

**THOMAS MORE PREP-MARIAN  
HIGH SCHOOL  
2011-2012**

**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Locker #** \_\_\_\_\_ **Lunch #** \_\_\_\_\_

**Login** \_\_\_\_\_

Table of Contents

**Thomas More Prep-Marian Mission, page 5**

Mission Statement..... 5  
Goals ..... 5  
Governance ..... 6

**Academic Program page 6**

Academic Probation ..... 7  
Advanced Courses ..... 8  
Awards, Senior..... 8  
Awards, Underclass ..... 9  
Classification.....10  
College Courses.....10  
Course Catalogue .....10  
Education Plan for Students with Learning Disabilities .....10  
Grade Reports .....10  
Grading System .....10  
Graduation Policy.....10  
Honor Rolls .....11  
Eligibility Requirements .....12  
Final Examination.....12  
Final exemption Policy .....12  
Recommend Courses.....13  
Required Courses .....13  
Study Hall, Mandated .....13  
Withdrawal Policy.....14  
  
Accreditation ..... 14

**Admissions, page 14**

Day Students ..... 14  
Resident Students..... 14  
Senior Transfer ..... 15  
English Only..... 15  
Progressive English Language..... 15  
  
Apostolic Activity and Service Hours ..... 16  
Assemblies..... 16

**Attendance, page 16**

Absences, excused..... 17  
Absences Unexcused..... 17  
Arrival Time..... 17  
College Visits ..... 17  
Excessive Absenteeism ..... 17  
Extracurricular Activities ..... 19  
Illness..... 19  
Medical and Dental Appointments ..... 19  
Tardiness ..... 19  
Unscheduled Vacations..... 19

Audio Visuals ..... 20  
Auditorium Balcony ..... 20  
Automobile Policies..... 20

Backpacks and Bookbags .....	20
Bullying .....	20
Chapel .....	21
Classification .....	21
College Courses .....	21
Communication Devices .....	21
Computer Usage .....	21
<b>Discipline, page 21</b>	
Due Process .....	21
Duration .....	22
Hearings .....	22
Notifications .....	22
Penalty Periods .....	22
Removal from Class .....	23
Suspensions .....	23
In-School Suspensions .....	23
Out-of-School Suspensions .....	23
Expulsion .....	24
<b>Dress Code page 24</b>	
Advertisements .....	26
Alterations .....	26
Coats .....	26
Dress Down Days .....	26
Dress for Activities .....	27
Exceptions .....	27
Fads .....	27
Hair .....	27
Shoes, Socks and Belts .....	27
Shorts .....	27
Special Events .....	28
Sweatshirts & Jackets .....	28
Driving Violations .....	28
Dual Sport or Cheer Participation .....	29
Extracurricular Activities, Clubs, Organizations and Teams .....	29
Fire Alarms .....	30
Food and Drink in Classrooms and School Vehicles .....	30
Gum .....	30
Guidance .....	30
Gym Shoes .....	30
Hall Passes/Agendas .....	30
Incendiary Materials .....	31
Insurance .....	31
Interaction with Faculty and Staff .....	31
Internet and Computers Acceptable Use Policy .....	31
Languages Other Than English .....	32
Leadership Formation .....	32
Library/Center for Research .....	33
Littering .....	34
Liturgies .....	34
Living Requirements .....	35
Lockers .....	35
Lunch .....	36

Medical Records .....	36
Night and Weekend Policies.....	36
Non-Catholic Students .....	36
Parent Involvement .....	36
Parking.....	37
Physical Fitness .....	37
Pregnancy.....	37
Property Damage.....	38
Religious Studies Course .....	38
Religious Vocations Program .....	38
Restricted Areas.....	38
Retreats and Days of Renewal .....	38
Sacraments.....	39

**School Records, page 39**

**School History, page 40**

Search Policy .....	42
Sleeping in Class .....	42

**Social Functions, page 43**

**Spiritual Life, page 44**

**Sportsmanship, page 44**

Study Hall Mandated.....	45
Studying.....	45
Tattoos.....	45
Telephones .....	45
Textbooks .....	46
Tobacco .....	46
Transcripts .....	46
Tuition and Fees .....	46
Weapons.....	47
Year End Responsibilities .....	47

**Daily Schedule, page 48**

**Calendar of Events, page 49**

## **THOMAS MORE PREP-MARIAN HIGH SCHOOL**

### **Mission Statement of Thomas More Prep-Marian High School**

Thomas More Prep-Marian High School, a Christian community in the Catholic tradition, challenges its students to spiritual growth, academic excellence, and leadership formation.

### **Goals of Thomas More Prep-Marian High School**

Thomas More Prep-Marian High School accepts the concepts of a Catholic school given by the Second Vatican Council in the following documents: Declaration on Christian Education, Decree on Ecumenism, Declaration on the Relation of the Church to Non-Christian Religions, Decree on the Apostolate of the Lay People, Declaration on Religious Liberty, Decree on the Church's Missionary Activity, and the Pastoral Constitution on the Church in the Modern World.

The purpose of Thomas More Prep-Marian High School is to provide in a well-balanced way for each student's unique intellectual, spiritual, psychological, physical and social needs. More specifically, the school aims to help the student:

1. Personally appreciate and exemplify a life founded on faith.
2. Instill the ability to think rationally, to express thoughts clearly, and to listen with understanding.
3. Acquire an interest in and capacity for excelling in further studies, whether collegiate or independent.
4. Develop leadership abilities such as initiative, emotional independence, responsibility and self-discipline.
5. Foster a sense of responsibility in relationship to family, school, parish, and civic community.
6. Demonstrate practical concern for the social problems of our times, developing a sense of the universal family of God.
7. Recognize an awareness of God's presence and action among us.
8. Learn to worship God both liturgically and individually.
9. Gain a proper respect between those in authority and those being directed.
10. Develop habits of good practical judgment and using them profitably.
11. Develop mature relationships with peers.
12. Achieve an appreciation of nature, science, literature and the fine arts.
13. acquire proper habits for maintaining emotional, mental, and Physical health and well-being.

## **Governance**

Thomas More Prep-Marian High School is a Roman Catholic secondary school under the auspices of the Bishop of Salina. The school follows the guidelines and policies set forth by the Salina Diocese.

The school is governed by a Board of Trustees comprised of members from the Heartland parishes of Ellis County, Kansas. The Board of Trustees has the right and authority to set and change any school policy as the year progresses and when deemed justified.

The Principal is responsible for the operation of the school. The Principal's leadership team is comprised of:

1. Assistant Principal
2. Athletic Director
3. Business Manager
4. Director of Operations
5. Residency Director

In the absence of the principal, the senior assistant principal shall be responsible for the principal's duties.

## **ACADEMIC PROGRAM**

Thomas More Prep-Marian has a program designed to develop young men and women on the secondary school level in leadership, spiritual, academic and social areas of life. Leadership is based on the model of lead by example. Spiritual development envisions accelerated growth in the life of Christ. Academic development aims to prepare a student for entrance into college and skills for further learning. Social development aims to prepare the student for personal responsibility. It is hoped that this program will give students a foundation for a well-adjusted personality, a reputation for moral integrity and real desire to grow as a Christian both interiorly and exteriorly. The program is developed on the foundation of Catholic spirituality and principles.

Non-Catholic and non-Christian religious students are welcomed in this program. The religious beliefs and practices of non-Catholics are respected and the student is encouraged to continue his or her religious preference. However, all students are expected to attend the religious functions of the Catholic Church and to show the same respect for the religious function of the Catholic Church as the Catholic Church shows to their individual religion.

Thomas More Prep-Marian High School endeavors to give its students the best academic program possible as an immediate preparation for college and ultimately for life. For this reason, the academic program is deliberately challenging, even difficult. The school accepts the principle that students who come are willing to work hard because their future

requires it. While academics is only one part of a person's education and must be kept in balance with other areas, it is necessarily a very important part.

### **Academic Probation**

Students are on Academic Probation when they fit into at least one of the following categories:

1. Students with less than 70% in more than one subject
2. Students receiving an overall average of less than 77%
3. Students receiving less than 70% in a required course

A student's extracurricular activities may be curtailed if necessary.

Students who are continually on Academic Probation seriously jeopardize their chances of graduating from Thomas More Prep-Marian High School. In some cases, such students may of course achieve compensating growth in areas other than academics, especially through the learning of Christian principles in action. Such students may be allowed to remain at Thomas More Prep-Marian if in the opinion of the administration; they are actually achieving such growth and cooperating with their teachers.

Students who are placed on academic probation cannot leave or miss classes for any reason without the express written consent of each teacher whose class would be missed.

Permission, if granted, should be directed to the principal and the moderator, advisor or sponsor of the activity.

A list will be compiled and reported to the faculty and staff of those students who are on academic probation each marking period.

Teachers, moderators, advisors, sponsors and coaches are encouraged not to recruit or permit students on academic probation to join, try out or sign up for their activities.

The period of academic probation lasts for a full marking period. Be advised that the finalized list may not be available at the start of the marking period. Therefore, the academic probation shall last from and begin upon publication of the list and last until the publication of the next marking period's academic probation list.

Any and all questions may be directed to the principal.

The principal reserves the right to amend the academic probation list at any time.

Students are considered to be on Academic Probation and are subject to all the consequences therein if they have any incompletes, until such

time as the adjustment from incomplete to a completed and acceptable grade is recorded by the registrar.

When students are involved in interscholastic competition and extra-curriculars, moderators, advisors and coaches reserve the right to adhere to eligibility guidelines concerning participation.

### **Advanced Courses**

Certain courses are especially designed for advanced students to help them realize more fully their potential and to prepare them better for college. These courses have greater content and require more work; therefore, they are weighted or given a greater value when a student's overall average and grade point average are computed. They are marked in a special way on the report card and on the permanent transcript. The weighted average is used in each marking period honor roll and on a student's ranking in his or her class. The weighted grade is calculated by adding 4% to each grade of 70% or above in the weighted classes only.

Advanced or weighted courses at the present time include:  
Accounting II, Algebra II, AP Chemistry, AP English, Adv English III, AP Physics, Chemistry, Electronics, College Prep Reading, Debate II/Advanced Debate, Psychology, German II, Latin II, Latin III, Latin IV, Human Anatomy, Human Physiology, Biology II, Physics, Physics II, Probability and Statistics, Spanish II, Spanish III, Spanish IV, Calculus, Trigonometry, Analysis of Elementary Functions

### **Awards, Senior**

#### **The Thomas More Medal of Excellence**

This is Thomas More Prep-Marian's highest award. It is awarded to a senior by vote of the entire faculty on the basis of all-around excellence in academics, personal conduct, concern for others, and Christian leadership. The faculty and staff make the nominations. This award will be determined on the basis of a student's cumulative record at Thomas More Prep-Marian.

#### **The Presidents Medal for Scholarship**

This award is given solely on the basis of academic grades to the senior with the highest four-year average. The award goes to the senior with the second highest average if the senior with the highest average has already won the Thomas More Medal of Excellence.

### **The Monarch Service Citation**

This is awarded by vote of the entire faculty, including class advisors, to the senior who has done the most in terms of service for Thomas More Prep-Marian. Nominations for this award are made by the faculty and class advisors on the basis of all years of attendance at Thomas More Prep-Marian. The winners of the Thomas More Medal of Excellence and the President's Medal for Scholarship are not eligible for this award.

### **Scholarships**

Scholarships that have been offered to seniors are recognized during the commencement ceremony.

## **Awards, Underclass**

### **Academic Letter**

Students who achieve either a President's or Principal's Honor Roll distinction for the first three quarters of the academic year are eligible for an Academic Letter. Additional year(s) of achieving this distinction will merit these same students a bar pin.

### **Christian Leadership**

These underclass awards are determined by a vote of the faculty and staff. They are awarded to a junior, sophomore, and freshman on the basis of all-around excellence in academics, personal conduct, concern for others, and Christian leadership.

### **Scholarships**

These awards are given to the junior, sophomore, and freshman with the highest average of that year. If the student with the highest average has already won the Christian Leadership Award, the award is then given to the student with the second highest average.

### **Service Awards**

These awards are determined by a vote of the faculty and staff. They are given to the students who have done the most items of service for Thomas More Prep-Marian High School during the year. Nominations are made by the faculty and staff. Winners of the Christian Leadership and Scholarship Awards are not eligible for these awards.

## **Classification**

In order for students to graduate in a timely fashion, the following guidelines for academic progress and classification are used at the beginning of each year:

1. A student is classified as a sophomore if they have earned a minimum of four (4) credits
2. A student is classified as a junior if they have earned a minimum of eleven (11) credits
3. A student is classified as a senior if they have earned a minimum of seventeen (17) credits

## **College Courses**

Students with at least an 89% overall average may take Fort Hays State University classes for enrichment with the permission of the principal and counselor. They must also sign a college course agreement. College classes cannot be substituted for required courses offered at Thomas More Prep-Marian High School. The principal reserves the right to deny permission to take such courses during the day if he or she has concerns regarding missed seat time or other issues.

## **Course Catalogue**

A course catalogue with course descriptions and program requirements is available online or by request.

## **Education Plans for Students with Learning Disabilities**

If a Student has difficulty in the learning process, an education plan can be developed to assist the student to overcome a learning disability.

## **Grade Reports**

Grades are formally given four (4) times a year, after each quarter, in order that students and their parents may frequently see a report on academic progress. The semester grade is the average of both quarter grades within the semester. It is recorded on the permanent transcript.

Thomas More Prep-Marian High School provides access to student grades through our Internet linked program (Power School). Parents or guardians wanting this access need to contact the school. There may be certain periods or times when this access is not available due to maintenance issues.

## **Grading System**

Thomas More Prep-Marian High School does not use the practice of calculating grade point averages; instead the school has chosen to

report student performance in the form of an overall cumulative average, which is based on a 100% scale and incorporates all courses. Grades in each course are given according to the teacher's judgment of a student's progress, based upon assessments that could include exams, homework assignments, class work or other options.

100-96 represents excellent and outstanding work.

95-89 represents superior work, over and above what is merely required. 88-77 is given for average work when students have done satisfactorily what is required of them.

76-70 indicates work that is passing but unsatisfactory.

Below 70 means that the student has not met the minimum requirements of the course to receive credit.

An incomplete (INC) is given when a student has not completed his or her required work. When the required work is completed, the INC becomes a grade. If the work is not completed within two weeks after the grade is given, the INC automatically is recorded as a 60 percent, unless a letter has been sent to the parents indicating the reason for a lower grade. An INC may be given when illness prevents a student from completing assigned work. It is not to be viewed as an extension of the quarter for other reasons. An INC must be approved and authorized by the principal.

Questions related to course grading should be directed to the teacher(s) involved.

### **Graduation Policy**

If a student reaches the second semester of the senior year and there is no conceivable way for the student to meet the necessary graduation requirements, he or she and his or her parents will be informed that the student will not be able to participate in graduation ceremonies. The deadline for the decision will be the end of January.

If a student stands a chance of graduating with the appropriate number of credits, he or she will be allowed to participate in the graduation ceremonies (providing he or she follows all other school rules related to graduation ceremonies). Diplomas will not be issued until after the student has completed all requirements for graduation, regardless of his or her participation in the graduation ceremonies

### **Honor Rolls**

The school publishes an honor roll four times a year, after each grading period.

Membership on the Bishop's Honor Roll list is granted to students with an average grade of 96 percent or above with no grades less than a 77. Membership on the Principal's Honor Roll is for students whose average grade is between 95 percent and 89 percent with no grade less than a 77. Honor Roll students must take math, science, or foreign languages.

Freshmen and sophomores must take two of those three courses; juniors must take one of them; seniors must have one of them or be enrolled in a schedule approved by the counselor.

A student's position on the Bishop's or Principal's Honor Roll is determined by the "weighted" grade if weighted courses have been taken. If a student withdraws from a class, passing or failing, they are ineligible for the honor roll for that quarter.

### **Eligibility Requirements**

Students receiving less than 70 percent in any subject will be ineligible to participate in school sponsored activities unless they attend two (55 min) study halls Tuesday and Thursday. Students participating in activities must be passing a minimum of 5 classes at all times. Eligibility reports are given to all first hour teachers and coaches at the end of the week. The report is also posted by code outside of the principal's office. Study halls will begin at 7:00 A.M. In order to receive credit for study hall, the student must arrive on-time and stay on-task. It is up to the study hall supervisor's discretion if credit will not be awarded. Any student asked to leave study hall will not receive credit and lose eligibility the following week. Being absent from one or both of the required study halls would mean automatic ineligibility for the following week (Tuesday through Monday).

### **Final Examinations**

Students will not be permitted to take their final examinations before the scheduled examination days

### **Final Exemption Policy**

A student will be exempt from taking final exams in May if *one* of the following is met:

1. If the student performs at the exemplary' level on the Kansas State Assessment in Math as a sophomore and in Reading as a junior (The student is exempt from all 2nd semester finals in his/her junior and senior year.) *Any student eligible for this exemption must be passing all classes and not have received a suspension or more than two penalty periods.*
2. If the student achieves national merit status as determined by the PSAT results. (The student is exempt from all 2nd semester finals in his/her junior and senior year.) *Any student eligible for this exemption must be passing all classes and not have received a suspension or more than two penalty periods.*
3. Has three or fewer absences for the year in a class with an 'A' average for the current semester; *OR* two or fewer

absences for the year in a class with a 'B' average; *OR* one or fewer absences for the year in a class with a 'C' average, **AND** Received fewer than two penalty periods, **AND** received no suspensions during the year.

4. Seniors who earn the distinction of Kansas State Scholar.

### **Recommended Courses**

The following courses are recommended as an excellent preparation for college:

- Three years of mathematics
- Two years of foreign language
- Three years of science (Biology, Chemistry, Physics)
- World Civilizations
- Economics

### **Required Courses**

Seniors will need 25 credits to graduate. The following courses are required for graduation:

- Religion credit each year of attendance at TMP-Marian for Catholic students
- English 9, 10, 11, and 12 credits
- Three credits of math
- One credit of speech, fine arts, journalism, newspaper, or yearbook
- One laboratory credit in science (biology, chemistry, or physics)
- Three credits of science
- One United States history credit
- One American government credit
- One additional social studies credit
- One credit of physical education

Full year courses receive credit based on an average passing grade of semester 1 and 2 with the exception of Junior and Senior required courses in English, Religion, and Social Studies, which must have a passing grade each semester to receive credit.

### **Study Hall, Mandated**

Study hall is a scheduling option and is considered a privilege. Only students taking the curriculum required to be on the honor roll will be allowed to enroll. Activities not related to academic growth will not be permitted in the study hall. In order to leave their seats in study hall, students must first receive permission from the person in charge. Visiting another student during study hall is not allowed. A student must have a pass to leave the study hall. Library passes should be supplied

by the individual teacher of the subject to be researched in the library. No food or drinks are allowed at any time. Students not meeting the requirements of the study hall instructor will be removed from study hall.

### **Withdrawal Policy**

Students who withdraw from year-long courses at the semester or anytime after the withdrawal deadline (one week after the course begins) will be given no credit for the course, and a WP or WF will be noted on the permanent transcript of the student. Likewise, if a semester course is dropped after the withdrawal deadline, no credit is given and a WP or WF will be indicated on the transcript. During the marking period wherein a student withdraws, they are ineligible for the honor roll. Students who withdraw from school will receive academic credit up to the point of the last quarter completed before their departure.

### **Accreditation**

Thomas More Prep-Marian High School is an accredited institution recognized by the North Central Accreditation program and the State of Kansas.

## **ADMISSIONS**

Students accepted into Thomas More Prep-Marian High School must be capable of future college work and/or possess a potential for leadership that can be fostered as a student chooses a further vocation after high school. Thomas More Prep-Marian High School admits all students, regardless of race, color, sex, or creed. Thomas More Prep-Marian High School is a Catholic educational institution and will give preference to students who share the Catholic Christian tradition.

### **Admissions, Day Students**

An open admissions policy exists for all day students. Day students who apply to Thomas More Prep-Marian High School must complete an application form provided by the school and have their academic records forwarded from their previous school.

### **Admissions, Resident Students**

Thomas More Prep-Marian offers an off-campus residential program for young men and women. School officials review and evaluate each application for the residency programs. Applicants for these programs must meet the following criteria:

The applicant must have maintained a C average or better during the previous school year.  
He or she must be capable of college prep work, but there may be some rare exceptions to the C average criteria Which will be handled on a case-by-case basis.  
The applicant must have a favorable recommendation from the principal or guidance counselor of his/her previous school and a second letter of reference from another adult who knows the applicant well.  
The applicant may not have had any serious disciplinary problems during the previous year.  
The applicant must participate in a personal, private interview With the Director of Admissions or appropriate residency director and display a willingness to attend Thomas More Prep-Marian.

### **Admissions, Senior Transfers**

Transfer students who apply for admission to the senior class of Thomas More Prep-Marian High School must have a complete official record of their academic transcripts at the school before August 1 of their senior year. Senior transfer students whose records arrive later than August 1 will be admitted to the senior class only after (1) their official records have arrived, and (2) they have worked out a graduation plan with the counselor.

### **English Only**

Foreign students are expected to speak English. If a foreign student makes little or no progress in learning the English language, the student will be asked to leave.

### **Progressive English Language**

Any student, whose first language is anything other than English, and/or previously enrolled in an English as a Second Language (ESL) class the year prior to enrollment at Thomas More Prep-Marian High School, will be required to take an entrance exam for placement in our Progressive English Language program.

The Progressive English Language Program at Thomas More Prep-Marian High School was created for our ESL students to immerse them into complete and thorough learning of the English Language as a whole language in all aspects of life and learning. Expectations of our PEL students are more demanding than traditional ESL programs. We test and evaluate all ESL students upon acceptance to Thomas More Prep-Marian High School to determine which PEL levels they will enter. We individualize classes yearly to design effective classes that meet the needs of all ESL students regardless of their English proficiency under

the auspicious that all students will immerse themselves in English and learn without translators.

### **Apostolic Activity and Service Hours**

Service is the aim of the Christian Leader. Under the direction of the Campus Minister and the Religious Department, the students of Thomas More Prep-Marian High School have the opportunity and responsibility to engage in appropriate apostolic activity and Christian service. The expectation is that the student shall complete forty (40) hours of service, or ten (10) per academic quarter each year.

### **Assemblies**

Students should recognize that assemblies, concerts, performances and other programs arranged for their benefit by the school enhance the educational experience. In as such, students are expected to behave in an exemplary manner and to cooperate with the directives of school personnel. Students should also be aware that guests and presenters observe their behavior at these events. Student behavior, attitude and cooperation reflect their school and their families.

### **ATTENDANCE**

Prompt and regular attendance at every scheduled class and approved activity is considered the responsibility of the student.

**Attendance at graduation is required of all Thomas More Prep-Marian students.** Students who fail to be properly excused from graduation will be placed on disciplinary probation, which is to be served before fall enrollment takes place.

It is the duty of the parent/guardian of the student to notify the school between 7:30 and 7:45 a.m. by phone (785-625-6577) or in person of any unexpected or unavoidable absence and to give the reason for such absence. If parents do not call, students must bring a note from parents stating the reason for being absent. Students not following this procedure will be placed on an un-excused list given to teachers daily.

Students will not be allowed to make up work missed because of an un-excused absence.

**A student absent for any part of the school day because of illness or any un-excused reason may not participate in or attend any school-related activities on that day.** Those who violate this rule will not be permitted to participate in an equivalent activity and will be subject to further disciplinary action depending on the circumstances.

### **Absences, Excused**

Students who will not be present at a scheduled class or activity because of an excused absence must notify the Administration and each of their teachers in advance for an excuse. It is the student's responsibility to get class assignments and to make up any work missed during any type of excused absence. The expectation is that students will return to school with their completed assignments. In cases of illness or grievance, assignments must be made up within an equal number of days plus one (i.e.: one day absent would have two days, a two day absent would have three days). Any exceptions will be made with the individual instructor.

### **Absences, Unexcused**

Un-excused absences and tardiness result when students miss a scheduled class or required activity without an excuse. Assignments missed because of an un-excused absence or tardy cannot be made up. The individual instructor may determine further consequences.

### **Arrival Time**

Unless otherwise noted, classes begin at 8:00 a.m. Students are expected to be in homeroom before that time.

### **College Visits**

All college visitations are to be arranged with the Thomas More Prep-Marian High School guidance counselor at least 24 hours in advance and verified in writing by an official of the college being visited.

### **Excessive Absenteeism**

Students are allowed 10 days of absences during the semester and 15 total per year. A day's absence is equal to seven (7) hours of class. Partial absences will be counted as a total number of hours and will accumulate. If a student is 10 minutes or more late to a class, the tardy counts as one hour absent. We will be strictly enforcing the attendance policy as listed:

- The primary purpose of being absent is for personal illness or death and emergency within the family. Absences for other reasons must have advance approval.
- Within the 10 days per semester, seniors may use up to two days to visit colleges or career centers of their choice with advance approval of their parents, the counselor, and the principal. Days absent for college

visits will not count against perfect attendance or the final exam exemption policy. College visits in May will not be approved. Exceptions to this must be approved by administration.

- With special request from your parents, this time may be used as vacation time with the family but it must have your principal's advance approval. **Vacations are discouraged during the school year.**

After a student misses 10 days in a semester, every absence (whether excused or unexcused) will result in makeup sessions. Failure to make up lost class time will lead to a loss of credit for those classes exceeding 10 absences.

Parental approval of an absence does not necessarily make the absence an excused absence. Any absence not verified by a parent within 48 hours will be unexcused. It is the student's responsibility to have a parent verify the absence. For approval of an advance absence, the student must visit with administration prior to the absence. Once a student has reached the maximum of 10 absences in a semester, the following policy will be applied:

1. Students will make up time whether the absence is excused or unexcused.
2. Unexcused absences will accumulate until the student is considered truant. Information on truant students will be sent to the district attorney.
3. Time missed will be made up before school (Tuesday & Thursday) and/or on the Saturday morning immediately following their return. The attendance secretary will determine the make-up days and times. A study hall or penalty period will not count as made up time.
4. If a student skips the make-up time (either before school or Saturday morning), they will be assigned additional days.

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

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

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

### **Extracurricular Activities**

Students who participate in extracurricular activities are expected to be in school the following day unless given special permission from the administration.

### **Illness**

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

If students become ill during the school day, they must report directly to the Administration or the front office and call a parent/guardian before being excused to go home. Any student who leaves during the day for any reason must check out with the front office personnel and check in upon their return to school.

### **Medical and Dental Appointments**

Medical and dental appointments are to be made after school hours or on days when there is no school. If this is impossible, a written note from the parents must be presented to the office in advance of the appointment. Students must get a note from the office, which the doctor must sign and date. This note will be turned in to the office for a student to be excused. Also, if the student is driving himself or herself to the appointment, permission to drive must be expressly given in the note.

### **Tardiness**

There will be no unauthorized tardiness to a class, assembly, or other scheduled campus event which students are required to attend. Students will be allowed 2 tardies to first hour, excused or un-excused, per semester. A penalty period will be assessed for each tardy after 2 to first hour. The individual teacher may determine further consequences.

### **Unscheduled Vacations**

Please remember that students are totally responsible for all work missed; this includes tests, assignments, and homework. Assignments not turned in on time may result in no credit earned for work completed. The individual instructors may determine further consequences in their own classes based on the intensity of the course work and the nature of

student participation in class. Our teachers work with our parents and students on absences, but lost time can never really be made up. Please remember that our school vacations are planned with ample time for travel and return. We strongly recommend that students be present each day in order to get the best education we can offer as a school and as a committed staff.

### **Audio Visuals**

Audio devices including but not limited to iPods, mp3s and the like, cameras, electronic games, and televisions are not to be played on campus during school hours.

### **Auditorium Balcony**

No students are permitted to enter or be in the auditorium balcony unless they have express permission by administration and are functioning in a capacity permitted by administration. Access is not granted indefinitely; rather, access is granted on a case-by-case basis as needed.

### **Automobile Policies**

Permission to drive to school may be revoked any time students use their cars improperly.

Students are never permitted to drive, be in, or near vehicles during the school day, except with express permission from a school administrator or the office.

### **Awards-Senior**

SEE ACADEMIC PROGRAM.

### **Awards - Underclass**

SEE ACADEMIC PROGRAM.

### **Backpacks and Book bags**

Students are only allowed to bring backpacks or book bags into the classrooms at the discretion of the classroom teacher; otherwise, such bags should be left in the lockers.

### **Bullying**

Bullying deploys aggressive behavior with negative intent from a more powerful student to a lesser. This is why in many ways bullies are cowards: They launch their attacks of humiliation from a superior position with assurance of victory. The uneven playing field, tipped in their favor, emboldens them; bullies rarely go after someone of their

own size in physical stature, verbal acumen, or social status. This is why adults must step in and level the field: fear and humiliation are as substantial obstacles to learning as poor nutrition, bad study habits, and lack of sleep.

Most bullying is not physical, it's often social, like spreading rumors and lies about another through spoken or written words (via electronic media, called cyber-bullying). Cyber-bullying is willful, recurrent harm inflicted through the medium of electronic text; it's using the cyber world to harass through personal attacks or other means.

There is nothing Christian-like about bullying. Acts of bullying are completely out of line with our Catholic school mission. Students who participate in bullying activities will be dealt with swiftly and consequences will be applied judiciously.

### **Chapel**

The Chapel at Thomas More Prep-Marian is a sacred place used for sacramental life and meetings. All individuals should recognize that the consecrated host is housed in the chapel, and should therefore behave in an appropriate manner.

### **Classification**

SEE ACADEMIC PROGRAM.

### **College Courses**

SEE ACADEMIC PROGRAM.

### **Communication Devices**

SEE TELEPHONES.

### **Computer Usage**

SEE INTERNET AND COMPUTERS ACCEPTABLE USE POLICY.

## **DISCIPLINE**

### **Due Process**

Thomas More Prep-Marian High School reserves the right to discipline any student whose action, whether in or out of school, seriously, habitually, and clearly contradicts the philosophy of the school. The school reserves the right to insist upon the immediate withdrawal, suspension, or dismissal of any students whose presence is considered detrimental either to other students or to the school's best interest. Students may also be asked to leave if it becomes evident that the

attitude of their parents is seriously uncooperative or having harmful effects on students or the total program of the school.

The acceptance, suspension, and dismissal of students are ultimately the responsibility of the President or the Principal in the absence of a President. Normally, the responsibility of carrying out disciplinary procedures is delegated to the Administration and Directors of Resident Students.

### **Duration**

A suspension may be for a short term, not exceeding five school days, or for an extended term exceeding five school days.

### **Hearings**

No hearing will be required if the presence of the student immediately endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. Formal hearings will follow the policies and guidelines set forth by the Diocese of Salina.

### **Notifications**

Except as noted, no long-term suspension or expulsion will be given to a student without also giving notice to the parents and providing an opportunity for both students and parents to make statements in defense or explanation of the offense. The notice may be oral or written and will normally be made by the Administration or Residency Director.

### **Penalty Periods**

Penalty periods result from minor and major violations and are to be served by the student on the day determined by administration. Students will be required to complete one assignment per penalty period. The Penalty Period Manager will grade the assignment. The only time a student will be excused from serving a penalty period on the assigned date is if the student was not in school because of illness, doctor appointment, family emergency, or they opted to serve on the assigned date for eligibility knowing the penalty period will be served at a later date. Parents/Guardians will be notified of the penalty periods their students have incurred. The accumulation of penalty periods will start over at the beginning of every semester with zero penalty periods, but if the student has not served all penalty periods by the end of the semester, that student's semester grades will be withheld. The school continues to review the penalty period policy and if it is determined that it needs to be changed, students and parents will be notified.

Some minor violations subject to penalty periods are determined by the individual discretion of the teachers, staff, and administration, and are not limited to the following:

1. Tardiness
2. ESL Violations
3. Insubordination
4. Dress Code Infractions
5. Sleeping in Class

**Penalty periods are served from 7:00 am – 7:55 am on Tuesday and Thursday mornings. These are the consequences per semester:**

- 1<sup>st</sup> PP - serve time
- 2<sup>nd</sup> PP - serve time
- 3<sup>rd</sup> PP - serve time
- 4<sup>rd</sup> PP - serve time
- 5<sup>th</sup> PP - ISS (1-5 days)
- 6<sup>th</sup> PP - ISS (1-5 days)
- 7<sup>th</sup> PP - OSS (1-5 days)
- 8<sup>th</sup> PP - OSS (1-5 days)
- 9<sup>th</sup> PP -final steps to Dismissal from school

The opportunity for Saturday work-detail will be available following a conference between the student, parents and administration prior to the last step of dismissal.

#### **Removal from Class**

The teacher shall have the right to remove a student from class temporarily. A student who is so removed shall go directly to the front office. Punishments will follow the disciplinary procedure.

#### **Suspensions**

Suspension is defined as a time when the student may not participate in classes or school activities for a number of days. The student returns on probation status.

#### **In-School Suspension**

During school hours, the student will be required to do all class work alone in a designated area.

#### **Out-of-School Suspension**

The students will be sent home, and the parents will be notified by telephone. Students will not be allowed to make up work.

## **Expulsion**

Expulsion or dismissal for disciplinary reasons may take place at any time. It will ordinarily be the final step of previous disciplinary action that has not been affective. In addition, Thomas More Prep-Marian High School reserves the right to dismiss a student even for the first offense if the gravity of the situation warrants it. Ordinarily, students dismissed for disciplinary reasons will not be considered for reapplication.

Students who have been dismissed from school cannot attend dances or social functions. Students dismissed from the Residency program will not be allowed to attend Thomas More Prep-Marian High School as a Day Student.

Some major violations that may result in referral to the Administration for consideration of suspension or dismissal are the following:

- the use, possession, or sale of drugs, including alcohol, on or off campus, or tobacco on campus
- stealing
- malicious destruction of property. The cost for the replacement of the damaged property will be included with the punishment.
- absence from the campus without authorized permission
- unauthorized presence in restricted areas
- serious dishonesty such as lying, cheating, and evasiveness
- fighting and verbal abuse
- disrespect of school personnel
- conviction of a felony
- behavior harmful to others
- verbal or physical threats

## **DRESS CODE**

Thomas More Prep-Marian High School maintains its dress code policy for three primary reasons. First, the school believes the manner in which individuals present themselves affects how they view themselves, how they are perceived by others, and consequently, how they perform. Secondly, in keeping with the school's mission of preparation for the future, acquiring an appropriate sense of dress is an essential part of the learning process. Lastly, a uniform dress code fosters a sense of equality within the student body. In general, Thomas More Prep-Marian students shall dress in an appropriate manner.

Final determinations regarding questionable dress and paraphernalia shall be made by the Administration for the key purpose of maintaining the orderly operation of the school.

SPORTS BOOSTER CLUB

**Thomas More Prep-Marian**

1701 Hall Street  
Hays, Kansas 67601



**DID YOU KNOW?**

All proceeds from the sale of Sports Booster Club uniform shirts and sweatshirts stay right here at school!

**YOUR**

Sports Booster Club supports all TMP-M athletic programs. We help fund capital improvement projects such as the new ceiling and speaker system in the Al Billinger Fieldhouse, as well as the new baseball/softball complex.

**KEEP YOUR \$\$ AT TMP-M!**

**Boys**

Monday, Tuesday, Wednesday and Thursday, the boys may wear khaki **slacks** purchased from Parker Uniform or an approved one from The Buckle with a white or navy polo **shirt** with the school logo purchased from TMP-M Booster Club or Parker Uniform. **Shirts must be tucked in at all times.**

**Girls**

Monday, Tuesday, Wednesday and Thursday, the girls may wear khaki **slacks** purchased from Parker Uniform or an approved one from The Buckle, a long khaki **skirt** purchased from Parker Uniform or an approved one from The Buckle, or a pleated **skirt** purchased from Parker Uniform that touches the top of the knee. Also, the **shirt** is to be a navy or white polo having the school logo and purchased from Parker

Uniform or the TMP-M Sports Booster Club. **Shirts must be tucked in at all times.**

#### **Formal Dress Code**

Fridays, girls are required to wear a **classic white oxford shirt** (collar does not have to button down) and a long khaki **skirt** purchased from Parker Uniform or an approved one from The Buckle. A pleated **skirt** purchased from Parker Uniform may be worn as a substitute for the long skirt. October through March, girls are to wear a navy blue sweater, V-neck, crew neck, or a sweater vest, purchased from Parker Uniform.

Fridays, boys are required to wear a **classic white oxford-style shirt**, (collar does not have to button down) khaki **slacks** purchased from Parker Uniform or an approved one from The Buckle, and the school **tie** properly pulled up. From October through March, boys shall wear a navy blue **blazer**. A limited supply of used boys' blazers is available from the school.

#### **Advertisements**

Shirts, hats, belt buckles, notebooks, etc., that advertise inappropriate messages, alcohol, drugs, or tobacco may not be worn or brought to school or school activities.

#### **Alterations**

No alteration from the original design of clothing (such as cutting the seam at the bottom of the legs) will be allowed. Sagging pants or belts that hang down will not be allowed

#### **Coats**

Students are **only allowed to wear jackets** that are issued by a school sponsored activity, purchased through the booster club or approved by the Administration. These jackets may not have hoods or large front pockets. Any other type of jacket or coat will not be permitted in the building.

#### **Dress Down Days**

At times Administration may permit dress down days. On these days, jeans may be worn. They must not have holes or other distractions or inappropriate qualities. Unless otherwise noted by administration, school approved shirts and tops should be worn. Sneakers may also be worn on these days.

### **Dress for Activities**

School uniforms will be worn by all students to, from, and during all activities including nights, weekends, and any other time of a school-sponsored activity. Any exceptions to this rule need to be taken to the school principal by the appropriate sponsor, coach, or advisor.

### **Exceptions**

The Administration shall determine when special groups or organizations can wear special clothing. Requests are to be made by the moderators.

### **Fads**

Any fad or style such as body markings, body piercings, unusual or distracting jewelry, or adornments that the administration judges as inappropriate will not be allowed.

### **Hair**

Boys' hair should be neat, clean, and trimmed off their collar, ears, and eyebrows. Boys must be clean shaven, and sideburns cannot be below the ear.

Any hairstyle that is judged inappropriate or distracting by the administration is not allowed. No extraordinary styles or unnatural colors will be permitted.

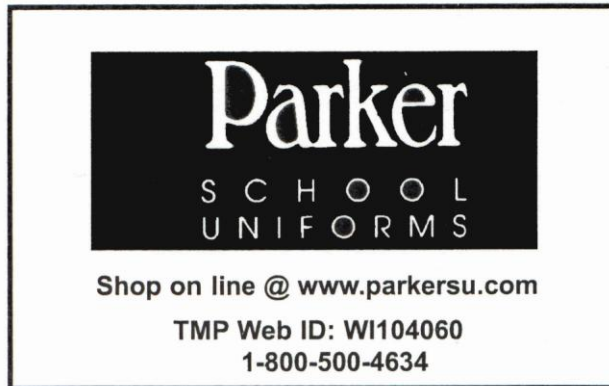
### **Shoes, Socks and Belts**

Students are to wear matching dress **shoes** or leather dress **sandals**. For safety on the stairs, sandals must have heel straps. From Oct 1<sup>st</sup> – March 31<sup>st</sup>, males must wear socks (navy, beige or white) and females must wear either navy, beige or white socks or nylons. Athletic shoes, tennis shoes and hiking boots are not allowed any day. Dress **belts** are required with slacks and shorts having belt loops.

Shoes should be black or brown, and they should be a type of leather (including suede). If in doubt, err on the side of conservative, plain, formal and safe.

### **Shorts**

Students may wear navy or khaki **shorts** purchased from Parker Uniform or approved shorts from The Buckle during August, September, April, and May.



### **Special Events**

At special school events during the year, such as graduation, boys are expected to wear Formal dress with blazer and girls are expected to wear Formal dress.

### **Sweatshirts & Jackets**

Students may wear a solid white or a solid navy sweatshirt with school logo purchased from the TMP-M Booster Club or Parker Uniform Company or a solid navy or white sweater (V-neck, crew neck, or a cardigan) purchased from Parker Uniform over a shirt with the accepted collar. Students may also wear a school approved jacket.

### **Driving Violations**

Students are held accountable for their driving of cars, scooters and motor/cycles while in the general area of the school. State law prohibits speeds over 20 m.p.h. in a school zone. This applies to all roads and parking lots on campus. Speeding and reckless driving are forbidden on campus; any student observed violating this rule will receive a warning for the first offense, will lose the privilege of parking or driving on campus for a period of one week for the second offense, and will not be allowed the privilege of parking or driving on campus for a period of six weeks for the third offense.

### **Due Process**

See Discipline.

### **Dual Sport or Cheer Participation**

If a student wanted to participate in more than one sport during a particular season, they could under these guidelines. This participation is initiated by the student/athlete.

1. Maintain at least a B average at all times.
2. Coaches of the two sports agree in writing to all conditions, "What if's"
  - a. Shared practice time
  - b. Missed practices
  - c. Meet-competition vs. practice
  - d. Any other questions that might come up
3. The student/athlete will pick a primary sport that he or she will participate in, in the event of sub-state, regional, etc. and this will be their team for state competitions.
4. After coaches agree, then conditions are put in writing, and signed by both coaches, the athlete and the athletes' parents/guardians.
5. Coaches have the right to refuse to do this, if they are not comfortable with sharing the athlete/athletes.

### **Eligibility**

See Academic Program.

### **Extracurricular Activities, Clubs, Organizations and Teams**

The primary purpose of all activities is to provide leadership and service opportunities. At Thomas More Prep-Marian the following interscholastic activities are offered:

cross country	track	volleyball
golf	football	baseball
basketball	debate	wrestling
Student Council	concert choir	band
Swimming	soccer	forensics
Softball	Scholar's Bowl	

The following activities or organizations are recognized by Thomas More Prep-Marian:

Cheerleaders	Monarch Music Ministry	TMP Singers
Ambassadors	math relays	Play
Weightlifting	art club	Musicals
Science club	yearbook	Key Club
Natural Helpers	newspaper	Model U.N.
String Ensemble	art club	Drama
FBLA	Multi-cultural Club	Chess Team

foreign language clubs Religious Vocations Program  
Liturgy Committee K of C Squires  
Community Ambassadors Book Club  
Big Brothers/Big Sisters

Each student is required to participate in a minimum of one activity per semester, approved by the class advisors.

**Expulsion**

See Discipline.

**Fire Alarms**

Heavy fines will be given to individuals who deliberately set off smoke or fire alarms in any of the campus buildings. For this school year, the fine will be \$200. A second violation will be automatic dismissal from school.

**Food and Drink in Classrooms and School Vehicles**

Chewing gum and eating seeds are prohibited in all buildings. No seeds may be eaten in the school's buses or vehicles. Eating in class, study hall and school vehicles is prohibited. Water, in a school issued water bottle, may be brought in to the classroom.

**Gum**

Gum is not permitted in the school buildings at any time.

**Guidance**

A degreed counselor, along with other lay and religious staff, is available to direct the academic, social, and vocational concerns of the students. Also, guidance in college selection, scholarship attainment, and choice of profession is available. In addition, specialized assistance for the ordinary home, social, and personal problems of the adolescent is available as well as a guidance program, which includes academic and vocational testing.

**Gym Shoes**

Only shoes that have court soles may be worn on the gym floor at any time during the school year.

**Hall Passes / Agendas**

A hall pass or school agenda is required any time a student leaves a classroom during class time

**Honor Rolls**

See Academic Program.

**Incendiary Materials**

Fireworks and incendiary material are prohibited anywhere on school property. A \$100.00 fine and/or other disciplinary action will be given to any student who uses or has possession of such materials. The money from the fines will be given to the Student Council. Repeat offenders will be referred to the Administration for disciplinary action.

**In School Suspension**

See Discipline.

**Insurance**

Thomas More Prep-Marian High School's staff will provide proper equipment, instruction, supervision, and injury treatment for each activity.

However, parents/guardians and participants must be aware of the inherent injuries that may occur with each activity and accept responsibility for these. Parents are also responsible for adequate insurance to cover normal injuries occurring during participation in activities.

Thomas More Prep-Marian carries insurance for major catastrophic injuries exceeding normal insurance coverage.

**Interaction with Faculty and Staff**

It is important that at all times students address faculty, staff, coaches and other adults with respect and by the individual's proper title. Students may not refer to any of the aforementioned by his or her first name.

**Internet and Computers Acceptable Use Policy**

We are pleased to offer students of the Thomas More Prep-Marian High School access to the school computer network for electronic mail and Internet. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The purpose of computer usage and on-line services is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.

The use of computers, the Internet and other on-line services must be in support of education and research consistent with the educational

objectives and the outcomes for Thomas More Prep-Marian High School. Access to the Internet is made possible through an appropriate provider to be designated by Thomas More Prep-Marian High School at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Thomas More Prep-Marian High School supports and respects each family's right to decide whether or not to allow access.

#### Unacceptable Use

- \* Sending or displaying offensive or anonymous messages or pictures
- \* Using obscene language
- \* Harassing, insulting, or attacking others
- \* Damaging computers, computer systems, or computer networks, including changing the computer display in anyway
- \* Any activity that changes the computer so that the instructor must make corrections before another student can use it
- \* Violating copyright laws
- \* Using anyone else's password
- \* Trespassing in anyone else's folder
- \* Intentionally wasting limited resources
- \* Employing the network for personal advertising or solicitations.

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action.

Users will agree that administration, faculty, or staff will decide what inappropriate use is and this decision is final.

#### **Languages Other Than English**

All students are required to speak English at school throughout the school day, and at all school events and competitions.

#### **Leadership Formation**

Formation in leadership requires that young men and women learn to

subordinate their own convenience to the good of others, both individually and collectively. Students must learn to work with others, encouraging them by good example and spirit of cooperation. Students must strive to cooperate with programs that improve their immediate environment, so that they learn to adopt a responsible concern for the world at large. This means they will generously strive to discipline themselves to serve the common good by being on time for scheduled appointments and by using all their talents to the best of their ability. Students should follow their own inspirations toward good, profiting as best as they can from the total learning environment at Thomas More Prep-Marian High School. Christian leaders should avoid attitudes and activities that detour themselves or others from growth in Christian maturity as shown best in Christ's law "to care for each other."

Personal responsibility is learned in an environment where expectations are clear and consequences are predictable and reasonable. Students are encouraged to learn to exercise good decision-making skills in their high school experience. Students are granted opportunities to participate in decision making in the responsibility shown by the students. Student leadership roles are provided in school governance, class governance, academic, athletic, and extra-curricular governance.

Once a year, the sophomore, junior, and senior classes shall elect student representatives from among their classmates who show the highest qualities of Christian concern, responsibility, and leadership. The chief duties of these student leaders are to help maintain the proper atmosphere for Christian growth, contribute toward good order, and provide for a fair share of work and responsibility among all students. Student leaders are reminded that responsibility and authority are given for the service of others rather than the prestige of the leader. Leadership privileges may be revoked because of misuse. The duties of the leaders include the following:

1. To assist faculty members in maintaining quiet study hours
2. To maintain mature behavior in the dining hall
3. To keep an orderly movement of students through corridors, especially before and after classes and on the campus
4. To keep a careful watch on all parts of the buildings for cleanliness and to remind students of their respective jobs
5. To recommend honors to deserving students
6. To assist in a positive manner in the orientation of freshman
7. To organize, coordinate, and direct student activities

#### **Library/Center for Research**

The Center for Research houses in excess of 10,000 volumes, and

many of the science and language arts classrooms have specialized paperback libraries for enrichment of courses. Also, the Hays Public Library and the Fort Hays State University Library are available to our students.

Students are expected to maintain a general atmosphere of quiet study while using the Center for Research. Generally, students are to study individually and without conversation. Special permission may be granted to groups of two or three students who desire to study quietly together.

Books may be checked out for three weeks at a time. Students with overdue materials have a five-day grace period with no fines; however, after that grace period, fines are \$.10 per day per item. Notices of overdue materials are posted and available to students each week. Students may not check out other materials until their fines are paid. However, the students may work off their fines by making arrangements with the librarian; the overdue fees will be paid off at the rate of \$3.00 per hour.

Materials belonging to the CFR must be properly checked out. Students found possessing library materials without proper permission will be fined \$5.00 for the first offense, with further increments possible. A \$2.00 handling fee will be charged for any CFR material turned in to other libraries. If CFR materials are found lying around the school, etc., the student who has checked that material out will not be allowed to check anything else out for two weeks.

The internet is available to students during the school day for class assignments only. Students who wish to use the computers for E-mail or personal interest may do so only after school hours. Each student wishing to use the internet must read the school's internet policy; a parent or guardian must also read and sign the policy.

Additionally, an up-to-date data base for current information is available to all students. This is accessed via internet; students, faculty and staff members of TMP-Marian will be able to use it from any computer with internet capabilities

### **Littering**

Any student caught littering will be assessed a \$1 fine.

### **Liturgies**

The Eucharist is the center of Catholic Life. Regular participation is required for all students. The liturgy becomes a meaningful experience for the students by large and small group participation and by adaptation to the needs of the group. Reverence and etiquette for Mass will be demanded.

A student liturgical committee prepares the liturgy under the guidelines

of the Campus Minister. Groups of student sacristans are responsible for the upkeep of the chapel and for setting up all liturgical functions.

### **Living Requirements**

Day students must live with their parents/legal guardians except under the following conditions:

1. Students that are legal adults
2. Students whose parents/legal guardians move outside of the local area after they have enrolled.
3. Students that are unable to commute from outside the local area
4. International students in a formal exchange program (AIFS, AFS, LABO, etc.)

The following options are available for the students that fall under the above-mentioned categories: Students may live with other family members, relatives, or responsible adults with the approval of their parents/legal guardians and formal approval by the administration of Thomas More Prep-Marian High School.

Standards and policies that apply to day students apply to students living in these unique living arrangements. Thomas More Prep-Marian High School reserves the right to recommend that the above arrangements be terminated because of improper supervisors and/or because of situations that may be causing academic, social, or disciplinary problems. All students of Thomas More Prep-Marian High School must live with adequate and direct adult supervision.

Thomas More Prep-Marian High School reserves the right to dismiss any student because of inadequate or inappropriate living arrangements.

### **Lockers**

Each student is assigned a locker. The school will supply locks for the lockers. The lock must be returned at the end of the year. If the lock is not returned, the student must pay \$10.00, the cost of the lock. The school is not responsible for lost or damaged items in an unlocked locker.

The use of a locker is a privilege and is the property of the school. Decoration of the locker, both internally and externally, must not be inappropriate, offensive or distracting. Administration reserves the right to issue decisions on the appropriateness of such decorations.

## **Lunch**

The lunch hour at Thomas More Prep-Marian is closed. Those who participate in the hot lunch program will eat in the cafeteria, and those who bring their lunches will eat in the cafeteria. During the lunch period, students are to be in the dining room and are not allowed to order in or prepare their own food during school lunch periods. After finishing their hot lunch, students are expected to remain in the cafeteria. Loitering on the stairways or in the halls during this time is not permitted. No one is permitted to leave campus or sit in or on a car during the lunch hour. Violation of this rule is considered serious, and punishment will be determined by the Administration

## **Medical Records**

The state of Kansas requires each student to file proof of currently updated immunizations with the school he or she is attending. Students who have not submitted such information to the school office or show they are not in compliance with the state immunization requirements will not be permitted to attend classes until all such requirements are met.

## **Night and Weekend Policy**

Doors will be locked at 5:00 p.m. All students must be off the campus by 9:00 p.m. Sunday through Thursday and by 11:00 p.m. Friday through Saturday unless accompanied by a member of the faculty or staff. All students (including residents) must be in one of the designated areas after dark. The designated areas include inside the Student Center, inside the Fieldhouse, or between the two buildings. All other areas of the buildings and campus are considered restricted areas unless accompanied by a member of the faculty or staff

## **Non-Catholic Students**

The religious beliefs and practices of non-Catholics are respected and the student is required to continue his or her religious preference. The School program will be adapted to accommodate the student's religious preference. However, all students are expected to attend the religious functions of the Catholic Church and to show the same respect for the religious functions of the Catholic Church as the Catholic Church shows to their individual religion.

## **Out of School Suspension**

See Discipline.

## **Parent Involvement**

Positive parent involvement is encouraged.

## **Parking**

Students will buy parking stickers from the Student Council. Students or parents must present the vehicle registration for any vehicle that the student may drive to school before any parking stickers will be sold to them. Parking stickers will be issued to students in the following order and as space allows: seniors, juniors, sophomores, and freshmen. Those that do not comply with parking regulations may be issued a parking fine. The first ticket is a warning and subsequent tickets result in a \$10 fine payable to student council within one week of the date issued. Failure to do so will result in the fine doubling, and if it is two weeks late, a doubled fine and a penalty period.

## **Penalty Periods**

See **Discipline**.

## **Physical Fitness**

All students who are enrolled in physical education class or plan to participate in athletics must have a physical examination prior to participation. Students participating in varsity athletics must have a physical form on file in the front office and provide medical insurance information. The physical examination and all ordinary dental and medical needs should be taken care of during the summer and vacation times.

## **Pregnancy**

Any student who has conceived a child while attending school may be permitted to continue educational pursuits under the following conditions:

- A. The female student who has conceived a child, along with her parents or legal guardians, shall meet with the principal. At said meeting, the parties seek to determine the following information:
  1. the probable delivery date of the child;
  2. the academic standing of the female student;
  3. by voluntary action, the name of the alleged father.
- B. In order for the female student to continue her school attendance, she may be required to comply with the following:
  1. residence with her parents or legal guardians, or in a home environment approved by the principal
  2. enroll in, attend, and make satisfactory progress in an approved parenting course
  3. other than the attendance at required classes, the possible ban from activities in the school

- C. In the event that the female student voluntarily discloses the identity of the father, the principal may take the following action:
1. The principal schedules a meeting with the alleged father and his parents/guardians to disclose the allegations of the female student;
  2. In the event the male student denies responsibility for the fathering of the child, the principal notifies the female student of said denial.

In the event that the male student acknowledges that he is the father of said child, the said male student is subject to the same restrictions of attendance as those placed on the female student

**Progressive English Language**

See Admissions.

**Property Damage**

Students are expected to respect the property of the school and others. If they are responsible for damage through their own negligence, they shall take upon themselves the costs of the damages. Additional consequences may be imposed as well.

**Religious Studies Course**

All Catholic students are required to take four (4) years of religious studies. Non-catholic students are strongly encouraged to also take the religious studies classes.

**Religious Vocations Program**

Those students who are interested in discovering more about the priesthood or religious life are encouraged to join the Religious Vocations Program.

**Restricted Areas**

The following areas are considered restricted and are off-limits during the school hours without permission:

- |                   |                 |              |
|-------------------|-----------------|--------------|
| grotto            | parking lot     | faculty room |
| west entry stairs | bus barn        | auditorium   |
| north stairwells  | conference room |              |

**Retreats and Days of Renewal**

Certain periods of time are set aside during the school year for spiritual renewal for all students. During these times students are encouraged to

evaluate and strengthen their spiritual programs, are recognized as integral parts of the total school program.

### **Sacraments**

Students are encouraged to receive the sacraments frequently. Opportunities for Reconciliation are available during activity period or upon request. Communion is available a minimum of twice a week.

All-school masses are part of the instructional program at Thomas More Prep-Marian High School. In as such, if a student misses the mass, he or she should meet with the Assistant Principal for Student Affairs to make up the missed mass.

## **SCHOOL RECORDS**

Thomas More Prep-Marian, in compliance with the Family Educational Rights and Privacy Act (Public Law 93-380), provides the following information:

### **Educational Records**

- personal data and family background
- medical and health information
- date of school entry
- school grades
- transcripts from previous schools attended
- standardized test results
- school activities
- honor roll

### **Responsibility for Maintenance**

The school officials will be responsible for the maintenance of all the above lists, types of records, or releases.

### **Parents or Eligible Student Access to Records**

Parents are entitled to a hearing to challenge the content of their child's education records on the grounds that the record is inaccurate, misleading, or contains inappropriate data. If any of the above is found, parents will be provided an opportunity for correction or deletion of data.

### **Right to Copy**

Parents and eligible students may have copies of the educational record.

### **Right of Interpretation**

Parents or eligible students have the right to interpretation of the content of the educational records.

### **Access to Records**

The following persons, organizations, agencies, or institutions that have legitimate interest in students may have access to the education records:

- school staff for educational, social, and personal development
- officials of other schools for students desiring to enroll in their school
- federal and state agencies for legal requirements
- institutions or agencies for student financial or scholarship aid
- state and local officials for reporting required by state statute
- accrediting organizations for school accreditation
- appropriate officials for health and safety of students
- parents for parents' information
- courts for compliance with the law

### **Transfer of Educational Records**

Students will be notified of the transfer of educational records to any other education institution or judicial official. Upon a student's transfer to Thomas More Prep-Marian, an official transcript will be requested from the previous school attended. Transcripts are then recorded using Thomas More Prep-Marian's grading scale. Due to the fact that all transcripts are different, some interpretation will be done on the part of the registrar.

### **Transfer of Rights**

When a student becomes a legal adult or is attending a post-secondary institution, all rights formerly accorded the parents become the sole rights of the student unless he/she is a dependent student according to the Internal Revenue Code of 1954.

### **Tutoring after School**

Opportunities for academic help are available to students after school. Please see the Assistant Principal or Guidance Counselor for more information.

## **SCHOOL HISTORY**

Thomas More Prep-Marian High School has been a Catholic secondary education school since 1917 in Ellis County, Kansas.

St. Joseph's Military Academy was started by Capuchin Fathers Henry Kluepfel and Eugene Becker on Sheridan Street (which is now 13th Street) in Hays as a combination high school and a junior college, known as Hays Catholic College. The high school was accredited by the State of Kansas in 1927.

Efforts were begun already in 1923 to obtain a larger, more modern campus for Hays Catholic College. After many financial setbacks, these efforts culminated at the dedication of the new St. Joseph's College on the west edge of Hays in 1931. The following year, a quasi-military regime had been added to the school's program, and the name was changed to St. Joseph's College and Military Academy. In 1935 the U.S. Army came to the school and administered a junior R.O.T.C. program for 35 years.

The school received accreditation from the North Central Association of Colleges and Secondary Schools in 1937. This recognition has been carried on to the present day Thomas More Prep-Marian.

In 1952, the school became simply St. Joseph's Military Academy because of dwindling enrollment in the junior college program, which had begun in World War II. Memories of S.J.M.A. include not only the regular marching and formations, but also a precision drill team known as the Crack Platoon, rifle teams, which regularly placed in national competition, the R.O.T.C. honor school rating held from 1948 to 1970, and the many undefeated regular sessions in football and basketball.

Marian High School's headwaters are found in the year 1918, when St. Joseph's grade school's principal, Sister M. Remigna Neder, C.S.A., and the Hays pastor, Fr. Dominic Schuster, O.F.M.Cap. agreed on the need to provide a Catholic secondary education for the girls already under instruction in the parish grade school. The result was the opening of Girl's Catholic High School in two frame buildings on 14th Street, thereafter known as "The Shacks."

The first faculty was composed entirely of principals. Sr. M. Anthony Keller, C.S.A. was the first high school principal, and Sr. Remigna began her 31-year term as the high school principal in 1921.

The year following, the school received accreditation from the State of Kansas, five years before Hays Catholic College.

One of the school's early lay teachers, Kathryn O'Loughlin, later became the first U.S. Congresswoman from Kansas. A grade school in her name was dedicated by the public school system in October 1990.

When Hays Catholic College moved to St. Joseph's College in 1931, Girl's Catholic High School moved into the building on 13th Street. Three decades later, a new compound was built adjacent to the Saint Joseph Military Academy campus, thanks to the efforts of Fr. Alfred Carney, O.F.M.Cap. The new school was named Marian High School.

St. Francis Seminary began in Victoria in 1948 to educate students for priesthood on the high school level. Between 1908 and

1948 many St. Joseph Military Academy alumni entered the priesthood and/or religious life. During these years, many other Kansans who had wanted to become Capuchin priests attended high school and junior college in Pennsylvania and then returned to Kansas for two years of philosophy at Victoria.

So as to obtain accreditation for their college program, the Capuchins moved the school of philosophy to Pennsylvania in 1948. In the space thus vacated at Victoria, Fr. Claude Vogel, O.F.M.Cap., Capuchin minister provincial, decided to open St. Francis Seminary.

Following the 1970 consolidation, young men wishing to explore possible vocations to the priesthood and/or religious life received special help in a special Priesthood - Brotherhood program at TMP, and since the 1981 consolidation, this program has also opened to young women who want help in considering a vocation to the religious life.

### **Search Policy**

Thomas More Prep-Marian High School reserves the right to search a student's locker or personal property if there is reasonable cause to suspect that the locker or property contains illegal or harmful material, or if there has been a violation of school regulations. If such material is found, it may be confiscated or turned over to the police.

At random times during the school year, Thomas More Prep-Marian High School will invite the local law enforcement drug dogs to our campus. They will perform a walk-through of our buildings and parking lots. If the police department has reasonable cause to suspect that a locker, book bag, personal property, or vehicle could contain illegal or harmful material; or if there has been a violation of school regulations, a search of that object may be performed. The owner of that item (if available) will be asked to be present during the search. Any material deemed illegal or harmful that is found will be confiscated and/or turned over to the law enforcement, and the parents/legal guardians will be notified immediately

### **Senior Awards**

See Academic Program.

### **Sleeping in Class or Assemblies**

Sleeping in class and educational assemblies impedes the learning process. Students who sleep at such times will be directed to the Assistant Principal for Student Affairs for determination of consequences.

## **SOCIAL FUNCTIONS**

Students who attend any social function will be expected to conduct themselves as Christian adults at all times.

### **Arrival Time**

All dance participants must arrive within an hour after the dance starts, unless otherwise specified. Any student who leaves a dance may not return.

### **Admission to Events**

Anyone attending one of the semi-formal dances (Homecoming, Sweetheart, or Prom) will be admitted by ticket or special permission. Students are expected to dress appropriately.

### **Alcohol**

The school reserves the right to check all persons suspected of having consumed alcohol with equipment designed to detect alcohol. Those individuals failing such tests are subject to consequences.

### **Dismissal Time**

The administration and faculty sponsors shall set a minimal dismissal time. Students should not leave before this time without the consent and permission of the sponsor. This is due to the expectation of parents and guardians that the school is supervising students when students claim to be at an event.

### **Guests at Formal and Semi-formal Events**

All students may invite a date to Homecoming and Sweetheart dances. Only juniors and seniors may invite to the Prom.

### **Guests at Informal Events**

Informal dances are only open to students from Thomas More Prep-Marian and their especially invited guests. Each student may invite one guest

### **Scheduling of Functions**

All informal dances and social functions sponsored by any club, team, class, or organization of Thomas More Prep-Marian High School must be cleared at least one week in advance with the Student Council and the Assistant Principal. Any on-campus gathering held before or after a school-sponsored activity falls within this provision.

## **SPIRITUAL LIFE**

The Spiritual Life Program of Thomas More Prep-Marian High School is the concern and responsibility to the total faculty and student body. The program is coordinated by the Religious Studies Department and the Campus Minister. The aim of the program is to develop a spiritual life and relate it to the student's total development. A program of various services is offered. This includes daily prayer, meditation, and Eucharistic adoration. Stations and other special services are conducted during Lent and Advent. Students are encouraged to make visits to the Blessed Sacrament. This is an ever-growing and ever-deepening process.

The Christ-centered focus of the program emphasizes both the personal and community aspects of spiritual commitment. It stresses positive Christian formation in maturity, responsibility, and human value development. All students are encouraged to make the school's religious activities a part of their schedule.

The Spiritual Life Program offers the following: courses in Christianity, reception of the Sacraments, religious services, individualized direction, apostolic activity, evenings of recollection, days of Christian renewal, the religious-vocation program, and spiritual organizations.

Individualized spiritual direction is available to the students of Thomas More Prep-Marian.

## **SPORTSMANSHIP**

Thomas More Prep-Marian High School supports and complies with KSHSAA's Rule 52 on Sportsmanship. The effective American secondary school must support both an academic program and activities program. Thomas More Prep-Marian believes that these programs must do more than merely coexist; they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Activities are an important aspect of the total education. Therefore, all Kansas State Activities Association members stand together in support of the following sportsmanship policy.

All students, families and fans are expected to be positive and courteous when attending competitions and events. Some considerations include the following:

1. Promote the fundamentals and ideals of good sportsmanship.
2. There is no such thing as a "right to participate in school activities". Interscholastic activities are a privilege and the participants and spectators who avail themselves are expected to conduct themselves accordingly.

3. Your team does not belong to the community; it represents the school. The school has voluntarily agreed to abide by a certain set of rules so that all participants may compete under the same standards.
4. Fans must accept the fact that all participants make mistakes. They are not perfect and never will be.

**Study Hall Mandated**

See Academic Program.

**Studying**

Students are expected to have a mature attitude toward studies. They are to take the initiative in doing homework, remembering that their studies take priority over extracurricular activities. These activities are never to be considered as an excuse for not doing assigned studies. Students have the responsibility for getting assignments and making up work they missed during an absence.

**Suspension**

See Discipline.

**Tattoos**

No visible tattoos or body markings on the skin are allowed

**Telephones**

The school will not accept collect calls for any student, nor will students be permitted to use any school phones except in case of illness or medical emergency.

Cell phone use during the school day is a distraction to the learning and teaching processes and lends itself to possible academic dishonesty, failure to maximize learning opportunities, and other problems. With this in mind, students may not have or use cell phones on their person, including their book bag if brought to class, during school hours.

1. First offense: Penalty Period – Phone released to student at the end of the day
2. Second offense: Penalty Period – Phone released to parent or guardian at the end of the day
3. Third offense: Penalty Period - Phone released to parent or guardian at the end of the day and student receives Saturday detail and \$20 fine.

Phones are restricted to lockers & vehicles.

There will also be consequences given to students who have sent text messages, images or other messages through their cell phones when they are in school during the school day.

**Textbooks**

Textbook rental fee has been included in the tuition. Students are responsible for maintaining texts in good condition and will be liable for damage or loss. All books will be distributed and collected by the teachers in their subject areas. Final grades, yearbooks, and transcripts will be held until all books are returned or fees are paid.

**Tobacco**

The use of any tobacco product is not permitted on school grounds or at school events.

**Transcripts**

An official transcript is kept in the front office on every student who has enrolled at Thomas More Prep-Marian High School. An unofficial copy of the transcript can be obtained from the front office personnel at any time. Official copies of transcripts may only be sent from institution to institution and are the responsibility of the registrar and guidance counselor.

Transcripts include the following information: name, high school, junior high school attended, birth, admission, withdrawal and graduation dates, courses taken, grades and credits received, year and cumulative averages, and year and cumulative class ranks. Advanced weighted courses are denoted by an asterisk. In addition to these items, the transcript defines Thomas More Prep-Marian's credit system. The back side of the transcript includes the student's activities, scholastic honors, attendance history, standardized test scores, and the addresses of where transcripts have been sent.

Transcripts are updated after the completion of the academic year.

**Tuition and Fees**

Thomas More Prep-Marian High School is a private school and is not supported by tax money. Parents who choose to send their son or daughter to Thomas More Prep-Marian High School assume the responsibility for arranging payment for the educational services and any boarding services provided by the School. Students who attend Thomas More Prep-Marian High School are required to pay tuition/tithe or tuition and room and board in full prior to or at enrollment unless other arrangements have been agreed upon in advance. No student shall be permitted to attend any class until tuition and living expenses are paid or arranged, and a signed enrollment contract for the academic year has been submitted.

The tuition total is not all-inclusive of fees and charges for the school year. The fee charges are mandatory for all students. Certain fees shall be required and families shall be informed of these fees in advance. The Catholic members of Heartland Parishes can make financial arrangements with their own parish through a tithing program.

### **Weapons**

In accord with KSA 72-8902, it is the policy of Thomas More Prep-Marian High School to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon at school, on school property, or at any school supervised activity.

### **Withdrawal Policy**

See Academic Program.

### **Year End Responsibilities**

Before final report cards, yearbooks, transcripts, or diplomas are issued, all student charges, fees, and fines must be paid and penalty periods served. Also, all textbooks, library books, and equipment must be returned to the proper authority. Yearbooks withheld for any of the above reasons will be reserved in the student's name for two years. After that, they may not be available.

## DAILY SCHEDULE 2011-2012

**Regular Schedule– 54 min**

8:00	8:58	First Hour
9:02	9:56	Second Hour
10:00	10:54	Third Hour
10:58	12:26	Fourth Hour
10:58	11:28	First Lunch
11:54	12:24	Second Lunch
12:28	1:22	Fifth Hour
1:26	2:20	Sixth Hour
2:24	3:20	Seventh Hour

**Mass/Academy Schedule-47 min**

8:00	8:51	First Hour
8:55	9:42	Second Hour
9:46	10:33	Mass/Academy
10:37	11:24	Third Hour
11:28	12:45	Fourth Hour
11:28	11:58	First Lunch
12:15	12:45	Second Lunch
12:49	1:36	Fifth Hour
1:40	2:27	Sixth Hour
2:31	3:20	Seventh Hour

**Activity Schedule-48 min**

8:00	8:52	First Hour
8:56	9:44	Second Hour
9:48	10:28	Activity Period
10:32	11:20	Third Hour
11:24	12:42	Fourth Hour
11:24	11:54	First Lunch
12:12	12:42	Second Lunch
12:46	1:34	Fifth Hour
1:38	2:26	Sixth Hour
2:30	3:20	Seventh Hour

**All School Mass Schedule-46 min**

8:00	8:51	First Hour
8:55	9:42	Second Hour
9:46	10:33	Mass/Academy
10:37	11:24	Third Hour
11:28	12:45	Fourth Hour
11:28	11:58	First Lunch
12:15	12:45	Second Lunch
12:49	1:36	Fifth Hour
1:40	2:27	Sixth Hour
2:31	3:20	Seventh Hour

**Early Release – 42 min**

8:00	8:40	First Hour
8:44	9:20	Second Hour
9:24	10:00	Third Hour
10:04	10:40	Fourth Hour
10:44	11:20	Fifth Hour
11:24	12:30	Sixth Hour
11:24	11:54	First Lunch
12:00	12:30	Second Lunch
12:34	1:12	Seventh Hour

Professional Development 1:20-3:20

