

**8101 WEST CENTRAL, WICHITA, KS 67212-3699**

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**COUNSELING OFFICE: (316) 729-5278**

**WEBSITE: WWW.BCCHS.ORG**

## **MISSION STATEMENT**

The mission of Bishop Carroll Catholic High School is to assist parents in forming disciples of Christ who enrich the culture as stewards of God's gifts.

## **PASTORAL CARE**

Forming Disciples of Jesus:

The Bishop Carroll community focuses on forming each student as a disciple of Jesus. This formation occurs during the liturgy, in the classroom, on the playing field, on the performance stage, and everywhere a Bishop Carroll student interacts with another member of the community. We are led by the Lord to better know, love, and serve Him, each other, and ourselves. We are each called to build up the Body of Christ: students, parents, teachers, administrators, staff, alumni, parishes, and benefactors.

This formation as Disciples of Christ takes place in the sacred liturgy, the high point of our lives and the source of our strength. We celebrate Holy Mass and the Sacrament of Reconciliation daily at Bishop Carroll. Twice per month, eight visiting priests assist at all day confessions. We worship the Blessed Sacrament twice per month in all-day adoration. Student retreats, student-led prayer groups, and Eucharistic Youth Festivals provide opportunities for spiritual growth. Many other opportunities exist for communal and private prayer to our loving Savior.

This formation as disciples of Jesus also takes place in the religion classroom. Religion class is taken each semester at Bishop Carroll. Salvation History, Prayer & Liturgy, Christian Morality, New Testament, Church History, Catholic Social Teaching, Faith & Reason and Christian Vocations provide a detailed analysis of our Catholic faith, and prepare the student to move from a childhood faith to an adult faith.

This formation as disciples of our Lord also takes place in activities. These activities are rooted in Jesus' teachings:

**Liturgy Club** serves the spiritual and liturgical life of the Bishop Carroll community. Several Liturgy Club Mass Teams coordinate the planning of and the preparation for Holy Mass and other liturgies. These teams help create a sacred space where the Bishop Carroll community may gather for the Holy Eucharist and Adoration of the Blessed Sacrament. Readers assist during Holy Mass by proclaiming the Word of God. These young men and women must be truly qualified and carefully prepared for this office, so that the faithful will develop a warm and lively love for Sacred Scripture from listening to the reading of the sacred texts. Altar Servers assist during Holy Mass and Adoration of the Blessed Sacrament. They serve the people of God through their knowledge in the sanctuary, their servant leadership in the community, and their devotion in prayer. Tech Crew sets up the technology needed for participation in Holy Mass and Chapel Crew tends to the needs of the sacristy and details of the Madonna Chapel. Training for Mass teams is held at the beginning of each semester.

**Pro-Life Club** witnesses to the student body and educates them to the God-given dignity and infinite value of the unborn, the elderly, the handicapped, and the poor in order to reach out to the least of our brothers and sisters (Matthew 25:40).

**Handmaids of Mary** forms young women who desire to live a life of prayer and virtue in imitation

of the Blessed Virgin Mary whose life is a continual “yes” to the will of the Father.

**God Squad** serves young men and women who desire to strive in their spiritual life with the same intensity as some students strive in sports. The practical goal of God Squad is to fully participate in the traditions and practices of Lent in preparation for the celebration of the Sacred Triduum and Easter Week. The spiritual goal of God Squad is to be “crucified” as St. Paul says in Galatians 2:19-20: “*For I have been crucified with Christ; and it is no longer I who live but Christ who is living in me.*” Students who are crucified will participate at the “varsity” level and earn a Benedictine Cross.

## **ACADEMICS**

### **BISHOP CARROLL CATHOLIC HIGH SCHOOL GRADUATION REQUIREMENTS**

Religion	4 Credits
English	4 Credits
Social Studies	3 Credits
Science	3 Credits
Mathematics	3 Credits
Physical Education	1 Credit
Fine Arts	1 Credit
World Language	1 Credit
Computer App's-Business:	½ Credit
Word Processing	
Elective Courses	<u>4½ Credits</u>
	25 Total Credits

See department listing for exact listing of courses that must be completed to graduate from BCCHS. Seniors who have not met BCCHS graduation requirements may not participate in graduation ceremonies and may be required to enter into a contract in order to receive a BCCHS diploma at a later date.

### **BISHOP CARROLL CATHOLIC HIGH SCHOOL HONORS DIPLOMA**

This diploma is awarded to seniors with a 3.8 cumulative GPA who have successfully completed a minimum of 26 semester credits of honors classes.

### **THE BISHOP CARROLL CUM HONORE SCHOLARS PROGRAM**

The *Cum Honore* Scholars Program is designed to challenge students to excel academically, spiritually, and to become well rounded adults. To graduate with a *Cum Honore* diploma a student must have completed 28 semester credits of honors classes meet BCCHS graduation requirements, and have a cumulative GPA of a 4.0.

Below is an example of a *Cum Honore* four-year schedule:

<u>Freshman Year:</u>	<u>Junior Year:</u>
* English I Honors	* English III Honors
Advanced Algebra I or Geometry	Advanced Chemistry II
* Physics I and Chemistry I Honors	* US History Honors
Physical Education	* Honors Algebra or
* Prayer and Liturgy Honors	College Algebra or Pre-Calculus
* Salvation History Honors	* World Language III
Foreign Language I	* Church History Honors
Computer App's/Elective	* Catholic Social Teaching Honors
	* Honors Elective

	* Philosophy/Logic Fine Arts
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<u>Sophomore Year:</u>	<u>Senior Year:</u>
* English II Honors	* AP English
* Biology Honors	* US History Continued Honors
* World History Honors	* US Government Honors
Geometry or *Adv. Algebra II	* Pre-Calculus or AP Calculus
* New Testament Honors	* Physics II or AP Biology
* Christian Morality Honors	* Faith and Reason Honors
World Language II	* Christian Vocations Honors
* Elective	* Foreign Language IV
Fine Arts	* Philosophy/Logic
	Fine Arts

## GRADES AND GRADING

Progress reports will be run approximately every 6 weeks. Progress reports are available for parents to pick up at Parent/Teacher Conferences twice a year. Semester grades will be based on course work (90%) plus the semester exam (10%). Student progress can be checked on-line at any time using PowerSchool. A link is provided on the school's web page at [www.bcchs.org](http://www.bcchs.org). The Wichita Diocesan uniform grading scale is as follows:

100-99=A+; 98-94=A; 93-92=A-; 91-90=B+; 89-85=B; 84-83=B-; 82-81=C+; 80-76=C; 75-74=C-; 73-72=D+; 71-67=D; 66-65=D-; below 65=F.

Students must complete credits at an acceptable rate in order to return to BCCHS and graduate. On the way to completing 25 credits and all required courses to graduate, students must meet the following benchmarks by the end of each school year (not including summer school): Freshmen, 5 credits; Sophomores, 11 credits; Juniors, 18 credits. Students that do not complete the required number and type of stewardship hours assigned in specific religion classes will be required to retake the course.

## STATE ASSESSMENTS AND DIOCESAN RELIGION TESTS REQUIREMENTS

Diocesan Religion Test (DRT) will be given during each religion class. State assessments will be given in the subjects and during the grade level required by the state.

Scoring results of state assessments and Diocesan Religion Tests are as follows: Exemplary (EX), Exceeds Standard (ES), Meets Standard (MS), Approaches Standard (AS) and Academic Warning (AW). If a student doesn't meet standard on a state or diocesan assessment, he/she shall be required to complete a successful remediation (i.e., documented progress on ILP; a minimum of 30 hours per course of after-school classes; summer school; etc.) before receiving diploma and transcripts.

## CALCULATING GRADE POINT AVERAGE

Each grade is assigned a point value. Those grade points divided by the number of credits earned equals the grade point average. Points are assigned as follows:

### Level One Courses (Honors or AP Courses)

A = 4.4  
B = 3.3  
C = 2.2  
D = 1.1

### Level Two Courses

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0

F = 0.0

F = 0.0

## TRANSFER CREDIT

Summer school credit can be earned only through Bishop Carroll. Students who need summer school must see their counselor.

The transcript of any student transferring from any school will be evaluated on a case-by-case basis for acceptance of credit and placement into classes. All GPA will be converted to the BCCHS Level II GPA scale.

## QUALIFIED ADMISSIONS CURRICULUM FOR ADMISSION TO A KANSAS REGENTS 4-YEAR UNIVERSITY

English	4 Credits
Social Studies	3 Credits
Mathematics	3 Credits and an ACT composite of 22 or 4 Credits of Math

(Including one unit each of Algebra IA & Algebra IB or Algebra I or Advanced Algebra I; and Algebra II, or Advanced Algebra II or Algebra II Honors\*; and Geometry or Advanced Geometry)

Science 3 Credits

(Including one unit each of Chemistry I & Physics I, or Chemistry I Honors\* & Physics I Honors\*; Biology, or Biology Honors\*; Chemistry II or Advanced Chemistry II\*; AP Biology or Physics II\*.)

Electives 3 Credits

(Electives must be from the following: Math, Natural Science, Social Science, Fine Arts, Computer/Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, or Journalism.)

## ADMISSION REQUIREMENTS

To qualify for admission to the following Kansas Regents Universities; Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas and Wichita State University, you must meet the first three of the following requirements and one of the last two:

- Complete the qualified admissions curriculum
- Student must have a minimum of a 2.0 grade point average (GPA) on a 4.0 scale in the qualified admissions curriculum
- Achieve a 22 composite score in Math on the ACT or complete 4 credits of Math with the final class being in the senior year

AND

- Achieve an ACT score of 21 or above; or,
- Rank in the top one-third of your high school's graduating class.

To qualify for admission to the University of Kansas you must:

Complete the Kansas Board of Regents pre-college curriculum with at least a 2.0 grade point average on a 4.0 scale, apply by February 1

AND

Achieve one of the following:

1. Must have a minimum 3.0 cumulative GPA on a 4.0 scale and an ACT composite score of 24 or higher OR
2. Must have a minimum 3.25 cumulative GPA on a 4. scale and achieve an ACT composite score of 21 or higher.

## **KANSAS REGENTS SCHOLARSHIPS**

To find the specific requirements and to apply for the following state-sponsored scholarship programs: Kansas State Scholars Program, Ethnic Minority Scholarship Program, and the Kansas Teachers' Scholarship go to [www.kansasregents.org](http://www.kansasregents.org)

## **NEWMAN AND FRIENDS UNIVERSITY ADVANCED STANDING PROGRAM**

The following courses have been approved by Newman and Friends University for college credit:

US Government Honors	AP Biology	College Algebra
US History Continued Honors	AP Calculus	AP English
Introduction to Philosophy	Pre-Calculus	Logic
US History Honors (11 & 12 level)		
Christian Vocations Honors		
Faith and Reason Honors		

Please check with the Counseling Office concerning enrollment and fees. This program is open to students with a cumulative 3.0 GPA. Classes are subject to change due to insufficient enrollment or instructor approval by Friends/Newman University.

\*Friends, NU and BCCHS have the right to discontinue this program without notice. Note: Other courses may be available for Friends or NU credit, consult your counselor for details.

## **ACCREDITATION**

Bishop Carroll Catholic High School is accredited by **North Central Association of Colleges and Secondary Schools** and the State of Kansas. It is a member of the National Catholic Educational Association. Bishop Carroll is currently going on a new NCA/QPA cycle. The Bishop Carroll community will establish goal areas during the current school year.

## **STUDENT RECOGNITION**

Student recognition is a vital part of the celebration of God's gifts and talents. We praise God and honor God by using these gifts. BCCHS recognizes student achievement and encourages excellence for all in its community. Opportunities for recognition are listed with the event or circumstances of the award.

## **ATHLETIC AWARDS AND LETTERS**

All awards and letters are granted by the Athletic Department as governed by the Greater Wichita Athletic League and school policy. The head coach and the athletic director schedule team award programs.

## **BCCHS HONORS DIPLOMA**

This diploma is awarded to seniors with a 3.8 cumulative GPA who have successfully completed a minimum of 26 semester credits of honors classes.

## **BCCHS CUM HONORE SCHOLARS DIPLOMA**

The Cum Honore diploma is awarded to seniors who have successfully completed 28 semester credits of honors classes from BCCHS, meet BCCHS graduation requirements, and have a cumulative GPA of 4.0

## **EAGLE ESPRIT**

Eagle Esprit is a variety show that is performed during Catholic Schools Week. Students must be in good standing to participate. Auditions are held before a panel of judges.

## **GOLDEN EAGLE ACADEMIC ACHIEVEMENT AWARDS**

This award is presented to the top ten percent of each class by GPA at a formal dinner in the spring.

## **GRADUATION AND SENIOR FAREWELL MASS**

Valedictorian and Salutatorian awards are chosen by GPA, course selection, attend BCCHS for at least three years; the students must be in good standing in the community. Bishop's Crest, Scholastic/Athletic, and Citizenship Awards are voted upon by the administrative team, faculty and coaching staff.

### **SENIOR CHECKLIST**

#### **September**

Senior Interview with your counselor to verify graduation requirements

Complete and return Brag Sheet to your counselor

Retake the ACT and/or SAT Test (optional)

Complete College Applications

Request Transcripts to Colleges

Search for Independent Scholarships

Complete College Scholarship Applications

Sign up for Newman Advance Standing Credit(s)

Visit Colleges

#### **October**

Visit Colleges

Visit Admissions Reps who come to BCCHS

Create or update Resume

Order Graduation Items

Financial Aid Information Meeting at BCCHS

Complete FAFSA online at [www.fafsa.gov](http://www.fafsa.gov)

#### **December**

Complete College Housing Application

#### **January**

Sign up for Newman and/or Friends University Advance Standing Credit(s)

#### **February**

Sign up to take AP Test if needed

#### **April**

Return Scholarship Information Sheet to your counselor

Complete Awards Form and Return to Counselor by April 10

Request Final Transcript sent to colleges

#### **May**

Take AP Test if required

Pay all fees

Mail out Graduation Announcements

Attend Mandatory Graduation Practice

#### **June**

Pick up Senior Packets

\*Seniors should be checking the school bulletin daily throughout the school year for updated scholarship information and opportunities.

\* The ACT and/or SAT Test should be taken at least once during Junior year.

## **HONOR ROLL**

**Each semester three levels are recognized and submitted to the media.**

First Honor: 4.0 and above (No D's or F's)

Second Honor: 3.99 - 3.50 (No F's)

Third Honor: 3.49 - 3.25 (No F's)

## **JUNIOR RING MASS**

All juniors and their parents are invited to participate in this ceremony.

## **NATIONAL HONOR SOCIETY**

The National Honor Society was founded in 1921 to encourage scholarship, service, leadership, and character among high school students. There are more than 19,000 chapters nationwide. A five person Faculty Council selects juniors and seniors for membership. To be eligible for consideration, students must have a 3.85 or better cumulative GPA, and have successfully completed at least five honors classes by the end of their Junior year.

## **STATE AND NATIONAL AWARDS AVAILABLE TO SENIORS**

The National Merit Scholarship Qualifying Test Finalist, Semi-finalist, and Commended Student awards are based upon PSAT taken junior year and recommendations of the faculty and administration; and State of Kansas Scholar, recognized by the Kansas Board of Regents. At the end of the school year, faculty members may present individual awards for academic, religious, service, and activity achievements.

## **STUDENT OF THE MONTH**

Students are nominated by students, staff, and parents for outstanding service to the school and community. Students are chosen by the BCCHS A-Team. These students will be featured on a display in the Notre Dame Hall. Nomination forms are available in the front office and in the library. Student of the Week is sponsored by STUCO.

**NOTE: Attendance and behavior records will be included for review in the selection process for all academic and special awards.**

## **COUNSELING**

The Counseling Office assists students in developing their full potential. Counselors are available to assist students in making course selections, career choices, college choices, scholarship applications, and to help with personal problems. The Counseling Office also assists in student admission, orientation, information services, and student appraisal.

## **COLLEGE INFORMATION**

Throughout the year, colleges, universities, and other post-secondary institutions visit BCCHS. These visits are scheduled during the lunch period. Appointments may be scheduled with specific colleges in the Counseling Office.

Activities for students and parents are scheduled to assist in planning for post-secondary education (career awareness, college selection, financial aid, and others).

## **TESTING PROGRAM**

**Juniors: ACT**

Juniors may sign up to take the PSAT. Please see your counselor with questions.

**Sophomore: Aspire**

Sophomores may sign up to take the PSAT. Please see your counselor with questions.

**Freshmen: Aspire**

**Advanced Placement Tests** - Available to students. Please see your counselor with questions.

**Incoming Freshmen: Aspire**

# **COLLEGE ADMISSIONS - NATIONAL TESTING DATES**

ACT Information sheets and practice test material are available in the Counseling office for students. The high school code is 173167 and students must register to take an ACT test at [www.actstudent.org](http://www.actstudent.org)

## **COLLEGE ADMISSIONS - NATIONAL TESTING DATES**

### **ACT 2016-2017**

<b>Test Date</b>	<b>Registration Deadline</b>
September 10, 2016	August 5, 2016
October 22, 2016	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017

### **ACTIVITY/PHOTO ID CARDS**

During the first week of classes students take pictures for their activity cards. Cards are issued near the beginning of the year. They are property of the school. Students must present cards to be admitted to school functions such as dances and home athletic events, to utilize the library and to charge lunches. They also allow students discounts to Greater Wichita Athletic League events, tournaments and KSHSAA sponsored events.

BCCHS activity cards are to be used only by the person pictured on the card. Attempts to use another student's card will result in confiscation of the card and suspension of the privileges granted by that card. Students must forfeit their activity cards for misbehavior. Activity cards are replaced by paying a \$5 fee.

### **ANNOUNCEMENTS, TELEPHONES, STUDENT MESSAGES**

Announcements for the daily bulletin must be submitted by noon on the day before the announcement is to be read. Teachers receive the following day's announcements by the end of the day, read them during first hour the following day, and post them.

Delivery of messages and notices to pick up flowers and gifts in the front office will be made at the end of the day. The office may refuse deliveries or messages.

## **ATTENDANCE POLICIES**

### **DIOCESAN ATTENDANCE POLICY**

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. Parents are to be reminded that the compulsory education law of Kansas requires students to be in school unless excused by the principal. To obtain the maximum benefit from a Catholic school education, students need to be in school every day. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents should not ask for their children to be excused for such reasons. The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. The school should try to determine the reason for any absence on the day of the absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work. **Students must be present in class the first 20 minutes to be counted as present for that**

**class.** When a student has missed more than five sessions of any class in a semester, the student may be required to make up work after school, on Saturdays, or in an approved summer school program before credit is awarded. **When a high school student has missed more than ten (10) sessions of any period in a semester, the school will withhold credit.** There are students whose chronic health condition or other education need makes regular attendance difficult. Such needs are to be substantiated in a Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly. **All absences, including excused absences for illness, funerals, appointments, etc. count toward the maximum of 10 absences.** Absences for school sponsored activities and sports do not count toward the total.

## **TARDY POLICY**

Students late to school must go to the Attendance Office and receive an admit slip. When a student is tardy, the student has the following options:

- 1) **Excused tardy - Only Medical or Dental appointments, verified by a note from the doctor's office, count as an excused tardy.** Upon verification the Attendance Clerk will give the student an admit slip.
- 2) **Unexcused tardy** - All other reasons will be considered unexcused. This includes, but is not limited to, car trouble, oversleeping, stopped by train, or witnessing an accident. The Attendance clerk will issue the student a demerit and then send them to class with an admit slip.
- 3) **Unexcused Tardy after 8:15 - Missing 20 minutes of class** is considered an absence so the unexcused absence policy will take effect when a student arrives after 8:15. The student will be issued a detention and receive only partial credit for class work missed.

## **ABSENCE POLICY**

If a student is going to be absent for any part of the day, parents must contact the office at 722-2390 between 7 and 9 am on **each day** of absence. Upon returning to school the student has the following options:

- 1) **Excused absence for illness or family emergency** - If a parent has called the school and informed them the reason of the absence then the student may go directly to their 1st hour class.
- 2) **Excused absence for an appointment** - Students returning to school from an appointment, either that day or from the previous day, must present verification from the doctor to get an excused absence. \*Note: "Needed at home" is only for emergencies and will **not** excuse tardiness to school. The emergency must be verified by an administrator.
- 3) **Unexcused absence** - If a student is absent, or more than 20 minutes late to a class, without a valid reason and/or verification from a doctor they will be issued a detention for every hour missed. In addition students will be accountable for course content missed but will receive less than full credit according to the teacher's policy.

## **APPOINTMENTS**

**Students must have a permission to leave form in order to leave class or school.**

- 1) Parents must send a note or call the front office at 722-2390 to allow the student to be issued a permission to leave form.
- 2) At the time of dismissal the student must sign out with the Attendance Clerk in the front office.
- 3) Upon their return to school, the student must present written documentation from the appointment in order for their absence to be excused.

## **INCORRECTLY EXCUSED ABSENCES**

If a student is absent for a valid reason but either the student or parent did not follow the correct procedure as outlined in the policies above, the administration will determine whether it is excused or unexcused.

## **PRE-ARRANGED ABSENCE REQUESTS**

- 1) To request an excused absence, with right of make-up, for a reason not normally excused,

**parents must contact the school at least two full school days before the absence.**

- 2) If the administration gives permission to make up their assignments it will be granted with the understanding that the work missed during this absence may be required to be completed in advance and at the teacher's discretion.
- 3) Students should not obtain assignments directly from their teachers without administration approval. Even if the student has completed their class work the administration may still deem the absences unexcused and issue detentions if the proper two-day before procedure was not followed.

## **EXCESSIVE ABSENCES**

- 1) When the 5th class absence occurs in a semester, a letter from the office will be sent home to inform the parents of total days missed.
- 2) When the 7th class absence occurs in a semester, a formal attendance hearing will take place with BCCHS administration, the student and parent(s). This is to inform them of the school's concern and about the possibility of the student not being eligible to receive credit should the student exceed 10 absences.
- 3) If a student reaches 10 absences the school will contact the parents to inform them that credit will be withheld should the student be absent again.
- 4) If a student exceeds 10 absences the school will withhold credit unless the Superintendent determines that another consequence is more appropriate.

## **ALL-SCHOOL MASS AND RETREAT ATTENDANCE**

All-school Mass and Class Retreats are essential to a fully rounded Catholic education. As such, both events are mandatory. Even if a student were to miss due to excused absences the equivalent amount of time missed must be made up. Mandatory Mass and Retreats are to be viewed with the same educational and formational value as a normal class period. Just as all students are required to make up class work when missing class for any reason so too is such a requirement placed on All-school Mass and Retreats.

1. If an all-school Mass is missed it will be made up by participating in two optional daily Masses within the next two weeks of the date missed.
2. If an entire retreat day, or part of a retreat day is missed, the student will meet with the chaplain and/or assistant principal to determine how the equivalent time will be made up.

Failure to fulfill this make-up policy will result in additional time to be made up or a meeting with the chaplain and the pastor of the student's parish.

## **BOOKS AND BOOKSTORE**

The bookstore is open daily before school and during lunch periods. It is stocked with common school needs: school supplies, physical education equipment, books and school and class items.

1. Textbooks and workbooks will be checked out to students by teachers on the first day(s) of school. All textbooks are the property of BCCHS. These books are covered by enrollment fees. Names should be written in the space provided in the book for easy identification. Some books and items (paperback novels, Bibles, etc.) are not covered by enrollment fees.
2. **Enrollment and Registration fees are NON-Refundable**
3. Students will return their textbooks to teachers at the end of the semester or school year. **BCCHS is not responsible for lost, stolen or damaged books** and students will be charged the cost of replacement.

## **CAFETERIA**

Food service provided by the Golden Eagle Cafe is available for the convenience of the students. Students will use their student ID as debit cards for food purchases. Money may be put on the student's account before and after school. The lunch period is closed to visitors, and students must eat in the Commons. Students may not have lunches delivered from an outside vendor. Students are not to use vending machines during lunch. Food and drink are not allowed in the hallways and academic areas. (Water bottles and containers are allowed but they must be clear

containers with a lid)

## **CLOSED CAMPUS**

Students must be in classes, including study hall, Mass, and lunch, during the school day. Students must check out in the Attendance Office before leaving campus for any reason other than a school related activity.

## **DANCES**

1. The club or organization sponsoring and administration shall have direct responsibility for the dance and may refuse admittance to anyone.
2. Dances may last up to three hours and will end by 11:30 p.m.
3. **Activity ID cards will be required and admission will be denied to those without an activity card.**
4. Modest dress attire is required for all dances.
5. All dances will be considered "closed dances," and students without BCCHS activity cards will not be admitted (except for "date dances": Homecoming, Sweetheart, and Prom).
6. A student wishing to bring a date other than a BCCHS student (to the "date dances") should sign the guest list in the office prior to the dance and again at the dance. The student and date must check in and out together. Those visitors who are not sponsored will not be admitted. Visitors are required to follow all BCCHS policies.
7. Date dances are also the only dances that may be held on Saturday. Dates cannot be below the 9th grade.
8. Students under suspension will not be admitted.
9. Those students who appear to have been using drugs or alcohol, or those possessing drugs or alcohol will be detained and their parents called to take responsibility for them. If necessary, law enforcement personnel will be called. If the parents or another adult who will agree to take responsibility for them cannot be reached, the security personnel on duty will take responsibility.

## **DRESS CODE**

By requiring uniform dress, BCCHS seeks to do several things: create a clean, neat, and orderly learning environment; teach students that they are appreciated at school not for their wardrobe, but for their character and intellect; and promote safety and community. Students will adhere to the uniform dress code prior to entering the building each day.

Indicated uniform pieces must be purchased from Parker School Uniforms. The representative is:

Jann Kouba  
650 N. Carriage Parkway #145  
Wichita, KS 67208  
Telephone 687-4634

## **GIRLS' DAILY UNIFORM**

Skirt Stitched-down pleated Green/Navy/Black plaid, knee length, available from Parker only. Skirt waistbands must be buttoned, zipped and may not be rolled. Skirts are to be free from rips and should not be tattered or torn. Hems must be sewn.(OPTIONAL: Khaki women's slacks, with belt, from Parker Uniforms may be worn from November through March.) Skirts are the formal school uniform.

Blouse Plain, white button-down Oxford, long or short sleeve, available from Parker and other sources. Blouse must be tucked in, not rolled under and have no more than two buttons opened at the top. Undergarments must be white or neutral in color. No logos or lettering. Those choosing to wear tee shirts under the Oxford must select solid, white tee shirts free of designs or words. Undershirts are to have the same length of sleeves as the blouse worn.

Hosiery Single-color nylon hose, knee-high or calf length crew socks must be worn. No-show or below the ankle socks are not allowed. Socks must be hunter green, navy blue, black or white. No other colors are allowed. Socks are available from Parker and other sources. No running tights may be worn in place of nylon hose or socks. Lace or decorative hose are not allowed.

Shoes Brown, black, tan, Navy blue or dark grey, leather or leather like, non-athletic shoes must be worn. Sandals, open heeled/toed shoes, clogs, slippers, moccasins, or boots are not allowed. Shoes with soles that come up over the toe are not allowed.

## **BOYS' DAILY UNIFORM**

Pants Parker brand khaki pants with an attached blue tag must be worn. Dress brown, black, tan leather or leather-like belts are required. Pants are to be free from rips and should not be tattered or torn.

Shirt Plain, white button-down Oxford, long or short sleeve, available from Parker and other sources. Shirt must be tucked in, not rolled under and have no more than two buttons open at the top. No logos or lettering. Those choosing to wear tee shirts under the Oxford must select solid, white design-free t-shirts. Undershirts are to have the same length of sleeves as the shirt worn.

Shoes Brown, black, tan, Navy blue or dark grey, leather or leather like, non-athletic shoes must be worn. Sandals, canvas, open heeled/toed shoes, clogs, slippers, moccasins, or boots are not allowed. Single color socks must be worn. These socks must be hunter green, navy blue, black or white. Shoes with soles that come up over the toe are not allowed.

## **OTHER REQUIRED UNIFORM ITEMS**

In addition, all students must have a navy or hunter green cardigan or pullover sweater, or a navy blazer. Students may wear a uniform sweater, sweater vest, or a blazer during the day. Students may wear the BCCHS letter jacket during the day. Letter jackets may not be worn at Mass.

They may not wear other jackets or outer garments. Uniform sweaters and sweater vests are available from Parker only. Blazers are available from Parker and other sources. Students may also purchase school sweatshirts that are available only at Parker Uniform. **Sweatshirts may not be worn on all school Mass days. Boys must purchase a school tie.**

## **FORMAL SCHOOL UNIFORM**

A formal uniform will be worn for all-school Masses and other designated days. Boys must wear a school tie and cardigan, pullover or blazer. Girls must wear uniform skirt and a cardigan, pullover, or blazer as described above. A student who does not comply with formal dress attire will lose his/her dress privileges for the next pride day. A second offense will result in losing pride day privileges for the remainder of the school year. BC letter jackets and letter sweaters are not considered part of the formal school and are not to be worn at All School Masses.

## **GANG RELATED DRESS**

Students are not allowed to wear any clothing or other articles which may be related to gang clothing. These articles include, but are not limited to: excessively sagging clothing, bandannas (with gang colors), jewelry, any clothing with gang or gang related symbols.

## **GROOMING**

Boys will be clean-shaven and may not wear earrings, rat-tails, or braids at any school activity. Side burns must be cut no longer than the bottom of the ear. No long hairstyles may be worn where any part of the hair extends below the bottom of the ear, the top of the collar, or over the eyes, when pulled down.

Neither boys nor girls may wear excessive accessories or jewelry such as multiple large necklaces, rings, or bracelets. Girls may not wear more than two earrings per ear and may only have 2 piercings per ear. Pierced jewelry may be worn only in the ears. Girls may not wear large gauge or dial earrings. Visible tattoos are not allowed. All necklaces must be worn inside the shirt

(except modest crosses and religious medals). Neither boys nor girls may have fad hair cuts (including, but not limited to, mohawks, shapes/designs cut into the hair, etc.) or unusual hair coloring.

## **PRIDE DAY ATTIRE**

Pride day attire must be an approved BCCHS T-shirt or sweatshirt with blue jeans or Parker uniform pants. Jeans may not have holes in them. Socks must be worn with all footwear.

## **SCHEDULE CHANGES**

Schedule changes will only be made for the following reasons:

- A. Student is not enrolled in a required class.
- B. Student is enrolled in a class for which he or she has already received credit.
- C. Student has not met prerequisites.
- D. Student's schedule is incomplete.
- E. A teacher has recommended that the student advance to a higher level course.
- F. A teacher has recommended that the student move to a lower level course or drop a class if he/she has failed.

### **SCHEDULE CHANGE REQUESTS FOR A SPECIFIC TEACHER WILL NOT BE PERMITTED.**

**FIRST SEMESTER:** Schedule changes should be done in August prior to the first day of class. All schedule changes must be from the approved list of *SCHEDULE CHANGES*. All schedule changes must be completed by the second day of first semester. Any schedule change made after the second day will appear on the transcript with a withdrawal grade.

A \$25 fee will be charged per schedule change, not the number of classes changed. If a student must repeat a required course, or there is a conflict in scheduling, the schedule change will be made without charge.

**SECOND SEMESTER:** All schedule changes must be completed before the second day of class. The student must obtain and complete a drop/add form. The student must indicate from the approved list of *SCHEDULE CHANGES* the reason for the request. The form must be signed by all teachers involved, parents, and returned to the counselor with a \$25 fee. Any schedule change made after the second day will appear on the transcript with a withdrawal grade.

## **CELL PHONES AND ELECTRONIC DEVICES**

Bishop Carroll Catholic High School policy allows the **possession** of telecommunications devices by students on campus (see B.Y.O.D. policy) during the regular school day. BCCHS policy also states that the telecommunications device **may not be kept on the student's person**. This means that the device must be kept in a purse, book bag, etc.; **it cannot be kept in the pocket of pants, coats, etc. During the school day** (defined as being from the start of school at 7:55 until school is dismissed for the day at 3:15), **these devices must be turned off and may not be used by students**. Not only are these devices a potential distraction to the classroom learning environment and potentially disruptive to the school climate, but the technology available makes it possible for students to photograph and send copies of tests to other students, text message answers to test questions to other students, and otherwise compromise the integrity of our teachers' assessments and grading of student learning. **At Bishop Carroll Catholic High School, the interpretation of the policy has been expanded to include Apple Watches, iPods, iPads, MP3 players, personal laptop computers, etc. because so many telecommunications devices combine these features with those of a cell phone. The only reasons for school personnel to ask a student to surrender a cellphone, etc. would be:**

- a - if the cell phone **rang** or **vibrated** (which would mean that the phone **was turned on**, and in violation of the policy), or
- b - if school personnel **saw the cell phone, etc.** (which would mean that the device **was visible or on the student's person**, and in violation of

the policy). If a student is found to be in violation of the Cell Phone Policy, **the device (cell phone, etc.) will be confiscated by school personnel.** Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result of a **first violation will result in a demerit and** may be returned to a parent, after school on the day the phone is confiscated. **Devices confiscated as a result of a second violation will result in a morning detention and can be picked up by a parent after the student has served his or her detention. A third or more violation will result in an in-school suspension and a parent can pick up the phone after the student has served his/her suspension.**

## **BRING YOUR OWN DEVICE (B.Y.O.D.)**

Some BCCHS teachers allow, encourage or require students to use electronic devices (smart phones, laptops, tablets, iPad, Kindle, Nook, etc.) in their classrooms under the BCCHS B.Y.O.D policy. Teachers will inform students and parents what device is needed for the class. A parent and student signed BCCHS B.Y.O.D. Initiative form must be returned to each teacher who allows B.Y.O.D. in their classrooms. **Students should be mindful that the BCCHS Cell Phone/Electronic Device policy is always in force outside of B.Y.O.D. classrooms.**

## **FEES - NON PAYMENT**

It is customary for schools to charge fees for such reasons as enrollment costs, book rental, graduation, transcripts, athletics, activities, organizations, labs, field trips, or for other educational purposes. BCCHS will use the following policy regarding non-payment of fees:

1. Cases in which students or parents have been informed and still fail to pay a fee must be dealt with promptly. Promptly means payment is made by the designated due date according to arrangements made with the bookkeeper (monthly, quarterly, or by semester). At no time should failure to pay fees be allowed for more than one semester. The school assesses late charges for basic costs.
2. The normal consequence for a failure to pay educational costs or fees promptly is the termination of enrollment. However, other consequences may be more appropriate.
3. The following sanctions may be imposed if unpaid costs or fees have not been acknowledged by students or parents in a timely manner:
  - a. Students may not continue enrollment.
  - b. Students may not take final exams until fees are current.
  - c. Students may not participate in graduation ceremonies.
  - d. Students may not participate in an activity or field trip.

## **FINAL EXAMS**

No students will be allowed to take finals early except for documented illness or death in the family. Vacations are not excused. If there are any questions, students and parents **must** visit with an administrator.

## **FIREARMS**

Possession of a firearm on campus or at school activities is grounds for immediate expulsion.

## **HEALTH & IMMUNIZATIONS**

- 1) Students who become ill or injured during the school day must report to the nurses office. After being evaluated by the nurse, parents will be contacted and the student will be excused to leave school or will return to class. The Diocese of Wichita medication administration guideline will be followed. Please see the diocesan website for more information.
- 2) All freshmen and student participating in sports or physical education classes must have a KSHSAA Physical Examination form on file in the main office.
- 3) The Diocese of Wichita immunization policy will be followed. Please see the diocesan website for more information.

Any student not complying with the above will be dismissed from school until that student is fully im-

munized.

**LIBRARY/MEDIA CENTER** - The function of the library is to provide information and to educate students, thereby enabling them to access information successfully. Students may use the library during their free time before or after school or come from class if they have a pass. During their lunchtime, students may come in with a pass from a lunchroom supervisor. When visiting the library, students will sign in and sign out of the library at the checkout counter. Those who are not respecting the rights of others will be requested to return to their rooms and will be denied the privilege of the use of the library for a period of time to be determined by the responsible teacher and librarian.

These general rules will apply in the use of the library:

1. Some materials including reference books, videotapes, CD-ROMs, magazines or special collections may not be checked out or may have a shortened checkout period.
2. Materials lost or damaged are the responsibility of the student.
3. Network/Internet permission is required before access is allowed according to the diocesan policy.
4. The copying of any library material must meet the fair use guidelines.
5. There is no food or drink allowed in the library.

Additional Library/Media Center Information

1. The Library will be open to students from 7:15am to 4:15pm. There may be times when the library will be closed in the morning or afternoon for meetings or special events. It will be in the announcements and you may see the librarian for specific information.
2. Students check out materials with their ID numbers. Students are responsible for items checked out on their numbers.
3. Books may be checked out for a period of three weeks and be renewed unless reserved by another student or teacher. Books must be brought back to the library for renewal.
4. There is a fine of .25 a day for late reference books and videos. Students may not check out if they have an overdue material or owe a fine.

## **LOCKERS**

All lockers at BCCHS are the property of the Catholic Diocese. Therefore, school officials may search the general contents of any locker at any time without prior notice. **Students are not to share lockers.**

## **PARKING**

Limited parking is available for students at BCCHS. Priority is given to seniors, then juniors, then sophomores and freshmen. If the demand for spots exceeds the supply, the freshmen will be entered into a parking lottery. Students, who purchase parking spots later in the school year may do so at a pro-rated price. When parking spots sell out during the school year students will not be able to park on campus. All parking spaces in the front lot are for faculty/staff and visitors only.

- 1 Students must apply for vehicle registration and pay the \$80 fee for parking during registration.
- 2 Students must provide the following vehicle information to receive a parking tag: name of student, name of parent/guardian to whom the vehicle is registered, and student signature. The school must be given the following information for each vehicle the student may drive to school: license number, make of car, year, model, and color. **Parking tags must be placed with the number facing the front windshield.**
- 3 Students will be issued a parking tag that will match a reserved numbered parking space issued for the current school year. Students are required to park in their reserved space only. Upon arrival at school if your space is occupied by another car, it is your responsibility to park in the front lot and report the illegally parked car to an administrator.
- 4 **BCCHS parking permits are non-refundable.**

- 5 Illegally parked vehicles or cars driven recklessly will be issued a \$25 fine. Any person receiving a third violation during the year will have all parking privileges revoked for the remainder of the school year.
- 6 Fines will be issued for the following offenses:
  - a. No valid parking tag properly displayed.
  - b. Parking in a no-parking zone.
  - c. Parking in faculty/staff parking.
  - d. Parking on medians or grassy areas.
  - e. Parking in administrative parking.
  - f. Parking in handicapped parking space (tickets may be issued by local police).
  - g. Reckless driving in parking lot.
  - h. Improper or no vehicle registration.

**BCCHS has the right to search any vehicle on its property with or without the owner's permission.**

## **PERSONAL SECURITY**

Students should not share their combinations and lockers with others. Students should not bring valuables or large sums of money to school. Names must be written on all personal property. Lockers should not be modified so that the lock does not engage.

## **POSTERS**

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

## **STUDENT PREGNANCY**

Acts of premarital sex or abortion are sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young woman and a young man when a pregnancy occurs, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

## **POLICY**

Any student involved with a pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. The administration of the local school has the responsibility for making such interpretation and decision.

## **PROCEDURE**

- A. Upon learning of a student's involvement with pregnancy, the Principal and Chaplain will call separate and private conference with 1) the girl student and her parents and 2) the boy student and his parents. This applies to those students matriculated in our schools, a personal conference may be requested with that student and parents, if deemed necessary. The Director of Pastoral Care will inform the parish pastors of the students involved as to any changes in

- the students' standing. The school counselor will also monitor adherence to this policy on an ongoing basis.
- B. At the conference, the principal will review this policy with the students and their parents. Reasonable effort will be made to provide help and support for the students and their families. The principal will outline for the student and their parents the programs available to assist them, including counseling, adoption, etc. Should the boy or girl student remain in the regular day program of the school, the principal will determine any alteration of his or her standing in the school after consultation with a competent medical authority and/or the Director of Pastoral Care. The principal should discuss with the parents and students the fact that students involved with a pregnancy have changed their status, and therefore their obligations, responsibilities and priorities must change. The pregnant girl should be caring for herself as a mother-to-be. The father has a serious moral responsibility to support the mother and child. This involvement in the procreative process may require dropping out of some extra-curricular activities. School administrators may specify the activities or leadership positions which are incompatible with the responsibilities of nurturing a new member of the human community or are incompatible with sexual misconduct unbecoming a member of a Catholic school. Parents and students will be notified that disregard for human life and/or public defiance or contempt for the Church's moral standards in regard to abortion can result expulsion of the students.
- C. Both male and female students are subject to the condition of this policy until the baby is born or the female student presents a certified statement from competent medical authority that she has had a spontaneous miscarriage and the contents of the certified statement have been confirmed as accurate by a licensed physician selected by the school. The student and her parent must cooperate in authorizing and permitting the verification of the circumstances of the spontaneous miscarriage by one or more licensed medical authorities selected and designated by the school to investigate all circumstances relating to the miscarriage. If at any time following the pregnancy, the principal has reasonable cause believe that the dispositions of the girl, the boy, or either set of parents are in opposition to the principle of Catholic morality or to this policy, in particular, if an abortion has been procured, a conference shall be held. The conference shall include the pastor, principal, pastoral director, the school counselor, the student, and or her parents. If the family is not cooperative in resolving this matter, the principal must act on the information available. If, after the conference, the principal concludes that there is still reasonable cause to believe that the disposition of the student or the parents is in opposition to the principles of Catholic morality, particularly if an abortion has been procured, the student shall be dismissed promptly, at the time to be determined by the principal. Students who have had or procured an abortion previously or who have procured an abortion and were expelled may apply for re-admission one year after the abortion. Conditions for re-admission will include pastoral recommendation, evidence of true repentance, conversion of attitude, participation in Project Rachel, and such other standards and guidelines that the principal may issue.
- D. Student parents are to be counseled that their baby's presence in school or school activities is inappropriate because it may be counterproductive to the mission of the school and may give other students the wrong attitude toward sexual conduct outside of marriage.

## **STUDENT RECORDS**

The student's record extends from his/her entrance into school through exiting that school. All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the students' parents or guardians. All correspondence and records of the student will be mailed to the address of the student. In cases of joint custody, the correspondence shall be mailed to the address of parent where such student resides during the current school year. In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school an official copy of the court order. Correspondence/records mean copies of report cards issued at the end of the grading period, notice of disciplinary referrals, and standardized test

score reports are routinely distributed to parents. Any additional copies of class schedules, grade cards or Powerschool passwords will cost \$1.

## **SUBSTANCE ABUSE**

Substance abuse prevention consists of three main areas: education, intervention, and immediate consequences. Most of the students, staff, and parents recognize the tragedy of substance abuse and must learn to help abusers. As consequences follow any behavior, substance abuse must be met with actions immediate enough to force the abuser to make choices about that behavior and ultimately about the abuser's continuance as a student at BCCHS.

Parents, as prime educators of their children, must take advantage of programs offered by the school and others, and impress their values upon their children. These values include abstinence from all illegal drugs at all times and abstinence from alcohol before age 21. After age 21, sobriety and moderation are the virtues to be taught and the example to be shown.

## **CONSEQUENCES**

It is illegal for students to use tobacco and tobacco products on campus or at school activities. The penalty for possession or use of tobacco is a \$25 fine and two detentions on the first offense, four detentions and \$35 fine on the second offense, and a two-day out-of-school suspension, \$50 fine and recommendation for expulsion on the third offense.

As it relates to alcohol, illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs: being under the influence, in possession of, or selling any of the substances listed above is a violation when such behavior occurs on school grounds, at school functions, at school-sponsored events whether home or away, or off-campus when identified by a person of authority. Students who assist in possession, use, or sale of illegal substances may be subject to expulsion. The school will intervene on suspected substance abuse behaviors.

1. Students appearing to be under the influence of or in possession of a controlled substance (disoriented, ill, out of control, etc.) will be confronted about the behavior and informed of the consequences of that behavior.
2. Parents will be called to take responsibility for the student. If the parent, guardians, or another adult willing to take responsibility for the student cannot be reached, the security personnel on duty will take responsibility.
3. The student will be suspended out of school (minimum of 3 days) and may be subject to monthly drug and alcohol analysis in order to remain a student at BCCHS.
4. On the first offense, the student must also attend a school approved drug and alcohol education program.
5. On the second offense, the student and parents must complete an assessment at an approved drug and alcohol treatment program and follow the recommendations. This includes, but is not limited to, treatment. Assessment outcome recommendations will be sent to BCCHS and maintained in confidence.
6. On the third offense, the principal & treatment center involved will consult on the advisability of the student's continued education at BCCHS.

BCCHS works closely with the Wichita Police Department on any suspicion or confiscation of illegal substances. The school may intervene on suspected substance abuse behaviors at any time. This is not an all-inclusive list of violations or disciplinary actions. The administrative team will evaluate each case.

## **THREAT OF VIOLENCE**

All threats of violence are taken very seriously. This includes homicidal threats, terroristic threats, threats of hate crime, verbal assault, and/or possession of a weapon on or off school property. Any student who makes a threat of violence shall be suspended from the school activity and may be required to receive a psychological assessment and counseling at a center selected by the school. The student may return only if 1) she/he presents a written recommendation from the

psychologist/psychiatrist and 2) if the administration is willing to have the student back on campus. If the student returns, his/her parents will be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the premises until 1) such time as the adult complies with any and all conditions set by the administration and 2) the administration reasonably believes that the adult is no longer a threat to the school, its employees, its families, and its students. A report will be made to the proper authorities, if appropriate. A second occurrence will result in a permanent ban, removal of children from school, and a formal complaint to the authorities.

## **TORNADO AND FIRE DRILLS**

Safety drills are held throughout the year. Students must be attentive to safety drills as they are designed to save lives. Each class will report to an assigned area during these drills. Teachers will instruct students where to meet. For any drill or actual event during a passing period, students should report to the assigned area of their previous class.

## **TRANSCRIPTS**

If ordered before graduation, the first three transcripts are free; all others cost \$1. Official transcripts are mailed in a school-to-school exchange. Transcript Release Form must be completed before a transcript can be released. After graduation the cost is \$3 and must be prepaid.

## **WEATHER**

On mornings when weather threatens, radio and television stations announce information about school status. The superintendent of Catholic schools makes the determination. If radio and television give no notice of change, classes proceed as usual. Students and parents should not call the school concerning closing but listen to the radio and television.

If weather threatens during the school day, classes will proceed until the principal calls off school. A parent may request that a student be released from class. Note that the parent must initiate the request.

## **WITHDRAWAL FROM SCHOOL**

The Registrar handles all official withdrawals. Official withdrawal forms must be completed and signed by the parents or legal guardians. Before official documents will be released, the following must be completed: all tuition, fees, and fines paid; locker cleaned out; books, activity card and parking permit turned in; and library materials returned. The official date of withdrawal is set back to the last day of attendance. Please note that withdrawal may impact future participation in activities.

# **DISCIPLINE**

The authority to establish a disciplinary system is derived from the Church and the state. A great call for a disciplined and safe school comes from students, parents, and teachers. Christ's command that we "love one another" must be a central part of the mission of Bishop Carroll.

## **BEHAVIOR**

Students at Bishop Carroll Catholic High School are expected to display good Christian values and behavior at all times. Students are expected to treat this institution and all members of the BCCHS community with respect and dignity as Jesus Christ did. The rules and policies set forth have been developed to provide a safe and orderly environment during the school day and during school-sponsored activities. Solid Christian behavior will lead to an environment in which learning and development of good work habits can occur.

**Failure to comply with the rules of Bishop Carroll will result in but are not limited to the following:**

# DEMERIT SYSTEM

1. All students are required to carry a demerit card and present it to a staff member upon request. Failure to present a demerit card will result in disciplinary action.
2. Lost demerit cards will result in a \$3 fine. A washed demerit card must be turned into the assistant principal's office for arbitration.
3. Accumulation of demerits will result in the following:
  - 5 demerits = 1 detention, referral slip
  - 10 demerits = 2 consecutive detentions, referral slip
  - 15 demerits = 3 consecutive detentions, referral slip
  - 20 demerits = 4 consecutive detentions, referral slip, parent and pastor letter
  - 25 demerits = 1-3 day ISS, referral slip, parent contact
  - 30 demerits = 1-3 day OSS, referral slip, parent conference with administrator to discuss future attendance at BCCHS.

**Any student who receives 25 demerits in a school year will be put on probation and under a disciplinary contract for the following academic year.**

## MINOR VIOLATIONS

Minor violations are those behaviors which, while minor, detract from the effectiveness of instruction and the good order of the school, and when accumulated also limit the ability of the student to meet all obligations. Minor violations may include but are not limited to:

ACTIONS	Number Of Demerits
Disrespect or insubordination to staff	1
Disruptive class or hall behavior	1
Dress code/grooming violations	1
Not prepared for class	1
Failure to serve teacher detention/correction or complete teacher correction	1
Food/gum/drink	1
Inappropriate display of affection	1
Littering	1
Lunchroom disturbance	1
Minor misconduct at activities/functions	1
Obscene gestures/inappropriate language	1
Tardy to class or school	1
Other (action will be described on card)	1-2

## MAJOR VIOLATIONS

A major violation of the school's discipline code is one which seriously impairs the good order of the school, brings into question the students' willingness to remain in school, or harms the school's reputation. For any suspension, parents will be notified and a conference may take place to determine the student's continued attendance at BCCHS. Major violations include but are not limited to the following:

- Alcohol/drug (see Health and Substance Abuse), tobacco use/possession (see Discipline)
- Vandalism
- Theft
- Falsification of parental permission or school records (forgery); cheating or obtaining unauthorized

test material

Illegal or improper computer use on or off campus; tampering with the school's computer system

Truancy

Bullying/Harassing behavior

Actions that result in injury to others or damage to items or property

Threatening behavior to staff/students

Using obscene or profane gestures or language

Refusal to follow instructions of authority

Disrespect or insubordination to faculty or staff

Bomb threats, tampering with fire alarms, or use of any kind of incendiaries, including matches, lighters, or fireworks which may be harmful/disruptive

Fighting or inappropriate behavior (including off-campus incidents when students have been identified as a BCCHS student by authorities)

Leaving class, school building, or school grounds without authorization;

Missing all-school Mass (other than illness)

Accumulation of 25 demerits

Removal from class due to behavior problem or continual violation of classroom rules

Violation of KSHSAA Rule 52 concerning sportsmanship

Tampering with demerit system

Activities/Actions that are gang related

**\*This is not an all-inclusive list for minor and major violations. Actions not listed above will be handled by the teachers and administration as deemed necessary.**

## **BULLYING/HARASSING BEHAVIOR**

In Catholic schools and at BCCHS, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the Diocese and BCCHS, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic, aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. Threats, comments and/or degrading remarks passed through text messages, emails and websites such as Facebook and YouTube are considered to be a form of bully/harassment. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese or BCCHS, if it is deemed to effect any one of the three conditions noted and articulated herein.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

- 1) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- 2) has the purpose or effect of unreasonably interfering with an individual's performance;
- 3) adversely affects an individual's opportunities. (It is not necessary to prove that the victim was

psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools or BCCHS as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. Each school shall include in its guidance program education about bullying, harassment and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in the school policy handbook.

## **ACTIONS**

In most cases, consequences for major violations will occur according to the following levels:

First major violation = Multiple detentions to expulsion

Second major violation = In-school suspension to expulsion

Third major violation = Conference with principal to determine continued enrollment at BCCHS.

## **DISCIPLINE REFERRALS**

1. Parents and pastors will be notified of any major violations and all disciplinary referral forms.
2. Disciplinary referral forms are presented to the Assistant Principal, who will confer with the individual student, notify the parents of the referral form, and record the action or recommendation(s) concerning the particular case.
3. Six or more referrals during a year are considered to be excessive. An accumulation of referral forms may result in parent conferences, suspension, disciplinary review, review of continued attendance at BCCHS, and possible expulsion.

## **DETENTION**

### **Administrative Detention**

Students are required to report to detention on the day assigned. Detention will be held from 7:00-7:45 a.m., Monday through Friday, except on late start schedule days. Detention has priority over any other school activity. During detention, students may be assigned service work. Unserviced detentions will be doubled and unserved doubled detentions will result in a suspension if not served in a timely manner.

### **Teacher Detention**

A teacher detention may be given by individual instructors for violation of classroom procedures or directions. Students who fail to serve an instructor's detention will be assessed demerits and or serve additional detentions.

### **Parental Contact and/or Conference**

Bishop Carroll will be only as effective as the cooperation and support it receives from the parents. A faculty member or administrator may contact by telephone, letter or email the parent or guardian of a student. The concern may be an academic matter or may be related to student behavior. The parent or guardian may be requested to make a personal visit to further discuss the situation.

## **SUSPENSION**

### **In-school Suspension Procedures**

1. Students report to the front office before 7:55 a.m. or the beginning of the school day.
2. Students should bring textbooks and other materials needed to complete assignments and anticipate lessons missed.
3. Students are required to work on assignments or study materials the entire day.
4. Students must follow the directions of office personnel.

5. Students assigned to ISS who are involved with school activities and sports will be allowed to practice.

### **Out-of-school Suspension Procedures**

Out-of-school suspension separates offenders from the student body and is a warning that this separation may become permanent unless serious behavior changes are made quickly. Students are to remain off campus during the time assigned to out-of-school suspension. This includes activities, practices, and all other school-sponsored activities both home and away.

All suspensions, (OSS and ISS) are considered unexcused absences and each teacher will have a classroom policy regarding credit for make-up work. If allowed, students are expected to complete all class work missed at the convenience of the teacher. Service work may be assigned in addition to the suspension.

### **FIGHTING**

The penalty for being involved in a fight will be two to five days of out-of-school suspension or a recommendation for expulsion on the first offense. The second offense may incur five-days out-of-school suspension and a recommendation for expulsion. Those who do not fight back and report the incident immediately to a teacher or administrator will not be punished.

Students who instigate fights but are not actively involved (that is, those who carry rumors or put others up to fighting) submit themselves to the same penalties as those who are involved in the fight.

**The school cannot anticipate all situations and will take action in the absence of a specific rule or punishment to correct the situation in the spirit of these guidelines.**

### **STUDENT APPEALS PROCESS**

Every student is entitled to due process in discipline matters. The discipline program informs students of the rules and policies and consequences involved for violating those rules and policies. Students are given a choice of behaviors that offer positive or negative consequences. Once a student chooses negative consequences, there is a progression of negative consequences. Upon dismissal, notification to Kapaun-Mt. Carmel, parish pastor, and superintendent will be made.

Any student may appeal disciplinary actions to the principal and then the superintendent.

## **BCCHS CODE OF CONDUCT FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES/ATHLETICS**

### **ACADEMICS AND ELIGIBILITY**

At the end of the semester students with a 1.5 GPA or below and/or 2 or more F's will become ineligible to participate the following semester in school sponsored activities (including KSHSAA, school clubs, etc.). At midterm and the end of each nine-week grading period, those students who earned three or more D's and F's or earned two F's will be placed on mandatory grade checks and tutoring. To continue to compete or perform, the student must submit a grade check form each week to the activities director indicating that the student has completed all assignments in all classes and has received a minimum of **three tutoring sessions from his/her teachers totaling a minimum of 90 minutes each week**, and is working to raise all D's and F's. The student may continue to practice, but will be suspended from performances and competitions if they do not meet the terms stated above (if there are no competitions or performances the following week, student may be suspended the next week there are competitions and performances). The student will remain on these weekly grade check until the next grade check, either the end of the nine weeks or the 4 1/2 week deficiency report period. In addition to the two week grade check (verified by a form submitted to the athletic director), the student must submit weekly grade check forms personally to the athletic director to verify that the student is continuing to make satisfactory progress.

## DRUGS & ALCOHOL

The athletic/activities program always conforms or exceeds the general policies of the school. Participation in activities teaches life skills that may not be learned in the classroom. It also teaches accountability and responsibility. When students make mistakes our policies are designed to help develop young adults who accept responsibility for their actions and learn from those mistakes. Athletic/activities participants are responsible for higher standards of conduct as it relates to drug/alcohol use. All students will be confronted regarding drug/alcohol related violations at school-sponsored events or when students involved in any off campus incident(s) have been identified by authorities. *Athletes or individuals involved in extracurricular activities, defined as Pom Pon, Cheerleading, and all Interscholastic Sports will be held accountable for all offenses as it relates to drug/alcohol use.* **Drug Violation: Possession or use of drugs will result in immediate suspension from all activities in session.** In order to participate in future activities, the student must demonstrate total abstinence by submitting to monthly drug tests and remaining drug free for the remainder of their time at Bishop Carroll. If a second violation would occur the student would be prohibited from participating in any extra-curricular activity for the remainder of their Bishop Carroll career.

**Alcohol/Tobacco (including E-cigarettes) Violation:** First Violation: The athlete or participant will be suspended from contests for a period of two weeks from the date of the offense. The athlete will not be suspended from practice. Second Violation: The athlete or participant will be dismissed from the team or activity whose season is in session. All awards or privileges are revoked, as the participant will not complete the season in good standing. Third Violation: The athlete or participant will be dismissed from interscholastic activities for the remainder of the school year in session. Additional violations may result in removal from all extra-curricular activities while at Bishop Carroll. Drug Violation: BCCHS policy relating to Substance Abuse listed in this agenda/planner is enforced for all students. In addition, students in activities will be subject to the following: *Possession or use of drugs will result in immediate suspension from all activities.*

1. Before an athlete may try out or practice with an athletic team, the following obligations must be met:
  - Physical must be on file with the athletic director (form PPE, the KSHSAA PRE-PARTICIPATION PHYSICAL EVALUATION form)
  - Parents must have attended a mandatory sports meeting with the athletic director and coaches.
  - Athlete Information Page signed by the athlete and a parent must be on file with the athletic director.
  - Parent/Guardian's Consent form must be presented to the coach.
2. The athlete must arrive and be in attendance a minimum of 4 class periods the day of an activity to be considered eligible for that day's activity, and/or arrive before fourth period (including the period he/she goes to lunch) in order to practice, participate, or be present as a spectator in that day's activities unless arrangements are made and approved by the administration in advance. If the activity falls on a day that school is not in session, then the previous day attendance is viewed.
3. When an athlete misses classes due to participating in a school sponsored event, the athlete is given an excused absence and is not given an extension on homework, tests, and quizzes. He/she is responsible for making arrangements in advance with all teachers for any work missed.
4. If a student is suspended in-school, he/she may practice with the team, but the student will not be allowed to participate in competition.
5. Bishop Carroll abides by and enforces all rules and guidelines of the Kansas State High School Activities Association. Please read carefully the rules listed on page 3 of form PPE (KSHSAA

Pre-Participation Physical Evaluation Form).

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

The following Greater Wichita Athletic League policy is in effect:

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

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

## **COLLEGE BOUND STUDENT ATHLETES**

Students who are planning to enroll in college and wish to participate in NCAA Division I or II athletics or NAIA athletics should schedule a meeting with their counselor to review the eligibility requirements early in the high school career.

## **ATHLETIC SPORTSMANSHIP CODE**

Spectators should regard the playing of the game as an art and appreciate it and enjoy it as such. Respect for officials, players, host facilities, and for themselves are essential for raising the standards of good sportsmanship. Become familiar with the rules of the game; you will enjoy it much more.

## **RULES OF CONDUCT**

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. **DO:** Respectfully address officials during competition and thank them for their performance, regardless of agreement with calls.
3. **DON'T:** Turn backs or make disrespectful actions towards opponents at a game.
4. Know the rules, abide by and respect the officials' decisions.
5. **DO:** Applaud the official on a call that demonstrates a solid enforcement of the rules.
6. **DON'T:** Yell at the official for making a mistake on a call or making a call that does not go in your team's favor.
7. Win with character and lose with dignity
8. **DO:** Shake hands of opposing players and coaches at the end of contest, regardless of outcome.
9. **DON'T:** Whine, blame loss on officials, coaching, individual player's performance or other rationalizations.
10. Display appreciation for good performance regardless of the team.
11. **DO:** Recognize an outstanding participant's performance with applause.
12. **DON'T:** Laugh, point fingers, call names, etc., directed to opponents in an attempt to distract.
13. Exercise self-control and reflect positively upon yourself, the team, and school.
14. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

**\*\*NOTE: ALL BCCHS ATHLETIC SCHEDULES  
ARE AVAILABLE ON THE SCHOOL WEBSITE  
[WWW.BCCHS.ORG](http://WWW.BCCHS.ORG)**

**CLICK ON THE CALENDAR LINK TO ACCESS ANY**

# SCHEDULE

## BC FIGHT SONG

Eagles - We're gonna win tonight  
Eagles - We'll fight with all our might  
Eagles - You Golden Eagles  
We are united - behind you -  
So Fight - Fight - Fight

## STUDENT COUNCIL (STUCO)

Bishop Carroll Student Council was established to serve the school community by holding activities and competitions that assist in uniting the student body. STUCO is involved in the following activities:

Class of the Year (COTY): STUCO holds class competitions at least once a month to encourage school involvement. In all events, classes are awarded 25 points for first place, 20 for second, 15 for third, and 10 for last. These points are added up throughout the year, and the class with the most points at the end of the year is awarded with a day off from school. COTY events include: Trash Bag Sales, Hallway Cleanliness, Homecoming Events, Canned Food Drive, Pop Tab Drive, Scrapbooks, and Spirit Videos. Start Collecting!

Service Projects: Service Projects encourage students to volunteer within the local community. Classes have monthly service projects, each an hour long with at least seven people from their class attending. Benchmarks for class service project participation are as follows:

- 40% before Christmas Break
- 60% before Spring Break
- 80% by end of COTY competition (towards end of April/beginning of May)

All students who participate in a class service project will receive ice cream at the end of the year.

STUCO holds Teacher and Student of the Month nominations for exceptional Christian witness and work ethnic in the school community.

All ideas and suggestions can either be given to a STUCO officer or presented to the board at general meetings held every other Tuesday in the library at 7:15am.

Students interested in running for a position on STUCO must adhere to the following requirements:

### Executive Board

1. Students running on the Executive board must hold office on general STUCO for at least one year.
2. Students running for President of the student body must be on Executive board for at least one year.
3. One Activities position is held for an under classman.

### General Board

1. Students must hold at least a cumulative weighted GPA of 2.5 and teacher evaluation.
2. Students running also cannot have any suspensions on his/her record during current school year.

### **Executive Board Officers for 2016-2017 school year are:**

Dylan Albers, President	Grace Buessing, Vice President
Chloe Charles, Secretary	Marie O'Neal & Anna Schmidt, Activities
Camille Zarycki, Service	Jackson Oxler, Public Relations

Julia Howey, Religious

**Leadership Team 2016-2017:**

Ethan Lopez, Brynn Maul, RJ Biby, Maddie Beck, Ben Samway, Bradon Howell, Cade Becker and Allison McFarren

**CLASS OFFICERS**

	<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>
<b>President</b>	Christine Moran	Laura Martin	Brittany Steven
<b>Vice President</b>	Michael Kelso	Cecilia Engelbrecht	Kelsey Klein
<b>Secretary</b>	Caroline Buchanan	Abby Leis	Leslie Carvalho
<b>Activities</b>	Katie Gross	Mara McElgunn	Braedan Huslig
	Wyatt Iseman	Ty Stranghoner	Hieu Nguyen
<b>Religious</b>	Emily Hybl	Catherine Elliott	Danielle Nguyen
		Chrysa Elliott	
<b>Service</b>	Dorothy Mies	Loraine Cao	Kaelyn Adolph
	Sebastian Orth	Teresa Olsen	Veronica Lipinski
<b>Public Relations</b>	Sydney Lashley	Claire Goenner	Carson Leap
	Natalie Leonard	Haley Miller	Kindel Nordhus
<b>Prom</b>		Ryan Griffin	
		Kamryn Villa	

All students are encouraged to be general members and regularly attend the general meetings.

**Regular Schedule**

Detentions Begins.....	7:00
Detention Ends.....	7:45
Warning Bell.....	7:50
First Period.....	7:55-9:00
Second Period.....	9:05-9:55
Third Period.....	10:00-10:50
Fourth Period.....	10:55-11:20
	11:25-11:50
	11:55-12:20
Fifth Period.....	12:25-1:15
Sixth Period.....	1:20-2:10
Seventh Period.....	2:15-3:15

**Tuesday (Mass after 2nd period)**

Detention Begins.....	7:00
Detention Ends.....	7:45
Warning Bell.....	7:50
First Period.....	7:55-8:45
Second Period.....	8:50-9:35
Mass.....	9:40-10:20
Third Period.....	10:25-11:10
Fourth Period.....	11:15-11:40

11:45-12:10  
 12:15-12:40  
 Fifth Period..... 12:45-1:30  
 Sixth Period..... 1:35-2:20  
 Seventh Period..... 2:25-3:15

**Thursday (Mass after 1st period)**

Detention Begins .....  
 Detention Ends .....  
 Warning Bell .....  
 First Period..... 7  
 Mass.....  
 Second Period..... 9:35-10  
 Third Period..... 10:25-  
 Fourth Period..... 11:15-11  
 11:45-12:10  
 12:15-12:40  
 Fifth Period ..... 12:45-1:30  
 Sixth Period ..... 1:35-2:20  
 Seventh Period .2:25-3:15

**One-hour Activity Schedule**

Detention Begins 7:00  
 Detention Ends 7:45  
 Warning Bell 7  
 First Period 7:55-8:50  
 Second Period 8:55-9:35  
 Third Period 9:40-10:20  
 Fifth Period 10:25-11:05  
 Fourth Period 11:10-11:35  
 11:4  
 12:1  
 Sixth Period 12:40-1:20  
 Seventh Period 1:25-2:05  
 Activity 2:10-3

**All-School Mass Schedule**

Detention Begins..... 7:00  
 Detention Ends..... 7:45  
 Warning Bell..... 7:50  
 First Period..... 7:55-8:35  
 Mass..... 8:45-10:00  
 Second Period..... 10:05-10:45  
 Third Period..... 10:50-11:30  
 Fourth Period ..... 11:35-12:00

12:05-12:30

12:35-1:00

Fifth Period..... 1:05 to 1:45

Sixth Period..... 1:50 to 2:30

Seventh Period..... 2:35 to 3:15

### **Half-hour Activity Schedule (Revised)**

Detention Begins ..... 7:00

Detention Ends..... 7:45

Warning Bell..... 7:50

First Period..... 7:55-8:55

Second Period..... 9:00-9:45

Third Period..... 9:50-10:35

Fifth Period..... 10:40-11:25

Fourth Period ..... 11:30-11:55

12:00-12:25

12:30-12:55

Sixth Period..... 1:00-1:45

Seventh Period..... 1:50-2:40

Activity..... 2:45-3:15

### **Late-Start Schedule**

Warning Bell..... 8:50

First Period..... 8:55-9:45

Second Period..... 9:50-10:30

Third Period..... 10:35-11:15

Fourth Period ..... 11:20-11:45

11:50-12:15

12:20-12:45

Fifth Period..... 12:50-1:35

Sixth Period..... 1:40-2:25

Seventh Period..... 2:30-3:15

## **PRAYERS**

### **APOSTLES' CREED**

I believe in God, the Father almighty, Creator of heaven and earth. And in Jesus Christ, His only Son, our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He rose again from the dead; He ascended into heaven, and sits at the right hand of God the Father almighty, from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

### **COME, HOLY SPIRIT**

Come, Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

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

Let us pray. O God, who by the light of the Holy Spirit did instruct the hearts of the faithful, grant us by the same Holy Spirit, to be truly wise, and ever to rejoice in His consolation. Through Christ our Lord. Amen.

## **RADIATING CHRIST**

Dear Jesus, help us to spread Your fragrance everywhere we go. Flood our souls with Your Spirit and Life. Penetrate and possess our whole being so utterly that our lives may only be a radiance of Yours. Shine through us and be so in us that every soul we come in contact with may feel Your presence in our souls. Let them look up, and see no longer us, but only Jesus! Stay with us and then we shall begin to shine as You shine, so to shine as to be a light to others. The light, O Jesus, will be all from You; none of it will be ours. It will be You, shining on others through us. Let us thus praise You in the way You love best, by shining on those around us. Let us preach You without preaching, not by words but by example, by the catching force, the sympathetic influence of what we do, the evident fullness of the love our hearts bear for You. Amen.

## **ANIMA CHRISTI**

Soul of Christ, sanctify me.

Body of Christ, save me.

Blood of Christ, inebriate me.

Water from the side of Christ, wash me.

Passion of Christ, strengthen me.

O Good Jesus, hear me.

Within Thy wounds hide me.

Suffer me not to be separated from Thee.

From the malicious enemy defend me.

In the hour of my death call me, and bid me come unto Thee,  
that with Thy Saints I may praise Thee, forever and ever. Amen.

## **PRAYER FOR PEACE (by St. Francis of Assisi)**

Lord, make me a channel of your peace, that where there is hatred, I may bring love; where there is wrong, I may bring the spirit of forgiveness; where there is discord, I may bring harmony; where there is error, I may bring truth; where there is doubt, I may bring faith; where there is despair, I may bring hope; where there are shadows, I may bring light; where there is sadness, I may bring joy. Lord, grant that I may seek rather to comfort than to be comforted; to understand than to be understood; to love than to be loved; for it is by forgetting self that one finds; it is by forgiving that one is forgiven; it is by dying that one awakens to eternal life. Amen.

## **PRAYER BEFORE STUDY OR WORK**

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

## **SUSCIPE (by St. Ignatius of Loyola)**

Take, Lord, and receive all my liberty, my memory, my understanding, and my entire will, all that I have and possess. You have given all to me; to you, O Lord, now I return it; all is yours, dispose of me wholly according to your Will, Give me only your love and your grace, for this is enough for me.

## **THE STATIONS OF THE CROSS**

1. Jesus is condemned to death
2. Jesus is made to bear the Cross
3. Jesus falls the first time

4. Jesus meets His afflicted Mother
5. Simon of Cyrene helps Jesus to carry His cross
6. Veronica wipes the face of Jesus
7. Jesus falls the second time
8. Jesus speaks to the women of Jerusalem
9. Jesus falls the third time
10. Jesus is stripped of His garments
11. Jesus is nailed to the Cross
12. Jesus dies on the Cross
13. Jesus is taken down from the Cross
14. The Body of Jesus is placed in the tomb

## **PRAYER TO JESUS CHRIST CRUCIFIED**

My good and dear Jesus, I kneel before you, asking you most earnestly to engrave upon my heart a deep and lively faith, hope, and charity, with true repentance for my sins, and a firm resolve to make amends. As I reflect upon your five wounds, and dwell upon them with deep compassion and grief, I recall, good Jesus, the words the prophet David spoke long ago concerning yourself: "They have pierced my hands and my feet; they have counted all my bones!"

## **SUB TUUM PRÆSIDIUM**

We fly to thy patronage, O holy Mother of God; despise not our petitions in our necessities, but deliver us from all dangers, O ever-glorious and blessed Virgin.

## **SALVE REGINA (HAIL, HOLY QUEEN)**

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, O most gracious Advocate, thine eyes of mercy toward us, and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

## **MEMORARE**

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

## **ANGELUS**

- V. The angel of the Lord declared unto Mary.  
 R. And she conceived of the Holy Spirit. Hail Mary ...  
 V. Behold the handmaid of the Lord.  
 R. Be it done unto me according to thy word. Hail Mary ...  
 V. And the Word was made flesh.  
 R. And dwelt among us. Hail Mary ...  
 V. Pray for us, O holy Mother of God.  
 R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of His Resurrection. Through the same Christ, our Lord. Amen.

## **REGINA CÆLI**

- V. Queen of heaven, rejoice, alleluia.  
 R. For He whom you didst merit to bear, alleluia.

- V. Has risen, as He said, alleluia.
- R. Pray for us to God, alleluia.
- V. Rejoice and be glad, O Virgin Mary, alleluia.
- R. For the Lord has truly risen, alleluia.

Let us pray. O God, who through the resurrection of Thy Son, our Lord Jesus Christ, didst vouchsafe to give joy to the world; grant, we beseech Thee, that through His Mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

## **MYSTERIES OF THE HOLY ROSARY**

Joyful (*Mondays and Saturdays*)

1. The Annunciation – Humility
2. The Visitation – Charity
3. The Nativity – Poverty
4. The Presentation – Obedience
5. The Finding in the Temple – Perseverance

Luminous (*Thursdays*)

1. The Baptism of Jesus – Openness to the Holy Spirit
2. The Wedding Feast at Cana – To Jesus through Mary
3. The Proclamation of the Kingdom of God – Repentance
4. The Transfiguration of Our Lord – Desire for holiness
5. The Institution of the Eucharist – Eucharistic Adoration

Sorrowful (*Tuesdays and Fridays*)

1. The Agony in the Garden – Perseverance in prayer
2. The Scourging at the Pillar – Mortification
3. The Crowning with Thorns – Love of humiliation
4. The Carrying of the Cross – Fortitude
5. The Crucifixion – Forgiveness of injuries

Glorious (*Sundays and Wednesdays*)

1. The Resurrection – Faith
2. The Ascension – Hope
3. The Coming of the Holy Spirit – Zeal and love for souls
4. The Assumption – Union with God
5. The Crowning of the Blessed Virgin Mary – Confidence in Her intercession

## **PRAYER TO ST. JOSEPH**

O Glorious Patriarch St. Joseph, whose power can render possible even things which are impossible, come to my aid in my present trouble and distress. Take under thy protection the important and difficult affairs which I entrust to thee, that they may end happily. (*Pause – petition*) My beloved Father, all my confidence is in thee. Let it not be said that I invoked thee in vain; and since thou art able to obtain everything before Jesus and Mary, show me that thy goodness equals thy power. Amen.

## **PRAYER FOR THE POPE**

V. Let us pray for our Sovereign Pontiff N.

R. The Lord preserve him and give him life, and make him blessed upon the earth, and deliver him not to the will of his enemies.

## **PRAYER TO FR. EMIL KAPAUN, SERVANT OF GOD**

Lord Jesus, in the midst of the folly of war, your servant, Chaplain Emil Kapaun, spent himself in total service to you on the battlefields and in the prison camps of Korea, until his death at the hands of his captors. We now ask you, Lord Jesus, if it be your will, to make known to all the world

the holiness of Chaplain Kapaun and the glory of his complete sacrifice for you by signs of miracles and peace. In your name, Lord, we ask, for you are the source of peace, the strength of our service to others, and our final hope. Amen.

## **PRECEPTS OF THE CHURCH (see CCC, 2041-2043, 2185)**

1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor.
2. You shall confess your sins at least once a year.
3. You shall receive the sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church.

## **THE TEN COMMANDMENTS**

1. I am the Lord your God: You shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

## **THE EIGHT BEATITUDES**

1. Blessed are the poor in spirit, for theirs is the kingdom of heaven.
2. Blessed are they who mourn, for they shall be comforted.
3. Blessed are the meek, for they will inherit the earth.
4. Blessed are they who hunger and thirst for righteousness, for they shall be satisfied.
5. Blessed are the merciful, for they shall obtain mercy.
6. Blessed are the pure in heart, for they shall see God.
7. Blessed are the peacemakers, for they shall be called sons of God.
8. Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven.

## **THE THREE THEOLOGICAL VIRTUES**

Faith, Hope, and Charity

## **THE FOUR CARDINAL VIRTUES**

Prudence, Temperance, Justice, and Fortitude

## **THE SEVEN CAPITAL (OR DEADLY) SINS**

Pride, Covetousness, Lust, Anger, Gluttony, Envy, and Sloth

## **GIFTS OF THE HOLY SPIRIT**

Wisdom, Understanding, Counsel, Fortitude, Knowledge, Piety, and Fear of the Lord

## **THE SEVEN CORPORAL WORKS OF MERCY**

To feed the hungry

To give drink to the thirsty

To clothe the naked

To shelter the homeless  
To visit the sick  
To visit the imprisoned  
To bury the dead

## **CHIEF SPIRITUAL WORKS OF MERCY**

To counsel the doubtful  
To instruct the ignorant  
To admonish sinners  
To comfort the afflicted  
To forgive offenses  
To bear wrongs patiently  
To pray for the living and the dead

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

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

## **EXAMINATION OF CONSCIENCE**

I ask you, dear Jesus, to help me celebrate a sincere and honest Confession in this Holy Sacrament of Reconciliation.

Did my thoughts, words, or actions lead me closer to know, love, and serve God, my neighbor, and myself?

### **Commandments**

Is my heart set on God, so that I really love Him above all things, and am faithful to His commandments? Are their false gods of this world that I worship by giving them greater attention and deeper trust than I give to God: money or material goods, superstitions or occult practices, power or control, sensuality, greed or envy?

Have I love and reverence for God's name? Have I offended Him in blasphemy, swearing falsely, or taken His name in vain? Have I shown disrespect for the Blessed Virgin Mary and the saints?

Do I keep holy the Sabbath, by participating reverently in Mass on Sunday and holy days and giving special attention to my relationship with God? Have I thanked Him for all His blessings?

Have I honored, respected and obeyed my parents, teachers and coaches? Have I contributed to the well being and happiness of my family with patience and genuine love?

Was I angry, resentful, or hateful in thoughts, words or actions? Have I fought with or tried to hurt others by my words or actions? Did I fail to correct others in a charitable way? Do I have respect for life, from the unborn to the elderly? Have I used alcohol, drugs, or tobacco? Have I neglected to care for my body by failing to eat, exercise, and sleep well? Do I love God, others, and myself?

Have I respected God's gift of sexuality by avoiding impure words or actions, pre-marital sex, masturbation, pornography, impure images/music, and contraception?

Have I stolen or damaged the property of others? Have I made restitution of that property? Have I wasted gifts from God?

Have I lied, cheated or allowed others to cheat, gossiped, broken confidences, or been uncharitable or slanderous? Have I been impatient or discourteous?

Have I coveted the spouse of someone?

Have I desired what belongs to others, or been greedy, jealous, or envious of the material possessions of

others?

### **Beatitudes**

Have I been humble, seeking the good for others?

Have I reached out to those who grieve or are sad by my words, actions, or prayers?

Have I been meek, and accepted the decisions of others for the good of all?

Do I hunger and thirst for holiness by my diligent prayer life? Do I lead others to holiness? Do I express my faith outwardly?

Have I been merciful to those who have injured me?

Have I been pure of heart, focusing on God above all else, then neighbor, then myself?

Have I been a peacemaker in my family, at school and at work? Do I strive for a joyful attitude?

Have I accepted persecution of my faith, and responded with gentleness and good will?

### **Virtues**

Have I prudently searched for the good, then followed that good?

Have I justly given each person his or her due? Have I shared my possessions with those less fortunate? Have I forgiven others? Have I asked for forgiveness?

Have I temperately worked toward balance and self-control in my personal life? Have I worked with sincere diligence and played with genuine joy?

Have I faced difficult situations with fortitude, and live out God's plan for my life?

Have I faithfully carried out the gospel message in my thoughts and actions?

Have I trusted in God's loving and merciful providence?

Have I loved God, my neighbor, and myself with an unconditional, sacrificial love?

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

### **ACT OF CONTRITION**

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against you whom I should love about all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.