimum requirements for consideration are a cumulative GPA of 3.25, no D's or F's and 25 service hours ten of which may be shared with the school requirement of 20 service hours for a total of 35 hours. Ten of the 25 additional hours must be performed at Maur Hill-Mount Academy.

Parent/Teacher Conferences

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

Probation - Academic

Students are placed on probation when it is determined by the administration they are not working to their potential as demonstrated through class grades or poor comments. 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.

Probation - Disciplinary

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

Progress Reports

Parents will have access to their child's grades online. Grades will be updated weekly and access is password protected. Grade reports will be mailed each four-week grading period.

Residential Requirement

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

Roost Night

Generally, on Wednesday night the campus is open after dinner until 9:45 p.m. for Maur Hill-Mount Academy students. All students are subject to all rules in this handbook while attending Roost Night.

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 random alcohol testing.

Service Hour Requirements

All students are required to complete twenty (20) hours of community service during each of the four (4) years of attendance at Maur Hill-Mount Academy. To make our students service experience more meaningful and instructive, we ask that they complete the hours within one or two organizations. Students should have their projects pre-

approved through the Campus Ministry team by October 16, 2009. To assist students with their choice of projects, a listing of organizations and potential projects from which they might choose will be available. The St. Maur Service Award will be given to the top projects in each grade level. The guidelines are as follows:

1. Each student will complete twenty (20) hours of service. Ten (10) hours are due December 8, 2009 unless approved by Campus Ministry. The final ten hours are due April 13, 2010.
2. All twenty (20) hours will be completed within no more than two (2) organizations. A list of service ideas will be included on the MH-MA website.
3. All service projects must be pre-approved by October 16, 2009. To be pre-approved the Service Agreement must be completed and turned in to Campus Ministry.
4. After completing the service hours, each student's service is to be evaluated by the supervisor. The student will complete the written reflection portion of the service project.
5. Service projects can be accomplished as a group, but the Service Agreement, Evaluation, and Reflection must be done individually.
6. A panel of faculty and staff will evaluate Service projects. The top project of each grade level will be invited to present to the school and the Board of Directors and will receive the St. Maur Service Award.
7. All hours must be completed outside the school day.
8. Students cannot receive money or gifts for the service performed.
9. In an effort to encourage service within our community, service projects for family are not allowed.
10. Work completed for other obligations is not allowed as your service project, i.e., National Honor Society, Boy Scouts, Student Council, etc.
11. Coaching and babysitting will not be approved for service hours.
12. If hours are completed before being pre-approved, Campus Ministry has the right to not approve the hours completed.

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 Planner

The planner provides a place for students to record their homework assignments as well as other helpful information. All students should carry their student planner with them to class each day. The planners will serve as “hall passes” and those who do not have them will not be allowed to leave class once it is in session. Maur Hill-Mount Academy provides the first planner free of charge. Replacement cost will be \$10.00.

Student Council

An Executive Board elected by the student body and two representatives from each class and from the Boarder Council make up the Student Council. They are elected in May for the following year. A constitution guides the group; a faculty member is moderator. The Council plans many student activities and presents the desires of the students to the school administration.

Student Orientation

Maur Hill-Mount Academy will set aside time on the first two days of school to introduce and welcome students to the Maur Hill-Mount Academy community. Maur Hill-Mount Academy staff will supervise all approved activities. Parents are advised not to allow their child to leave with other students early in the morning or at night to participate in unsupervised events.

Suspension – Out of School

When the administrative team deems it necessary, a student may be suspended from class and sent home one or more days. This form of suspension is used infrequently and will be done only after parents have been notified. Before the student is allowed to return to class, a meeting between parents, student, and school officials will be required to define expected behavior.

Tardiness

Students late to class must have an admit slip from the office. During the first hour, the office issues tardy slips. Those unexcused will receive an after-school detention. After the first hour the teacher to whose class the student is late will assign the consequences for unexcused tardies.

Telephones

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

Textbooks

Textbooks are rented from Maur Hill-Mount Academy and are returned at the end of the year. Texts that are damaged or lost must be paid for before grade cards and transcripts are released.

Textcaster

Through the generous sponsorship of Exchange National Bank we have an additional communication tool called Textcaster, which we use to reach parents in our school. A key feature of this technology is the ability to deliver important news, such as school

closings, early dismissals, changes in school or sports schedules sent as text messages directly to our parents' mobile phone, wireless PDA or pager. You may sign up for Textcaster and get important information about Maur Hill-Mount Academy sent as text messages to your cell phone, wireless PDA or pager. Visit our website at www.mh-ma.com and click on "Raven Alerts". Step-by-step instructions are given for registering.

Tobacco

All Maur Hill-Mount Academy students and their guests are prohibited from smoking on or in sight of campus. Use of tobacco is prohibited in school vehicles and on school-sponsored trips, as is the possession of tobacco or tobacco paraphernalia. Possession of tobacco or tobacco paraphernalia will result in confiscation and a smoking fine. Students with the smell of tobacco upon the breath or on the hands will receive a smoking fine. If more than one student is found in a bathroom stall, they will each receive a smoking fine. First Offense: \$25.00 all following offenses: \$50.00. Those caught providing tobacco products to others will receive a \$50 fine and five hours of work detail.

TOEFL Testing

Students will be responsible for registering themselves to take the TOEFL test online for one of the dates scheduled by the Academic Counselor. Those taking the TOEFL test, which is only available off campus, will be grouped together on the dates selected. Students must register before the deadline to take a test. Students should confirm the dates for TOEFL testing with the Academic Counselor. Transportation will not be provided for testing on dates not previously approved by the Academic Counselor. Failing to register before the deadline for the selected testing date will result in the student having to wait for the next testing opportunity. Registration for the ACT and the SAT tests will follow the same procedure.

Transcript of Credits

Senior transcript of credits will be sent to colleges upon request of the student. Two copies will be mailed without charge; for each additional copy a fee of \$5 will be charged.

Valedictorian and Salutatorian

Valedictorian and Salutatorian will be announced at graduation. They must complete the Kansas Regents Scholars Curriculum requirements for graduation. The recipients must be students in good standing, which includes good discipline, positive involvement in school activities and promotion of a positive school climate. They must be a Maur Hill-Mount Academy student a minimum of two years. Their GPA at Maur Hill-Mount Academy will be among the first considerations.

Vo-Tech Enrollment

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

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 and by text message via Textcaster (see “Textcaster” above).

Weapons and Other Contraband

Kansas’s 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.

Yearbooks

The Maurite is the yearbook for Maur Hill-Mount Academy. All Maur Hill-Mount Academy students pay for a yearbook as well as a video yearbook at the beginning of the second semester. Both publications are distributed in mid-May.

Maur Hill-Mount Academy Residential Programs

The Maur Hill - Mount Academy residential programs are based on the traditions and values established by the Sisters of Mount Saint Scholastica and the Priests and Brothers of St. Benedict's Abbey.

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

Nancy Alberts
Residency Director
Email: nalberts@mh-ma.com
Phone: 913-367-5482, Ext. 237
Fax: 913-367-5096

Girls' Residence Hall

Mailing Address: Howard Hall, 1000 Green Street, Atchison, Kansas 66002

Boys' Residence Hall

Mailing Address: St. Leo Hall, 1000 Green Street, Atchison, Kansas 66002

General check out guidelines:

Checking out is a privilege allotted to Maur Hill-Mount Academy students. Each student is responsible for checking in and out of her/his residence hall in the appropriate manner. Each individual is given the trust of her/his residency director to check out in the appropriate manner and be at that location. If a student changes location, she or he is responsible for notifying the appropriate staff members. Those unsure of the checkout procedure should check their individual hall for checkout guidelines.

Off Campus Check-out:

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

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

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

Closed Weekends

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

Boarders may check out to go home and stay home for the weekend. Any boarder returning to Atchison will check back into the residence center and make other arrangements with their Residency Director if needed.

Maur Hill-Mount Academy closed weekends are:

- Homecoming, Parents' Weekend
- Winter Homecoming
- Prom
- Graduation

Vacation

Vacation schedules have been provided and students are not expected to miss class before or after a vacation. Those who do must have the prior permission of the Academic Dean and do all make-up work, as required. The boarder is subject to

disciplinary measures set by academic staff. This can include Saturday School, denial to take tests, and zeroes on all homework during this period.

The dorms will be closed during the Christmas vacation, and a student not returning home will be responsible for making his own boarding arrangements, subject to school approval. The dorms close at noon on Sunday, December 20, and will reopen on Sunday, January 3. School resumes on Wednesday, January 6. 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 residency staff. Signed permission from his/her parents and an adult to where he/she plans to travel must be received before departure. The school reserves the right to deny travel plans.

Transportation:

Maur Hill-Mount Academy nor its employees are responsible for the costs related to purchasing airline, train, or bus tickets, although they will be glad to assist boarders.

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

The school will provide transportation at no cost to the student to MCI (Kansas City International) or the Atchison airport during specified times for each vacation. A fee of up to \$50 per person will be charged for transportation to bus or train terminals during this time. No school transportation is available between 11 p.m. and 5 a.m. Students traveling outside of the listed schedules will be charged up to \$50 for transportation. School personnel may assist in making these arrangements through a private contractor.

Three-Day Weekends:

- September 5 through September 7 (Boarders return on the 7th).
- October 10 through October 12 (Boarders return on the 12th).
- February 13 through February 15 (Boarders return on the 15th).
- Travel arrangements need to be scheduled through the residency office.

Thanksgiving Vacation:

- November 25 through 29 (Classes resume on November 30th).

Christmas Vacation:

- December 18 @ noon through January 5 (Classes resume on the 6th).

Spring/Easter Vacation:

- March 27 through April 6 (Classes resume on the 7th).

Because of the number of students traveling, transportation may be combined with other students. Any student arriving may call the residency hall office and find out the approximate departure and arrival time of his/her transportation.

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

Students who miss school immediately prior to or following scheduled three-day weekends and vacations will be assigned one Saturday School for each day missed.

Vehicles

Only seniors may have motorized vehicles in Atchison after they provide copies of their United States drivers' license, vehicle registration, and approved Kansas insurance, and they are registered and approved by the residency director. When they return to Atchison they must return to school and park the vehicle in the prescribed parking lots unless advanced permission has been granted by residency staff. It is the responsibility of the boarders to turn all their vehicle keys in to residency staff 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.

Residency Discipline Board

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

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

The Maur Hill-Mount Academy Affirmation

We are a community whose members work toward goodness and excellence. In any such community, integrity, truth, and courage must have real meaning. We are, therefore, bound to establish, maintain, and uphold a principle of honor and to keep our conduct consistent with it. To do anything less is to deceive ourselves and to undermine our accomplishments.

Parent-Student Affirmation

We, the parent/guardian _____ and _____ (student), have received the Maur Hill-Mount Academy 2009-10 Parent-Student Handbook. We agree to support and uphold the policies.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____