

MOUNT CARMEL SCHOOL



**SY 2021 - 2022
HANDBOOK**



Mount Carmel School

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Regular School Days
Parents' Engagement
Half Day

Traditional Holidays/No School
(FIS) Faculty In-Service/Early Dismissal
New Quarter Begins
Professional Development/NO Classes

Standardized Testing
Teacher Orientation/PD
Student Leadership Workshop



Home of the Knights

2021-2022

August 2021						
S	M	T	W	T	F	S
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September 2021						
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October 2021						
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November 2021						
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August

2 First Day for Teachers/Orientation
2- 4 Professional Development/Teacher Orientation
4- 6 Classroom Preparation
9- 10 Parent Orientation/ Resource Pick Up/ Meet & Greet
12 First Day of School
20 27 Faculty In-Service
28 Students' Leadership Workshop
30- Sep 2 STAR Reading & STAR Math Testing Schedule

September

3 Faculty & Staff Health & Wellness Workshop (No school)
6 Labor Day-Holiday
10 17 24 Faculty In-service
13- 17 School Photos
14 Mid Qtr. Progress Report Distribution
21 22 23 ASVAB Testing

October

1 8 15 22 29 Faculty In-Service
4- 7 First Qtr. Final Exam Schedule
8 MCS Cultural Day
11 Commonwealth Cultural Day-Holiday
13 PSAT Testing Schedule
18 First Day of the 2nd Qtr.
28 1st Quarter Report Card

November

1 All Saints Day
4 Citizenship Day-Holiday
5 12 19 Faculty In-service
11 Veteran's Day-Holiday
22 Mid Qtr. Progress Report Distribution
24 Thanksgiving Fiesta
25 26 Thanksgiving Break

December

3 10 Faculty In-Service
8 Feast of the Immaculate Conception
8 Constitution Day-Holiday
17 Christmas Mass Show
20- 31 Christmas Break
25 Christmas Day

January

1 New Year's Day
3 Back to school
7 14 21 28 Faculty In-service
3- 7 Second Qtr. Final Exam Schedule
11 First Day of the 3rd Qtr.
17 Martin Luther King Jr. Day-Holiday
18- 21 STAR Reading & STAR Math Testing Schedule
27 2nd Quarter Report Card

Jan 31- Feb 4 CSW Celebrations

February

7 CSW Holiday
14 Mid-Qtr Progress Report Distribution
11 18 25 Faculty In-Service
21 President's Day-Holiday
22- 25 MCS STEM Fair

March

2 Ash Wednesday
11 18 25 Faculty In-service
11 NHS Induction Ceremony
14- 17 Third Qtr. Final Exam Schedule
18 NJHS & NEHS Induction Ceremony
21 First Day of the 4th Qtr.
24 Commonwealth Covenant Day-Holiday
31 3rd Quarter Report Card

April

1 Faculty In-Service
8 Faculty & Staff Lenten Retreat (No school)
11 12 13 Mini course Week
14 Holy Thursday
15 Good Friday- Holiday
18- 22 Spring Break
27- 29 SAT10 Testing Schedule (Dismissal 12:00 PM)
29 Mid Qtr. Progress Report Distribution

May

2- 6 STAR Reading & STAR Math Testing Schedule
2- 13 AP Exam Schedule
7 First Holy Communion / Confirmation Mass
16- 19 8th & 12th grades Final Exam Schedule / Grade Entry
20 Last day for 8th & 12th grades
23- 27 Non-graduating Final Exam Schedule
25 26 27 Baccalaureate Mass and
Graduation Practice: K5, 8th, 12th Grade
30 Memorial Day-Holiday

June

1 Last day for non-graduating students
1 Students' Awards / Recognitions
2 K5 Promotion Ceremony (4:00 PM)
3 Baccalaureate Mass 8th & 12th grades (4:00 PM)
4 Graduation 8th grade (9:00 AM) & 12th grade (4:00 PM)
6 Grade Entry / Faculty Clearance
10 4th Quarter Report Card Distribution (Online)

January 2022						
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April 2022						
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June 2022						
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July 2022						
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Approved by:

Frances T. Taimanao

Principal/Acting President
Frances T. Taimanao

Date: 7/22/2021

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THE HISTORY OF MOUNT CARMEL SCHOOL

Planting Roots with the Mercedarian Missionaries of Berriz

The history of Mount Carmel School began long before 1952 with a group of sisters who would, for many years, provide the bedrock of teaching at the school: the Mercedarian Missionaries of Berriz (MMB).

Crossing two oceans and three continents on October 30, 1927, Sisters Loreto Zubia, Inocencia Urizar, Pilar Lorenzo, Maria Teresa Cortazar and Aurora Chopitea set sail from their motherhouse of Berriz in the north of Spain and arrived on Saipan on March 4, 1928. Fifteen days later, on the Feast of Saint Joseph, they opened their first school. While the onset of the Great Depression and World War II hampered the growth of education on the island, the Mercedarian Sisters continued their ministry, teaching doctrina and offering classes in Spanish, music, the arts, and later, cooking and sewing.

Surviving the tragedy of war, in 1951, the Mercedarian sisters opened Our Lady of Mercy Kindergarten, which we now know as the Sister Remedios Early Childhood Development Center. That kindergarten would set the stage for Mount Carmel School, providing the first batch of first grade students when the school opened the following year.

Early Years

In 1952, Father Arnold Bendowsky received blessings from Bishop Baumgartner of the Diocese of Agana, Guam, to provide Catholic education on Saipan. However, Saipan's fledgling Catholic community had few resources to build a school, so Father Arnold had to improvise.

Using his training in masonry, Father Arnold worked with a group of parents to remodel the old sugar mill factory generator house and turned it into the first classrooms for the school. The building, which survived repeated bombings during World War II, provided the ideal structure to house the new school. With large open windows that allowed the cool breeze to flow through the building and two stories of big rooms to accommodate the demands for Catholic education, this survivor of the war served the school well for many years, and continues to stand to this day.

Securing a building, however, was only half of the challenge. The school needed teachers and leaders. For that, Father Arnold turned to the Mercedarian Sisters and recruited Sister Ana Maria as the first school superior and Sisters Dolores Larranaga and Pia Goichoechea as the first teachers. As the school grew, so did the commitment of the Mercedarian Sisters. In 1953, Sister Bertha Salazar became the first principal and taught second grade. In the next two years, Sisters Soledad Castro, Mary Margaret, and Concepcion Borja joined the teaching faculty.

Growth and Expansion

From the day it opened its doors, it was clear that Mount Carmel School was meeting a deep need for Catholic education in the community. However, as the school continued to enroll more and more students, enrollment expanded beyond the capacity of its facilities and supplies.

Again, Father Arnold and the school community improvised, this time with fundraising. In 1953, the school held a raffle in which farmers donated livestock, Mercedarian sisters donated life-size statues from the Kansas City regional house, and parents and students donated plants and home-made crafts. The fundraiser was a success, allowing the school to order textbooks, develop its curriculum, and build new classrooms. In 1955, under the leadership of Ton Francisco “Ton Kiko” Deleon Guerrero, the school’s facilities manager, the school opened new concrete classrooms just north of the old sugar mill.

In 1956, the school continued to expand as Sister Rosario Velasco and Father Raymond Demers, Superior of the Capuchins on Saipan, oversaw the development of what would become the first ever high school in the Northern Mariana Islands. Their vision came to fruition in school year 1957-1958 when a new high school principal, Sister Felisia Plaza, welcomed Mount Carmel’s first high school students, 41 Sophomores.

Under the tutelage of Mercedarian Sisters Mary Louise Balzarini and Mary Margaret Sneddon, the school’s first high school students would go on to join the first cohort of students to ever enroll in the school in the school’s first graduation. In 1960, then Deacon Tomas A. Camacho, the future Bishop of the Diocese of Chalan Kanoa, was the commencement speaker at the double graduation for the Senior Class of 1960 and 8th grade graduates, the future Senior Class of 1964.

Faith Tested

It took great faith to open the first Catholic school and the first high school in the Northern Marianas, but that faith would be tested less than a decade after the school’s opening.

Typhoon Olive struck in 1960, damaging several classrooms and demolishing the school library. Undeterred, Father Arnold and the school community pulled together to open a new library and reading room in the Chalan Kanoa convent, where Home Economics and Art classes were also offered. By the end of the 1960-1961 school year, barely a year after Typhoon Olive, the school also opened its auditorium/gymnasium. Years later, the Constitution for the Commonwealth of the Northern Mariana Islands was signed in the auditorium/gymnasium, which continues to stand to this day.

A few years later, the school and the entire island were hit by one of the most damaging typhoons in the island’s recorded history. In 1966, with winds exceeding 200 miles per hour, Typhoon Jean struck, taking with it much of Mount Carmel School. The roof and

several pillars of the school were blown away. Some classrooms were completely leveled, and countless books and school supplies were swept away or destroyed.

The day after the typhoon, Father Arnold--the man who was, quite literally, the founding father of the school--stood before the devastation, with tears in his eyes. The school that he, teachers, parents, students, and the entire community had built with their bare hands was in ruins, but their faith was not.

The next day, Father Arnold was back at work. With his trademark laughter, he mobilized the school family to clean up the debris and encouraged everyone to move on. Just as the school family had built the school with their bare hands, so did they rebuild it, again with their bare hands. Within just a few weeks, the school was repaired, rebuilt, and rejuvenated.

As a testament to the faith and resolve of the school family, Father Arnold also facilitated the construction of the grotto shrine for Mother Mary in the northeast corner of the campus. Father Arnold worked with students and their parents who brought stones and boulders from across the island to build yet another icon at the school. Along with other school icons like the old sugar mill and the auditorium/gymnasium, the Mary shrine stands to this day as a concrete manifestation of the steadfast faith and tenacity of the school.

A Changing Church, A Changing School

The 1960s brought dramatic cultural and socio-economic change throughout the nation and throughout the world. The Catholic Church and Mount Carmel School were not isolated from those changes. For its part, the Church responded to those changes and initiated changes of its own at the Second Vatican Council (1962-1965). One of the major documents from the council, *Apostolicam Actuositatem* (Decree on the Apostolate of the Laity), recognized that “modern conditions demand that [the laity’s] apostolate be broadened and intensified.” Another major council document, *Gravissimum Educationis* (Declaration on Christian Education), further recognized the role of the laity in Catholic schools, noting that priests, nuns, and the laity all share in the ministry of Catholic schools.

As a result of these changes in the broader Catholic Church, Mount Carmel School entered a new era of joint ministry between the religious and the laity, as priests and nuns worked side by side with lay professionals to provide Catholic education. In 1969, Felix Rabauliman became the first non-religious principal for the school since its founding, serving in that position until 1972. After Mr. Rabauliman, Sister Marie Pierre Martinez took over as principal, followed by Sister Bernadita Benavente, who was the principal from 1973 through 1978. Under Sister Bernadita, Jesus R. Sonoda served as vice principal from 1974 until 1978, when William Corey took over as vice principal.

While the laity shared more and more in the ministry of Catholic education, nuns continued to play an important role in the school, especially in leadership positions. From 1979 through 1981, Sister Regina Paulino was principal. In 1981, the school split

the principal position into two, with Sister Mary Ignesia Sanchez as principal for the high school and Sister Mary Louise Balzarini as principal for the elementary school. Sister Maria Salas replaced Sister Ignesia as high school principal from 1982 through 1984. In 1984, Sister Catalina Saligumba took over as elementary school principal while Daniel McClain became the high school principal.

1985 marked an important turning point in the evolution of the school. On the heels of the Diocese of Chalan Kanoa being established in November of 1984, in January 1985, then Monsignor Tomas Aguon Camacho was ordained as the first Bishop of the Diocese. This meant that Mount Carmel School, operating under its own diocese as a diocesan school, no longer reported to the Diocese of Agana in Guam. As a result, the broader governance of the school changed. That year, Sister Mary Louise became the first superintendent of Catholic education in the diocese, while simultaneously serving as principal for the elementary and high schools.

Continuing the changes initiated by the Second Vatican Council, Sister Mary Louise was followed by several lay school leaders who were seasoned educators in their own right. Isaac Calvo, a noted public school administrator, served as superintendent and school principal from 1986 through 1989. Victorino Cepeda, accomplished former principal of Marianas High School, became superintendent and principal from 1989 through 1991. Throughout the early 1990s, two more recognized educators, Carmen Taimanao and Margaret Lely, led the school as principal and vice principal respectively.

The increasing role of the laity in the school's leadership was also matched by an increase in lay teachers. Throughout the 1990s, the school recruited numerous lay teachers from throughout the nation, all of whom enhanced the school's college preparatory curriculum and motivated more and more AlumKnights to pursue post-secondary education after graduation. Teachers like Peter Crudo, Clifford Friedman, and Thomas Fendyan all raised the standards and expectations for students and inspired a generation of students to succeed in higher education.

A 21st Century Education for the New Millennium

As the third millennium and the school's 50th anniversary approached, Mount Carmel School positioned itself to move forward into the new millennium with a 21st century education. Recognizing the increasingly interconnected nature of the global marketplace, the school took important steps to ensure that it was preparing her students for the new world that was emerging.

The first step was taken in 1995 when the school became incorporated, allowing it to form a board of directors, receive tax-exempt and non-profit status, and shift into an innovative president-principal model of school leadership. When the school was incorporated, Bishop Thomas invited Sister Angela Perez of the Religious Sisters of Mercy (RSM) to serve as president from 1993 through 1996.

Under the leadership of Sister Angela, the school took another important step into the new millennium by successfully earning accreditation with the Western Association of

Schools and Colleges (WASC), securing a full six-year accreditation term, a rare feat any first year candidate in WASC earned.

Following Sister Angela's tenure, Sister Kathleen Sarmiento, another RSM sister, served as president from 1996 through 2000, with Michael Miller and Tyler Bangert serving as elementary school principal and high school principal, respectively. Building on the work begun by Sister Angela, Sister Kathleen worked with the school's board of directors to secure support and financing to open a new high school building in 1997. Designed by 1969 AlumKnight, Efrain Camacho, the new building featured state-of-the-art facilities, including new science and computer labs and a high-speed computer network infrastructure.

In 2000, the presidency was passed on to Margaret C. DelaCruz, a former student of the school and a retired Deputy Commissioner for the Public School System. With Todd Blahnik as the school principal, Mrs. DelaCruz worked closely with the board of directors to continue the facilities upgrades begun by Sister Kathleen. Under Mrs. DelaCruz's leadership, the school obtained support and financing to open a new middle school in 2005 and a renovated elementary school in 2007. During that time, the school also upgraded its academic programs with a standards-based curriculum which led to substantial gains in student performance on national standardized tests.

In 2012, as the school turned 60, a new president arrived, one who was no stranger to the school, having served as a teacher, vice principal, development director, principal, drama adviser, and speech coach at various times between 1996 and 2012: 1991 AlumKnight, Galvin Deleon Guerrero. As a former member of Northern Marianas College's Board of Regents and the Board of Education for the CNMI Public School System, Mr. Deleon Guerrero brought his vast experience and training in education to the table. Under his leadership, the school has further upgraded its programs by adopting the new National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools prepared by the National Catholic Educational Association and executing a Strategic Master Plan. The school continues to move forward with innovative responses to a changing market and commitment to improving the quality of teaching and learning, while staying true to its mission to "educate the whole person to see with Christ's eyes."

Knight Strong

Just as the school emerged from the ravages of World War II and would go on to overcome numerous challenges, including Typhoon Jean, Typhoon Kim, and economic downturns, in recent years, the school has met new challenges head-on with a spirit of resilience that has made the school family even stronger. From Typhoon Soudelor in 2015 to Super Typhoon Yutu in 2018 and the current COVID-19 pandemic, the school has kept its **FAITH** in God, its **HOPE** for a better tomorrow, and its **LOVE** for everyone in the family. As we have said many times and triumphantly say again: we are **KNIGHT STRONG**.

WHO WE ARE

Mount Carmel School Mission Statement

Mount Carmel School educates the whole person to see with Christ's eyes.

Mount Carmel School Vision Statement

To prepare and develop well-rounded students to be academically competitive individuals guided by humane and Christian values to make the world a better place.

Mount Carmel School Philosophy

Mount Carmel School's mission is to educate the whole person within a Catholic community. Our community challenges each individual academically, socially, morally, and spiritually. This requires participation from all community members, including students, parents, faculty, staff, administrators, board members, and pastors.

As a Catholic family, we respect each individual for the personal gifts that each person brings into our community. This appreciation for culture and respect for diversity exemplifies a life in concurrence with Catholic teachings. With justice and love, we share the values of Jesus Christ. Supported by our positive and nurturing community, each member develops a capacity for mature responsibility.

Mount Carmel School serves the student body with a liberal preparatory curriculum, knowledgeable teachers, and a supportive staff. Facilitate learning at every level; the school devotes itself to students. Our students exemplify success in our community through a love for learning, positive self-esteem and attitude, and respect for one another.

Expected Schoolwide Learning Results

Mount Carmel School prepares students to:

1. Communicate effectively using various methods and mediums;
2. Consistently exhibit Catholic attitudes, values and behaviors;
3. Integrate religious themes to reinforce Catholicism and sacramental virtue of life.
4. Show leadership by being active participants within the community;
5. Appreciate traditions, customs and beliefs of diverse world-wide community;
6. Develop continually as an independent lifelong learner.

Strategic Planning Priorities

- | | |
|-----------------------------|-----------------------------|
| 1. School Finances | 4. Facilities and Resources |
| 2. Teaching and Learning | 5. Catholicity |
| 3. Student Support Services | 6. Supplemental Programs |

GENERAL EXPECTATIONS

Mount Carmel School takes seriously its philosophical commitment to develop a faith community and to provide an excellent program to facilitate the growth of the whole person. To achieve these ends, certain general expectations are assumed for its students, faculty and staff:

1. Students and parents are expected to support the school's Catholic philosophy as it manifests itself in religious education, worship, and commitment to service and justice.
2. Students and parents are expected to support the policies of Mount Carmel School.
3. Students are expected to attend, with promptness, their classes and all mandatory activities. Parents are expected to cooperate with the school's efforts to maintain a high level of attendance.
4. Students are expected to participate in co-curricular activities in accordance with their time and abilities.
5. Parents are expected to meet their financial obligations on the appropriate due dates.
6. Parents are expected to attend and support parent-teacher conferences and parent organizations.
7. Parents and students are expected to support the general development and fundraising activities of the school.
8. Students are expected to put effort into their studies outside of school on a daily basis according to these approximate guidelines: Homework will be assigned to be completed at home from Mondays through Thursdays during school days. For grades one to six, parents are highly encouraged to sign all homework assignments.

Grades 1 and 2	45 minutes
Grades 3, 4 and 5	60 minutes
Grades 6, 7 and 8	90 minutes
Grades 9, 10, 11 and 12	2+ hours

General Courtesy

All students, faculty, and staff should develop the practice of courtesy as an expression of neighborly love. Courtesy should be integrated throughout the school day and in all relationships. Off-campus conduct reflects the good reputation of students, parents, and faculty. Coming to school and returning home, on field trips, at sports events, and during other off-campus activities, students, faculty and staff have the responsibility to maintain behavior exemplary of Mount Carmel School.

Student Community/Apostolic Service Hours

Students in grades 7-12 are required to perform extra-curricular service for the community, which supports them. Each student is required to complete 20 hours of Community/Apostolic service hours per year. The number of hours each student performs will be accounted for by his or her Theology/Religion teacher. Students will receive full credit for their Theology or Religion course upon fulfilling Community/Apostolic service hours.

Parent Involvement Hours

Parent involvement in a student's education plays a vital role of her/his academic and personal success. The intent of parent involvement is to build a strong school community as well as strong families ties. With this in mind, Mount Carmel School requires parents to contribute 20 hours of their time to Mount Carmel school each year as part of parent involvement.

ADMISSIONS POLICY

Statement of Non-Discrimination

Mount Carmel School admits students of any race, religion, color, nationality, or ethnic origin. All receive the full rights and privileges awarded to students, and may participate in all programs and activities they are eligible for. However, Mount Carmel School is not equipped to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems.

Mount Carmel School does not unlawfully discriminate on the basis of race, religion, color, nationality, or ethnic origin in the administration of educational policies, admission policies, athletic and other school administered programs.

Alternate Discriminatory Clause: (Extracted from the MCS By Laws under Article X)
Mount Carmel School is committed to equal opportunity and does not discriminate on the basis of race, religion or in any other manner prohibited by Commonwealth of the Northern Mariana Islands or U. S. Federal Government laws, regulations or policies in selection of personnel or admission of students. Students and personnel are provided all the rights, privilege, employment and admission opportunities, programs, activities and services accorded or made available through the school.

However, the provisions of this non-discriminatory policy shall in no way infringe on the rights of the Corporate Member provided by Canon 05 of the 1983 Code of Canon Law. That is, “for his own Diocese the local ordinary has the right to name or approve teachers of religion and likewise to remove or demand that they be removed if it is required for reasons of religion or morals”

Application for Admission

Any student wishing to enroll in Mount Carmel School must complete an application form. Students applying for the first time must submit an official copy of their most recent report card (an official transcript must be received by the school within 30 days of admission), updated health records, and other pertinent documents. All students must have an updated health certificate that cannot be more than two years old or has no expiration date. All students must have a current health certificate. Prospective students are required to take Star Reading and Star Math Test. Students and parents/guardians

will be notified in writing of their acceptance or non-acceptance, and transfer students must submit official transcripts from their previous school. For parents applying for K4, their child must be four (4) years old on or before September 30.

Conditional Enrollment

Any new student enrolled at Mount Carmel School without the completed required documents will be enrolled under a conditional enrollment. If the required documents are not submitted within 7 days of the conditional enrollment, the student will not be admitted to class.

Probationary Acceptance

New students may be placed on academic probation and/or behavioral contract. Students accepted on academic probation must receive a 0.66 on a 4.33 scale cumulative grade point average or higher for the first quarter, and/or follow all conditions on the behavioral contract. Students who do not fulfill these obligations will have their cases reviewed by the administration. (Please refer to Academic Probation and Student Discipline Code.) In some cases, students are accepted under the provision of a behavioral contract which will generally stipulate that such students will receive no more than three detentions, one Saturday detention, and/ or one suspension per quarter or they will be subject to dismissal.

Mid-Year or Partial Year Admission

Mount Carmel School Operates on a two-semester system. Students may be admitted throughout the school year, contingent on meeting the school's credit requirements. Admission and credit awarded for prior coursework will be at the discretion of the school administration.

Transfer/Withdrawal of Students

In the event that a student is to withdraw from school, parent/guardian must complete and submit the Withdrawal Form to the President. This will enable the school to prepare any necessary information and settle accounts. Student records will be forwarded when all accounts have been settled.

Office Records

Parents/Guardians are requested to notify the school office in writing of any changes of email, home, mobile, business telephone numbers and/or addresses of emergency contacts so that the office records may be accurate, complete, and up to date.

Foreign Students (F-1 Student Visa)

Mount Carmel School is authorized under Federal law to enroll nonimmigrant students. If you would like to study as a full-time student at Mount Carmel School, you will need an F-1 Visa (Academic Student). The F-1 Visa allows you to enter the United States as a full-time student at an accredited college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program. You must be enrolled in a program or course of study that culminates in a degree, diploma, or certificate and your school must be authorized by the U.S. government to accept international students.

What are the requirements for F1 student visas?

- You must be attending an academic institution or a language-training program;
- You must be enrolled as a full-time student;
- The school must be approved by the USCIS (U.S. Citizenship and Immigration Services) to accept foreign students;
- You must show sufficient financial support to complete the study;
- You must prove that you do not intend to abandon your foreign residency.

Steps to Obtain an F-1 Visa

1. Before you can apply at a U.S. embassy or consulate for an F-1 Visa, you must first apply to and be accepted at Mount Carmel School, a SEVP-approved (Student and Exchange Visitor Program) school. To be accepted at Mount Carmel School, you must:
 - a. Complete the following forms:
 - i. Application for Admission (may be completed online)
 - ii. Application for Form I-20 (to be completed by student)
 - iii. Affidavit of Support (to be completed by sponsor/guardian)
 - iv. Application of Sponsorship of Foreign Student
 - b. Submit the following documents:
 - i. Official transcript and/or other evidence of academic qualification
 - ii. Original or certified copy of the student's birth certificate
 - iii. Copy of the student's valid passport with a minimum 18 months prior to expiration
 - iv. Two current, color photo, size 2x2 of the student
 - v. Police clearance if the student is 18 years old or older and must have been issued within the last 3 months
 - vi. Proof of maintenance of average bank balance of \$3,000 (bank certification or bank statements covering the preceding three month period)
 - vii. Proof of medical insurance sufficient to cover \$3,000 in medical expenses of foreign student
 - viii. Notarized affidavit of guardianship (to be provided by parents)
 - ix. Copy of sponsor's/guardian's passport
 - x. Copy of sponsor's/guardian's Visa, if applicable

- xi. Police clearance of sponsor/guardian which was issued within the last three months
 - xii. Map of Saipan residence.
2. When you are accepted at Mount Carmel School, you will be enrolled in the Student and Exchange Visitor Information System (SEVIS) and you will receive a Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Before issuance of the Form I-20, payment of the entire registration fee must be made at the Mount Carmel School Business Office. You are also required to pay MCS F-1 processing fee of \$500.00.
 3. You must pay the SEVIS I-901 Fee. Visit the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) website to learn more about SEVIS and the SEVIS I-901 Fee.
 4. Complete the Online Visa Application: There are several steps to apply for a visa. The order of these steps and how you complete them may vary at the U.S. embassy or consulate where you apply. Please consult the instructions available on the embassy or consulate website where you intend to apply.
 5. Schedule an interview: While interviews are generally not required for applicants of certain ages, consular officers have the discretion to require an interview of any applicant, regardless of age. You must schedule an appointment for your visa interview at the U.S. embassy or consulate in the country where you live.
 6. Attend your visa interview: Bring the following to your interview-passport, Visa application, Form I-20, and evidence of financial support. Review the instruction for how to apply for a visa on the website of the embassy or consulate where you will apply. Additional documents may be requested to establish that you are qualified.

New Students under F-1 Visas

F-1 student visas can be issued up to 120 days in advance of your course of study start date. However, you will not be allowed to enter the U.S. in F-1 status earlier than 30 days before your start date.

A new student who has been issued an I-20/F1 Visa must report to school within five (5) working days upon arrival on the island and:

1. meet with the Designated School Official (DSO) or Primary Designated School Official (PDS) to register and update the Student Exchange Visitors Information System (SEVIS) database;
2. submit a health insurance policy to the Business Office;
3. submit a health certificate;
4. make changes to any information as applicable (guardianship, residence, contact numbers, etc.)

Continuing Students under F-1 Visas

Continuing students may renew their visas at any time, as long as they have maintained student status and their SEVIS records are current. Continuing students may enter the U.S. at any time before their classes start. Continuing F-1 students are also required to inform Mount Carmel School Business office of any changes of sponsorship before making the change.

Short-Term Audit Program

Visiting students may avail of the school's Short-Term Audit Program, which offers a prorated tuition depending on a student's length of stay. Under this program, students only audit classes and do not earn academic credit. Short-term auditing students will be placed in appropriate grade levels, but class sizes will be kept small to ensure teacher-student ratios that are optimal for student learning. Parents and/or students interested in the Short-Term Audit Program should contact the Principal's Office and/or the Business Office for availability of seats and for more information.

FEES and TUITION

Application Fee

Payment of \$50.00 for each application submitted to the MCS business Office; this \$50 fee is waived if application is submitted online.

Registration Fee

The registration fee includes use of textbooks, workbooks, the weekly family envelope, handouts, and lockers for grades 7-12. All registration fees are non-refundable.

- Early Bird Discount (registered by May 1): \$200.00 (one-time payment)
- Regular (registered May 2 and after): \$400.00

Tuition

The school undertakes a significant financial obligation in hiring teachers, purchasing books and supplies, maintaining the facilities, and operating a school. The only way that the school can meet this obligation is by the regular prompt payment of tuition and fees by parents/guardians. When school administrators and parents work together, it is possible to offer an education of high quality, which provides spiritual, moral and intellectual development of the student. The purpose of the *Educational Services Agreement* is to identify those areas where mutual cooperation is essential, and to make clear the mutual expectations of school administrators, parents, and students. Failure to cooperate makes it very difficult to provide a good education.

Yearly Tuition:

- \$3,000 per child from grades 1-6
- \$3,250 per child from grades 7-8

Monthly:

- \$300.00 per month
- \$325.00 per month

- \$3,530.50 per child from grades 9-12 \$353.05 per month

The payment plan for each family is stated in the *Educational Services Agreement*. If the individualized plan requires installment payments, those payments are due on, or before, the last business day of the month. The grace period for late tuition payments has been extended from five (5) days to fifteen (15) days. A fee of \$20.00 will be charged for late payments. Parents/guardians must make payments directly to the Business Office. Parents should refrain from giving excessive amount **of cash to the students to make tuition payment. Mount Carmel School will not be held responsible for loss of such cash.** Mount Carmel School will not accept post-dated checks, nor will it re-accept checks from individuals who have issued a "non-sufficient funds" or "closed account" check to the school.

If a student new to the island is accepted mid-quarter, payment is due for his/her tuition for the full quarter in which the student has been enrolled.

Failure to make payment may result in your child(ren) not receiving final assessment services, which will, in turn, result in an "incomplete" reflected in your child(ren)'s transcripts. Consequently, failure to make payment will result in lack of grades that qualify a student for the President's List and Honor Roll.

Tuition Policy

Mount Carmel School may determine the need to raise tuition rates in order to continue providing a quality education in fulfillment of its mission and philosophy. Should the school determine that a tuition increase is necessary, the following procedures will be followed:

- Any increase in tuition will first be discussed with all school stakeholders—parents, faculty, and students—through their respective governance bodies, the Parent Council, the Faculty Council, and the Student Council. The presidents of these councils will, in turn, share their findings and positions with the school's Leadership Team and the school's Board of Directors during budget and planning meetings.
- Any increase in tuition must be finalized at least six months before the start of the school year in which the increase will be effectuated.
- No tuition increase will exceed 2% in any given school year.

Family Tuition Discounts

The following family discounts are cumulative and is only available to parents and legal guardians of children:

- 2nd child: \$600.00 off
- 3rd child: \$1,000.00 off
- 4th child: \$1,500.00 off

Please note that discounts will be prorated depending on the date of enrollment.

Other Fees/Charges

All other fees/charges must be paid at the business office.

Financial Assistance

Depending on funds availability, the Board of Directors may approve some financial assistance: Academic Scholarship, Extra-Curricular Scholarship, and Financial Aid. Due to limited resources, however, not all applicants can be assured of having their financial needs met. The school administration will review all applications for financial assistance and, based on resources available, the financial aid will be awarded to applicants with the most need according to the United States Department of Agriculture (USDA) School Breakfast and Lunch Income Eligibility Guidelines. The academic scholarship is based from academic transcripts or report cards and a recommendation letter from current and/or previous teacher(s). The extra-curricular scholarship is based from the certification and recommendation letter from a coach and/or adviser. Parents can check with the Business Office for application forms or for more information.

Employee Sponsorship Program

Depending on the school's financial status, the Board of Directors may approve the employee's sponsorship program for the school year. Each employee can sponsor one (1) student for a 50% discount on tuition. The employee can select one registered student at the beginning of the school year from K4 to 12th grade based on his or her preference. The employee must prepare and submit to the school president a letter affirming his or her intention to sponsor the student. Parents can check with the Business Office for more information.

Textbooks and School Property

Standard textbooks and workbooks are provided by the school at no additional fee. Some courses may require students to purchase their own book(s) at minimal prices; which allows students to write in and put these books in their personal library. Books purchased by the school remain the property of Mount Carmel School, and are loaned to students for use in courses in which they are enrolled. All books that are the property of Mount Carmel School must be covered. Adhesive materials may not be used on books. Students are responsible for proper care of books at all times. Costs of replacement for lost, stolen, damaged, or defaced books are incurred by the student, and will carry the actual cost of the book plus shipping and handling costs. All payments are made at the business office.

Lockers and desks are the property of the school, and may be inspected periodically by the principal or designee without prior notice. Students may be asked to disclose their personal belongings if the administrator(s) deems it necessary. Students found guilty of causing damage to any school property will be charged the exact cost of repair or replacement of damaged property and will be disciplined accordingly.

Independent Study Program

Independent Study Program (ISP) offers instruction in a wide variety of subject areas to a diverse group of learners who need to comply with their missing credits necessary for graduation. Courses provide a viable learning alternative that helps overcome time barriers. Independent Study requires self-motivation, a conscientious effort, and self-discipline. A fee per 0.5 credits will be assessed for parents/guardians who enroll their child(ren) in the school's Independent Study Program.

The Independent Study Program (ISP) is available at the beginning of the 1st and 2nd semesters or during summer on a case to case basis. It focuses on core and elective courses available during the school year. Teacher assigned and specialized on the respective courses will handle the ISP. Students can take only one ISP course in a semester. Exceptional accommodations for additional ISP courses has to go through a CST meeting to get a consensus approval of all the teachers involved, parents, and administration based on assessing all the possible factors that may affect the student's overall learning progress. The teacher must provide the ISP course outline for the student to fulfill based on the individual needs of the student. This must be submitted for approval to the principal or designee. A standard fee of \$200.00 per 0.5 credits will be assessed per student. Registration applications are available at the business office. Payment is due at the time of registration. The ISP teacher will provide the principal or designee the copy of the course outline, all the tests, quizzes, other student's work calculated toward the student's grade with the grading sheet attached that reflect the student's grade at the completion of each ISP course offering.

After School Extended Care Program

The after school extended care program is available every full school day at a cost of \$12 per day, per student. Any student that is found on campus after school hours but is not participating in an official school activity will be placed into the extended care program. There is no after school extended care on half-days or when MCS is closed. The program is available from school dismissal to 4:30 pm. Students that are not picked up by 5:00 pm will be fined \$50 and repeated incidents may be referred to the CNMI Division of Youth Services. A fee of \$10 per day will be charged to the parent/guardian. The fee will be included in the monthly statement and will be calculated based on after school extended care attendance sheet.

Graduation Fee

Eighth and twelfth grade students anticipating to graduate will be charged a graduation fee of \$100.00 for 8th and 12th grade graduates and \$50.00 for Kindergarten graduates. This fee will cover all the necessary expenses associated with graduation including caps and gowns. The graduation fee is due at the time of ordering of caps and gowns, which is December of each calendar year. The caps and gowns will be distributed to the students upon arrival.

Other Fees

Transcript fee	\$5.00
Verification of Enrollment	\$5.00
Report card copy fee	\$2.00
Returned check (NSF)	\$50.00
Examinations other than on scheduled date	\$200.00 (per student)
NHS/NJHS/NEHS membership	\$30.00
NSDA membership	\$15.00
First Holy Communion fee	\$30.00
Confirmation fee	\$30.00
Summer School	\$200.00 (for every .5 credit)
Copy Card (minimum \$1.00)	
Photocopy Images per page (black & white)	\$0.50
Photocopy Images per page (colored)	\$1.00
Text Only	
• Colored	\$0.50
• Black & white	\$0.25
Activity Fee	\$100 per student (\$50 for K4/K5)
AP Courses	\$200.00 for 1st, \$150 for 2nd, \$100 for 3rd and more
Foreign Student Visa Processing Fee	\$500 (Applicable to new students)

SY: 2021-2022 Class/Bell Schedule
Grade K5-12th

Monday Schedule with Flag Raising/Calisthenics

Elementary: K4-6th Grade Schedule		Junior High: 7th-8th Grade Schedule		High School: 9th-12th Grade Schedule	
7:30 AM - 7:55 AM	Homeroom/Flag Raising/Calisthenics	7:30 AM - 7:55 AM	Homeroom/Flag Raising/Calisthenics	7:30 AM - 7:55 AM	Homeroom/Flag Raising/Calisthenics
8:00 AM - 8:44 AM	1 st Period	8:00 AM - 8:44 AM	1 st Period	8:00 AM - 8:44 AM	1 st Period
8:49 AM - 9:33 AM	2 nd Period	8:49 AM - 9:33 AM	2 nd Period	8:49 AM - 9:33 AM	2 nd Period
9:38 AM - 9:51 AM	BREAK	9:38 AM - 9:51 AM	BREAK	9:38 AM - 9:51 AM	BREAK
9:56 AM - 10:40 AM	3 rd Period	9:56 AM - 10:40 AM	3 rd Period	9:56 AM - 10:40 AM	3 rd Period
10:45 AM - 11:29 AM	4 th Period	10:45 AM - 11:29 AM	4 th Period	10:45 AM - 11:29 AM	4 th Period
11:34 AM - 12:18 PM	LUNCH	11:34 AM - 12:18 PM	LUNCH	11:34 AM - 12:18 PM	5 th Period
12:23 PM - 1:07 PM	5 th Period	12:23 PM - 1:07 PM	5 th Period	12:23 PM - 1:07 PM	LUNCH
1:12 PM - 1:56 PM	6 th Period	1:12 PM - 1:56 PM	6 th Period	1:12 PM - 1:56 PM	6 th Period
2:01 PM - 2:45 PM	7 th Period	2:01 PM - 2:45 PM	7 th Period	2:01 PM - 2:45 PM	7 th Period
2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL

Tuesday Schedule

Elementary: K-6th Grade Schedule		Junior High: 7th-8th Grade Schedule		High School: 9th-12th Grade Schedule	
7:30 AM - 8:17 AM	1 st Period	7:30 AM - 8:17 AM	1 st Period	7:30 AM - 8:17 AM	1 st Period
8:22 AM - 9:09 AM	2 nd Period	8:22 AM - 9:09 AM	2 nd Period	8:22 AM - 9:09 AM	2 nd Period
9:14 AM - 9:33 AM	BREAK	9:14 AM - 9:33 AM	BREAK	9:14 AM - 9:33 AM	BREAK
9:38 AM - 10:25 AM	3 rd Period	9:38 AM - 10:25 AM	3 rd Period	9:38 AM - 10:25 AM	3 rd Period
10:30 AM - 11:17 AM	4 th Period	10:30 AM - 11:17 AM	4 th Period	10:30 AM - 11:17 AM	4 th Period
11:22 AM - 12:09 PM	LUNCH	11:22 AM - 12:09 PM	LUNCH	11:22 AM - 12:09 PM	5 th Period
12:14 PM - 1:01 PM	5 th Period	12:14 PM - 1:01 PM	5 th Period	12:14 PM - 1:01 PM	LUNCH
1:06 PM - 1:53 PM	6 th Period	1:06 PM - 1:53 PM	6 th Period	1:06 PM - 1:53 PM	6 th Period
1:58 PM - 2:45 PM	7 th Period	1:58 PM - 2:45 PM	7 th Period	1:58 PM - 2:45 PM	7 th Period
2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL

Wednesday Schedule

Elementary: K5-6 th Grade Schedule		Junior High: 7 th -8 th Grade Schedule		High School: 9 th -12 th Grade Schedule	
7:30 AM - 8:17 AM	1 st Period	7:30 AM - 8:17 AM	1 st Period	7:30 AM - 8:17 AM	1 st Period
8:22 AM - 9:09 AM	2 nd Period	8:22 AM - 9:09 AM	2 nd Period	8:22 AM - 9:09 AM	2 nd Period
9:14 AM - 9:33 AM	BREAK	9:14 AM - 9:33 AM	BREAK	9:14 AM - 9:33 AM	BREAK
9:38 AM - 10:25 AM	3 rd Period	9:38 AM - 10:25 AM	3 rd Period	9:38 AM - 10:25 AM	3 rd Period
10:30 AM - 11:17 AM	4 th Period	10:30 AM - 11:17 AM	4 th Period	10:30 AM - 11:17 AM	4 th Period
11:22 AM - 12:09 PM	LUNCH	11:22 AM - 12:09 PM	LUNCH	11:22 AM - 12:09 PM	5 th Period
12:14 PM - 1:01 PM	5 th Period	12:14 PM - 1:01 PM	5 th Period	12:14 PM - 1:01 PM	LUNCH
1:06 PM - 1:53 PM	6 th Period	1:06 PM - 1:53 PM	6 th Period	1:06 PM - 1:53 PM	6 th Period
1:58 PM - 2:45 PM	7 th Period	1:58 PM - 2:45 PM	7 th Period	1:58 PM - 2:45 PM	7 th Period
2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL	2:50 PM - 3:00 PM	DISMISSAL

Thursday Schedule

Elementary: K5-6 th Grade Schedule		Junior High: 7 th -8 th Grade Schedule		High School: 9 th -12 th Grade Schedule	
7:30 AM-8:40 AM	1 st Period	7:30 AM - 8:40 AM	1 st Period	7:30 AM - 8:40 AM	1 st Period
8:45 AM-9:05 AM	BREAK	8:45 AM - 9:55 AM	2 nd Period	8:45 AM - 9:55 AM	2 nd Period
9:10 AM-10:20 AM	2 nd Period	10:00 AM - 10:20 AM	BREAK	10:00 AM - 10:20 AM	BREAK
10:25 AM-11:15 AM	Online Platform	10:25 AM - 11:35 AM	3 rd Period	10:25 AM - 11:35 AM	3 rd Period
11:20 AM-12:10 PM	LUNCH	11:40 AM - 12:30 PM	LUNCH	11:40 AM - 12:30 PM	Title 1/Academic Advising/Online Platform
12:15 PM-1:25 PM	3 rd Period	12:35 PM - 1:25 PM	Title 1/Academic Advising/Online Platform	12:35 PM - 1:25 PM	LUNCH
1:30 PM-2:40 PM	4 th Period	1:30 PM - 2:40 PM	4 th Period	1:30 PM - 2:40 PM	4 th Period
2:45 PM-3:00 PM	DISMISSAL	2:45 PM - 3:00 PM	DISMISSAL	2:45 PM - 3:00 PM	DISMISSAL

Friday Schedule

Elementary: K5-6th Grade Schedule		Junior High: 7th-8th Grade Schedule		High School: 9th-12th Grade Schedule	
7:30 AM - 8:30 AM	Mass/Rosary	7:30 AM - 8:30 AM	Mass/Rosary	7:30 AM - 8:30 AM	Mass/Rosary
8:35 AM - 8:45 AM	BREAK	8:35 AM - 9:45 AM	5 th Period	8:35 AM - 9:45 AM	5 th Period
8:50 AM - 10:00 AM	5 th Period	9:50 AM - 10:00 AM	BREAK	9:50 AM - 10:00 AM	BREAK
10:05 AM - 10:35 AM	Online Platform	10:05 AM - 11:15 AM	6 th Period	10:05 AM - 11:15 AM	6 th Period
10:40 AM - 11:10 AM	LUNCH	11:20 AM - 11:50 AM	LUNCH	11:20 AM - 11:50 AM	Title 1/Academic Advising/Online Platform
11:15 AM - 12:25 PM	6 th Period	11:55 AM - 12:25 PM	Title 1/Academic Advising/Online Platform	11:55 AM - 12:25 PM	LUNCH
12:30 PM - 1:40 PM	7 th Period	12:30 PM - 1:40 PM	7 th Period	12:30 PM - 1:40 PM	7 th Period
1:45 PM - 1:50 PM	DISMISSAL	1:45 PM - 1:50 PM	DISMISSAL	1:45 PM - 1:50 PM	DISMISSAL
*2:00 PM – 4:00 PM	Faculty In-Service	*2:00 PM – 4:00 PM	Faculty In-Service	*2:00 PM – 4:00 PM	Faculty In-Service

*For faculty and staff only.

K4 Schedule	
7:30 AM – 7:55 AM	Homeroom
8:00 AM – 8:45 AM	1 st Period
8:50 AM – 9:35 AM	2 nd Period
9:40 AM – 9:50 AM	BREAK
9:55 AM – 10:40 AM	3 rd Period
10:45 AM – 11:30 AM	LUNCH

ONLINE LEARNING

As part of Mount Carmel School's overall mitigation efforts for COVID-19, the school will employ online learning as part of a blended learning approach that combines online learning with face-to-face sessions.

Online learning presents many new opportunities for discovery and growth for children of all ages, and our teachers are excited to make use of the many tools and resources available for online learners. While teachers may use a wide variety of online tools, the following tools will be used by all teachers at the school.

Zoom

Zoom is a remote conferencing service that provides remote conferencing services that combines video conferencing, online meetings, chat, and mobile collaboration. Zoom can be used on a mobile device, a laptop, or a desktop computer with a functioning camera and microphone. For synchronous online classes, teachers will set up Zoom sessions and invite students to join those sessions with either a link or a meeting code. Zoom is available for free, with a paid premium version available.

Edmodo

Edmodo is a free learning management system that enables teachers to share content, distribute quizzes, assignments, and manage communication with students, colleagues, and parents. Edmodo can be used on a mobile device, a laptop, or a desktop computer. Students and parents can only join Edmodo if invited to do so by a teacher who has set up an Edmodo class or group.

Achieve3000

Achieve3000 uses a robust set of instructional and assessment tools to promote literacy across disciplines and subjects with learning modules that are adaptive, personalized, and differentiated based on the student's grade level and proficiency. Mount Carmel School, with support from the CNMI Public School System, has a paid license to offer Achieve3000 services to its students. Achieve3000 can be used on a mobile device, a laptop, or a desktop computer. To avail of these services, please work with your child's teacher to obtain access codes and information.

Khan Academy

Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. Subjects covered include math, science, computer programming, history, art history, and economics. Khan Academy is available for free and can be used on a mobile device, a laptop, or a desktop computer. Students can sign up for a self-directed course for themselves or join a class or group created by a teacher, which will require an invitation with an access code from that teacher.

Glossary of Common Terms used in Online Learning

Here are some terms that are often used in online learning, all taken from a recent glossary prepared by US News & World Report.

Asynchronous Learning

Learning in which interaction between instructors and students occurs intermittently with a time delay. Students in asynchronous courses are not required to log in at a specific time to watch a lecture or participate in a discussion, but rather can do their work on their own schedule.

Blended Learning (also Hybrid Learning)

An education method that combines face-to-face education with online components.

Learning Management System

The platform where students can view their syllabus, learn how to contact their professor and access most course materials, including online readings, videos, audio files and other resources. In some systems, students can also email and message their classmates and instructors.

Synchronous Learning

An online class structure similar to that in an on-ground class, in which students meet with their instructor in real time and communicate with each other. Students and their instructor log on at the same time, using tools such as Zoom, Skype, Google Hangouts, Meetings.io and other platforms to interact.

Policies for Online Learning

Norms and Expectations

While classes are online, students are still expected to behave as students, especially as Mount Carmel School Knights. This means that students should attend all their classes in uniform and complete all classwork. Above all, remember to live up to our school's mission to educate the whole person to see with Christ's eyes.

In addition, students are expected to follow the following online learning guidelines from Common Sense Education:

- **Keep private things private.** Don't share personal information, including passwords, your home address, inappropriate images, and gossip.
- **Use strict privacy settings in apps and on websites.** When you get a new device or sign up for a new website or app, establish your privacy preferences. Follow

the directions during initial set-up, or go to the section marked "privacy" or "settings" and opt out of things such as location sharing and the ability for the app or website to post to social media sites.

- **Don't lie, steal, or cheat.** Don't try to deceive others. Remember to give credit where credit is due and avoid plagiarism. And, although it's easy to copy others' work, download things without permission, or use game cheat codes, don't do it. Your actions might have a severe consequence.
- **Think before you post, text, or share.** Consider how you and others might feel after you've posted something. It's not always easy to take back what you've said online, and your online behavior can create a lasting footprint.
- **Respect others.** Treat everyone with respect and dignity, remembering our school's mission to "see with Christ's eyes", even if those eyes see through a screen.
- **Be an "upstander" instead of a bystander.** If someone you know is being targeted by a bully, stand up for that person. You would want him or her to do the same for you.
- **Report misbehavior.** Report misbehavior, especially cyberbullying, privately to your teacher or to a school administrator. We will do our best to respond to the situation while keeping your identity confidential.

The "ABCs" Of Netiquette

Netiquette means the correct or acceptable way of communicating on the internet. Dan Reiner from Pearson Learning has come up with a simple and easy way for students to behave online called the "ABCs of Online Etiquette".

- **A is for Avoid Acronyms:** Students should be aware that while they may be comfortable with using and reading common acronyms such as LOL (laugh out loud) and TTYL (talk to you later), not all users are as familiar with these abbreviations. Spelling things out will help them avoid confusion and misunderstandings with their teacher and classmates.
- **B is for Brevity:** Brevity means concise and exact use of words in writing or speech. While participating in virtual classroom discussions, students should keep their answers short and on topic. Students can also note their opinions and answers by using the status indicators found in most virtual classroom platforms. Clicking the "I agree" button can get a point across just as well as typing a message in the chat box.
- **C is for Courtesy:** Courtesy goes a long way in any setting, including online school classrooms. Good manners should carry over to online meetings too.
 - Students should use their real names.
 - Students should raise their "virtual hands" and wait to be recognized when responding to a question or comment.
 - Even when online, students should say "please" and "thank you."
 - Remember to address the teacher and other virtual school students in a respectful manner, even when disagreeing.
 - Avoid using all uppercase letters; this is often considered the equivalent of shouting.

- **D is for Ditching Distractions:** Before an online school session begins, students should eliminate environmental distractions that may divert their attention away from distance learning.
 - Clear the room of playful pets or noisy siblings.
 - Minimize background noise by turning off the TV and radio.
 - Turn off cell phones. (No multitasking during class!)
 - Do not leave the microphone broadcast on unless they are asked to speak.
- **E is for Early:** Attending online involves the same need to be on time as you are for in-person classes. It's also important that virtual school students be prepared before class. They should download any necessary software and connect and test devices like microphones or video cameras before the lesson begins. Students should also exit other applications on their computers prior to launching the classroom software.
- **F is for Focus:** Even if the teacher may not be able to see them, we expect them to pay close attention. Students should:
 - Focus on the classroom conversation and activities.
 - Take notes on the information presented.
 - Ask relevant questions to clarify the material covered or assignments given.
 - Not join sideline chats with classmates when the teacher is speaking.
- **G is for Good Intentions:** Students should read and interpret virtual classroom messages with the assumption that teachers and classmates have good intentions. Students should also develop good online communication skills by considering misunderstandings and problems that can arise in an online setting.
 - Without seeing their facial expressions, other people may not know when they are kidding or being sarcastic.
 - Students should reread their own messages for friendliness and respect before sending.
 - Note that what seems like a short or abrupt answer from a classmate (or teacher) probably doesn't mean anger—the other person might just be busy.
 - Students should not act “anonymous” online by slipping into a mean or mocking tone—or revealing much-too personal information.

Security and Access

While Mount Carmel School will provide approved online learning tools and resources to all stakeholders, users of designated accounts agree to the following security and access policies.

1. The assigned user represents, warrants, and agrees that they will not contribute any Content or User Submission or otherwise use the Services or interact with the Services in a manner that:
 - a. Infringes or violates the intellectual property rights or any other rights of anyone else (including MCS approved learning platforms);
 - b. Violates any law or regulation;

- c. Is harmful, fraudulent, deceptive, threatening, abusive, harassing, defamatory, vulgar, obscene, or otherwise objectionable;
 - d. Jeopardizes the security of their online learning account or anyone else's (such as allowing someone else to log on as you on the Services);
 - e. Attempts, in any manner, to obtain the password, account, or other security information from any other user;
 - f. Violates the security of any computer network, or cracks any passwords or security encryption codes;
 - g. Runs Maillist, Listserv, any form of auto-responder or "spam" on the Services, or any processes that run or are activated while you are not logged into the Services, or that otherwise interfere with the proper working of the Services (including by placing an unreasonable load on the Services' infrastructure);
 - h. "Crawls," "scrapes," or "spiders" any page or portion of the Services (through use of manual or automated means);
 - i. Copies or stores any significant portion of the Content;
 - j. Decompiles, reverse engineers, or otherwise attempts to obtain the source code of the Services.
2. The assigned user will not use an Access Code that they are not authorized to use. For example, no user will use any Access Code that was not directly given to them by their teacher. Parents or guardians can only use their child's Access Codes.
 3. For every used education online resource, the user will keep their Access Code private and will not disclose any Access Code to any individual not authorized to receive that Access Code, and the user will at all times use their best efforts to protect the security of their education accounts. Accounts will not be used in any public way (including on any widely-accessible internet page or in hard copy on a bulletin board, etc). For security purposes, teachers are also permitted to lock learning portals to ensure only related stakeholders are permitted access.
 4. A user will not register for the Services as any category of user that you do not legitimately qualify for. For example, students are not permitted to register as a teacher, parent, administrator, Publisher, or any other category the related online learning platform offers now or in the future.

ACADEMIC AFFAIRS

Required Courses

Grade School

Students in grades one through six are enrolled in courses, which include computer, language arts, phonics, reading, writing, mathematics, religion, science, social science, and physical education.

Junior High School

The Junior High curriculum is structured to allow students to develop and achieve in all facets of academic growth. The requirements are:

Course	COMPLETION CREDITS REQUIRED
Religion	2
Reading	2
English	2
Science	2
Mathematics	2
Social Studies	2
Electives	2
Minimum credits for graduation	14

Junior high school students graduating from Mount Carmel School *must* complete their eighth grade year with at least 14 credits (total for grades 7 and 8), and have met all of the above course requirements; that is, passing and receiving credit for all the required courses. (Students transferring into the junior high may waive one credit of religion, therefore requiring a minimum of 13 credits to graduate.)

In the event that graduation requirements are not fulfilled, the school will issue a certificate of attendance. Upon completion of all graduation requirements the school will issue a diploma.

High School

The high school curriculum is structured to allow students to develop and achieve in all facets of academic growth. The requirements are as follows:

Course	COMPLETION CREDITS REQUIRED
Theology	4
Literature I	1
Composition I& II	2
English	3
Science	3
Mathematics*	4*
Social Science	3
Foreign Language	2
Physical Education	2
Arts	1
Electives	3
Minimum credits for graduation	28

*Note: Credits are given by the semester. For a student to receive a semester credit (.5 credits) for a course he/she must have a grade point of 0.66 or above for that course. A student whose semester grade point for a course is less than 0.66 must make up that half credit (.5). Most missed credits can be made up through the Independent Study Program and/or during summer school. *The fourth year math requirement will be waived for graduating Seniors facing scheduling conflicts with other required courses.*

To graduate from Mount Carmel School, a student *must* complete his/her senior year with at least 28 credits, and meet all of the above course requirements, that is, passing and receiving credit for all the required courses. The School Administration may waive one credit of Theology for any graduating senior who transferred into Mount Carmel School during their high school year(s.) The School Administration may waive one more credit of Theology for any incoming Junior or Senior who has received the Sacrament of Confirmation in the Roman Catholic Church. In the event that graduation requirements are not fulfilled, the school will issue a certificate of attendance. Upon completion of all graduation requirements the school will issue a diploma.

Courses and Credits from Other Institutions

A high school student attending summer classes at an accredited college or university will be given credit for those classes in which they received passing grades. Such credits will be reflected in the student's transcript after those credits are evaluated by school personnel.

For online courses taken at other institutions, students must get an approval from MCS school principal and vice principal before registering for online classes. The approval will be based on the following criteria:

- The course is not offered at Mount Carmel School
- The course is needed for graduation requirements and cannot be accommodated in the student's current class schedule and independent study.
- The student must finish a prerequisite class for a certain course in preparation to take an AP class on the same subject. The student must take the AP class on that subject at the beginning of the next school year. Taking this or these classes usually take place during the summer time.

High School Course Sequence for SY 2020-2021

	Freshman	Sophomore	Junior	Senior
Theology	Theology I	Theology II	Theology III	Theology IV
Math	Algebra I	Geometry	Algebra II	Trig/Pre-Calculus
	Geometry	Algebra II	Trig/Pre-Calculus	AP Calculus
<i>Elective</i>			Consumer Math	Consumer Math
English	Literature I	English II	English III	English IV
	Composition I			AP English Composition II
<i>Elective</i>			Creative Writing	Creative Writing
Social Sciences	NMI History	World History	U. S. History	Civics
			AP U.S. History.	AP U.S. Gov
<i>Elective</i>				
Science	Biology	Chemistry	AP Biology	AP Biology
			Physics	Physics
<i>Elective</i>				AP Env. Science
P. E.	P. E. I		P. E. II	P. E. II

Foreign Language	Japanese I	Japanese II	
Fine Arts	Art I	Art I	Art I
Information Technology	Computer I	Computer I	Computer I AP CSP Media Communication

Note: For elective credits, students may take elective course offerings.

Homeroom

Homeroom period is considered part of the school day. Students are expected to be on time, in proper uniform, and follow school rules. Students will receive a behavior grade for homeroom, which may affect a student's eligibility for the Honor Rolls.

GRADING and ASSESSMENT

Grade School (Grades 1-6)

Grades are recorded on report cards which are distributed to parents each academic quarter. Semester grades are determined from the two previous quarter grades. The semester grade will be determined as follows: first quarter (50%) and second quarter grade (50%). Credit is given by the semester. A student receives a half (.5) credit point for each course the student passes for that semester. A student receives semester credit for a class when the semester grade point is 0.66 or higher for that class.

Junior High and High School (Grades 7-12)

Quarter Culminating Project/Exam Criteria

- The quarter culminating projects/exams must be given during the scheduled time period. Components of the culminating synthesis project/exam may be given beforehand, but there must be some component given/undertaken during the scheduled time period. Showing movies, playing games, having parties, etc. is not acceptable during the scheduled culminating projects/exam periods.
- Quarter culminating projects/exams must be comprehensive of the quarter. In other words, the quarter culminating projects/exam should cover concepts inclusive of lessons covered. (The weighing of content is at the teachers' discretion, but the entire quarter must be represented.)

- If giving a quarter exams, various types of questions should be incorporated in the exam. It is understandable that some teachers may want to include a majority of “objective” questions (multiple choice, matching, true/false, fill-in-the-blank, short answers) because they are easy to grade in a short amount of time and yield a clear numerical exam score easy to average into other grades. However, there should be at least one essay question where students must write using proper grammar (and grammar should be a component of the grading rubric). This criterion includes such classes as mathematics, physical education, art, music, etc. Questions where students must show work – and thinking processes – are also encouraged.
- Exam questions should also be designed to assess all the levels of Bloom’s taxonomy of thinking skills: knowledge, comprehension, application, analysis, synthesis, and evaluation. Most exam questions may be in the first three categories, but all categories must be assessed. It should be noted that not all students will do well on the higher thinking levels, however exams should be designed such that students may only earn an A (or even a B) if they do well on these questions (teachers should also review their descriptions of each grade).
- All culminating projects/exam must be approved by the President or designee.

MCS Grading System

<u>Grade</u>	<u>Percentage</u>	<u>Grade Point</u>	<u>AP Grade Point</u>	<u>Descriptions</u>
A+	98 – 100	4.33	5.33	Excellent
A	95 – 97	4.00	5.00	Outstanding
A-	93 – 94	3.66	4.66	Above-Average
B+	90 – 92	3.33	4.33	Very Good
B	87 – 89	3.00	4.00	Good
B-	85 – 86	2.66	3.66	Average
C+	82 – 84	2.33	3.33	Commendable
C	79 – 81	2.00	3.00	Satisfactory
C-	77 – 78	1.66	2.66	Fair
D+	75 – 76	1.33	2.33	Below Average
D	72 – 74	1.00	2.00	Poor
D-	70 – 71	0.66	1.66	Unsatisfactory
F	69 and below	0.00	0.00	Failure
I				Incomplete
AU				Audit
P				Pass

Only the letter grade and grade point will be recorded on the report card. The above percentages are to be used as a guide. However, final grades should reflect the description of each letter grade below. The grade point will be used for all official records and grade calculations. Descriptions of each grade are as follows:

A: indicates an exceptional level of mastery of the subject material, deep understanding of the concepts and ideas presented, a high level of initiative and work beyond requirements, considerable use of higher order thinking skills, accomplished ability to write and present material, ability to work and show leadership in groups.

B: indicates a high level of mastery of the subject material, understanding of concepts and ideas presented, indication of effort and work done outside of class, ability to use higher order thinking skills, ability to communicate effectively through writing and presentations, ability to work in groups and show guidance to others.

C: indicates requirements and standards of the course have been met to a comfortable degree, essential understanding of concepts and ideas and necessary proficiency in skills, thinking skills are adequate although infrequent use of higher order thinking skills used ability to communicate through writing and presentations, ability to work in groups and follow directions.

D: indicates requirements and standards of course have been met to the minimum degree, difficulty in understanding concepts and ideas, thinking skills tend on the lower levels, time is not well used and effort and/or abilities are low, may have difficulty in working in groups.

F: indicates the minimum requirements of the course have not been met, a lack of mastery of concepts and skills.

I (incomplete) indicates that the student's work for the course is incomplete and has not yet received any credit for the course. All missing work must be made up within two (2) weeks from the end of the quarter in which he/she received the **I (incomplete)**. If all work is not completed within this time, a failure grade will be given.

AU (audit) indicates that the student attended the class, but did not receive course credit.

P (pass) indicates that the student took an independent study class, and received course credits, but it did not count toward the students GPA. However, in consideration of the complexity of the Independent Study Program (ISP), starting with school year 2007-2008, the equivalent credit for the course will follow the regular letter grade system and grade point average (GPA) weighting.

In consideration of the difficulty of Advanced Placement (AP) courses, the grade point for these courses will be adjusted. The letter grade will not change, but for the transcripts and Grade Point Average (GPA) weighting, the corresponding grade point for an AP course will reflect one (1.0) point added to the grade point on the 4.33 scale. Junior Statesmen of America (JSA) courses will also receive the same entitlement.

Character Development/Behavioral Grades

For grade school students, a character development report will be attached to their report cards. This report will indicate the level of effort, behavior, character, and courtesy that the student displays in the classroom. Each honor roll will require a standard for character development.

For every junior high and high school student, a character development grade will be assigned to each course as well as to the homeroom periods. This grade indicates the level of effort, behavior, character and courtesy that the student displays in the classroom. Each honor roll will require a standard for character development.

Students with three or more unexcused tardiness to class per quarter are not eligible for a behavior grade of E or VG in that class.

<u>Marking Code</u>	<u>Comment</u>
E	Excellent
VG	Very Good
S	Satisfactory
U	Unsatisfactory
NI	Needs Improvement

Behavioral Grades

- E:** Obeys all rules (e.g.: prompt, well groomed, proper uniform, does not chew gum). Exhibits an exemplary level of behavior (e.g.: shows an interest in learning, is respectful of others, listen attentively, shows a high level of consideration and courtesy towards others, shows a drive to excel in studies.). Goes above and beyond normal expectations (e.g.: volunteers to help the teacher and other classmates, contributes to the learning process)
- VG:** Better than satisfactory, but not quite excellent. Exhibits appropriate and very good behavior, shows interest in learning and is courteous and respectful to others.
- S:** Follows all school policies and obeys all handbook rules
- U:** Displays continuous inappropriate behavior and needs constant reminder of school Rules and Regulations.
- NI:** Needs improvement in behavior and need to abide to the student code of conduct. Anything counter to the above.

Academic Probation and Retention

Students are placed on Academic Probation if the quarter GPA falls below 1.00, or as determined by the administration such as in cases of new students who have poor academic records from previous school. Students who receive three or more failing grades in mid-quarter progress reports will also be placed on academic probation. Teachers will submit the names of students who will be placed on academic probation based on the mid-quarter grades to the principal or designee on the scheduled date for mid-quarter progress reports to be sent home.

Once a student is on Academic Probation the following will occur:

A. Parents/Guardians will be informed in writing of Academic Probation status of their child. A conference will be held with the counselor and affected teacher(s) with the parents/guardians to discuss the Academic Probation status, academic program, instructional assistance and/or other alternative program.

B. Bi-weekly Progress Reports will be required to be completed for the student. Each teacher of the student will give current grades for their classes, as well as other comments that will inform parents/guardians and assist the student in improving his/her academic status. *Parents/guardians will be required to sign the Bi-weekly Progress Reports. Teachers are required to collect from the students the Bi-weekly Progress Reports signed by the parents/guardians to ensure that parents/guardians are informed of their child's bi-weekly progress and any information to help the student's learning progress.*

C. At the end of the following quarter the student's GPA will be calculated. If the GPA is above 1.0, the student will be taken off Academic Probation. A letter will be sent home to notify parents/guardians of the student's new status.

D. If at the end of two quarters the student's GPA is still at or below 1.0 then the administration will inform the parents/guardians in writing of the situation. The administration will then make the decision as to whether the student:

1. Remains on Academic Probation and continues on the Bi-weekly Progress Reports;
2. Remains on Academic Probation with Bi-weekly Progress Reports and take additional measures (such as required tutoring, counseling, and or testing for learning disabilities); or other programs. A conference is to be held with parents/guardians for additional measures may be determined. The student's affected teacher(s) is/are required to be present at this conference.
3. Place on alternative programs with a possibility that the student may be dismissed from Mount Carmel School. A conference will be held with parents/guardians to discuss this decision. Additional measures may be determined during this conference with parents/guardians. Affected teachers of the student are present on this conference. Written verification of the administration decision would be sent to parents/guardians and added to the student's record.

Those students who failed with less than three (3) credits and did not improve their academic performance to a passing level of 0.66 or above for the quarter/semester may attend summer school or participate on an ISP program to make up the credit that they did not receive.

Retention

Those students who did not improve their academic performance to a passing level of 0.66 or above for the semester, may attend summer school to make up the credit that they did not earned. If a student failed three (3) or more credits, that student will be retained for one full year. A student may be expelled from Mount Carmel School for continued

academic failure. However, the student may be given independent study to make up for the failed (3) or more credits on the subsequent semester.

Mid Quarter Student Progress Report

The Mid Quarter Student Progress Reports are to be distributed in the middle of each quarter, between report card distributions as noted on the school calendar. The purpose of the progress report is to keep parents informed of student performance, as well as maintain a documented record of student progress. It is expected, however, that teachers take all opportunities to communicate with parents using all modes of communications such as phone calls, emails, writing notes to parents/guardians to name a few.

The President or designee will publicize when mid-quarter Student Progress Reports are due each quarter. Teachers are required to complete mid-quarter Student Progress Reports for each student and submit the names of those students who will be on academic probation to the principal or designee.

Each student will receive a progress report that indicates his/her current progress. Parents/Guardians must acknowledge the progress report by signing and returning the report to the teacher. *It is the students' responsibility* to deliver this form to their parents/guardians for signature, and bring the signed form back to their teacher the following day. *It is the teacher's responsibility* to receive all the signed progress reports from all her/his students to be accounted for. The administration expects conferences between teachers, students, and parents/guardians as early as possible to help all failing students to improve their academic work. Teachers will set up appointment with the parents of students who are failing to discuss the mid-quarter progress report.

If a major project or paper is assigned (due after mid-progress reports are distributed) that might significantly affect student grades, then the teacher must inform the parents in writing of the project and its effect on the student's grades. It is suggested that a letter goes home to parents, then returned signed.

Report Cards

Report cards are issued quarterly as scheduled in the school calendar to parents/guardians. Generally, parent-teacher conferences are scheduled during the day of report card distribution. Parents/Guardians may pick up the report cards at the scheduled times, published in one or more of the following: Parent Newsletter, *North Star*, and MCS School-Year Calendar. However, report cards will not be issued if there is an outstanding financial obligation that needs to be cleared with the Business Office. Upon clearance of any financial obligation, the report card will then be issued to the parent. Parents/Guardians of students who have received failing grades should make it a point to meet with the teacher(s) to determine a course of action for academic improvement. During the distribution, teachers are required to be available in their classroom for questions from parents.

Report cards will be emailed to authorized parents, guardians, or family members using the school's secure student information management system.

Credits are given by the *semester*. For a student to receive semester credit (.5 credits) for a course he/she must have a grade point of 0.66 or above for that course. Students whose semester grade point for a course is less than 0.66 must make up that half credit (.5).

Diplomas

Upon completion of all graduation requirements the school will issue a diploma. In the event that graduation requirements are not fulfilled, the school will issue a certificate of attendance. The school reserves the right to withhold diplomas from any student who demonstrates immorality in actions or conduct detrimental to the reputation of the school, including but not limited to: arrest, accusations or during pending investigation of a crime, threatening another school community member, et cetera. Diplomas shall also be withheld if tuition and fees are not paid in full.

Parent-Teacher Conferences

Parents/Guardians or teachers may request a conference at any time of the school year. Appointments should be made in advance with your child's respective teacher.

Teachers are to contact all parents of students who received a grade of D, D- or F and schedule a time for a conference with the parent(s).

Transcripts

All records and transcripts of academic work will be kept in strict confidence. Requested official transcripts will be sent directly to schools and/or employers (see fee schedule on page 13). It will take at least three (3) working days for an official transcript to be processed. Transcript request will not be issued until all financial obligations are cleared with the Business Office. Requests for transcripts must be made at the Business Office. Completed transcripts can be picked up at the Main Office.

Student Records

Mount Carmel School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Student records are maintained to assist the school in providing educational experiences for the student. Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel, records that are otherwise not available to others, and records necessary for and available only to persons involved in psychological treatment of a student. Student records include:

Progress Records

Maintained by the school, which include the student's academic grades, student's extracurricular activities, and attendance records.

Behavioral Records

Maintained by the school which include all student records other than progress records (i.e., achievement tests, psychological tests, personality inventories, teacher evaluations other than grades, physical health records, statements relating to individual student behavior, etc.).

Directory Data

Means those student records which include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height as members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student. Mount Carmel School will allow this information to be given to responsible parties who do not seek monetary gain. Any parent, legal guardian, or adult student may request that all or any part of the directory data may not be released without prior consent. It is the parent, guardian, or student's responsibility to inform the school immediately if they do not want the directory data released for any reason. Annually, parents will be notified as to their responsibility in contacting the school if they do not want their child's data disclosed.

Confidentiality

All student records are confidential, with the following exceptions:

1. A student, or the parent or guardian of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records.
2. An adult student or the parent or guardian of a minor student shall upon request be shown in the presence of a person qualified to interpret the records, the student's behavioral records. Such student or parent or guardian shall, upon request be provided with a copy of the behavioral records.
3. The judge of any court of this Commonwealth or of the United States, shall, upon request, be provided by the school with a copy of all progress records of a student who is the subject of any proceeding of such court.
4. Upon the written request from a receiving school, if the student is clear with the Business Office, Mount Carmel School shall make available to the person named in the request form the student's progress records and/or such portions of his behavioral records as determined by the person requesting the release. The parent(s),

guardian(s), or the adult student will receive notice that records were requested and sent.

5. Student records shall be provided to a court in response to a subpoena by parties of an action for in camera inspection, to be used only for purposes of impeachment thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings. Mount Carmel School shall have primary responsibility for maintaining the confidentiality of all student records kept. All requests for inspection or for transfer to another school or school district shall be directed to the President or his/her designee, who will then determine whether inspection or transfer is permitted under this policy. The President or his/her designee shall be present to interpret behavioral records when inspection is made under paragraph (3) b).

Maintenance and Destruction of Records

While students are attending school, their records will be maintained at the high school office. Upon transfer of the student to another school, the records shall be transferred to that school. When the student ceases to be enrolled at any school, his/her records will be transferred to the record storage area. Records transferred to the record storage shall be maintained as follows:

1. All behavioral records will be destroyed one year after the date the student graduates from or last attends the school unless the student (or his/her parent or guardian if the student is a minor) gives permission for the maintenance of the records for a longer period of time. Where such written permission is received, behavioral records will be destroyed when they are no longer of a school-related value to the student.
2. Progress records will be kept indefinitely after the student ceases to be enrolled in the school district.
3. One (1) year after the student ceases to be enrolled in the school system; all permanent value progress records will be maintained in the school's archives.

Transfer of Records

Student records shall be transferred to another school or school district upon receipt of written notice from receiving school and upon clearance from the Business Office. The parent or guardian of a minor student shall receive written notice from the school in which the student has been enrolled that records have been requested and sent.

Access to Student Records

The following staff members have access to the behavioral records without student or parent/guardian consent:

1. President

2. Principal
3. School Counselor
4. Other staff members with expressed permission of the President or his/her designee.

If any educational record includes information on more than one child, the parents of that child shall have the right to review and inspect only the information relating to their child or to be informed of that specific information.

Amending Records

A parent who believes that information in his child's file is inaccurate, misleading, or violates the privacy rights of the child, may request the school to amend the record. The school will decide whether to amend the information within a reasonable period of time of receipt of the request. If the school decides not to amend the information, it shall inform the parent of the refusal and advise the parent of the right to a hearing.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it shall amend the information and inform the parent in writing. If, as a result of the hearing, the school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the child, it shall inform the parents of the right to place a statement in the record setting forth their reasons for disagreeing with the record. The parental statement shall remain in the record as long as the school maintains the contested portion. If the contested portion of the record is disclosed to any agency or person, the explanation will also be disclosed.

Parent complaints in regards to student records shall be in writing and shall be given to the President.

Advanced Placement (AP) Courses

Mount Carmel School offers several AP courses, which are taught in accordance with the College Board national guidelines. At the end of the school year, the College Board sends standardized tests for each AP course offered by the school. The school administers these tests in accordance to the guidelines established by the College Board. The completed tests are then sent for scoring. Students who receive a score of 3 (out of 5) or higher may receive college credit for the AP course taken (the acceptance score of 3 is determined by the college or university that the student is applying for enrollment.)

For grading purposes, AP courses are graded on a 5.33 scale. A grade of A+ receives a 5.33 for grade point on the report card; a B+ is a 4.33, and so forth. However, a grade of F still receives a 0.0 for grade point for AP classes.

Because of the advanced nature of the course and the AP test is given at the end of the school year, students who are to be enrolled in AP course(s) must follow these guidelines:

1. The student must have a GPA of 3.33 or higher;
2. The student must get recommendations from previous subject teachers. The AP Recommendation Form must be completed by the respective teachers of the student and submitted to the President or designee.
3. The student and parent must sign a contract approved by the President or designee indicating that the student is willing to work hard in the AP course in order to succeed;
4. A student who is absent on the testing date due to illness must submit a note from a physician. A note from the parent must be submitted for a bona fide emergency/reason. A student absent on the scheduled AP exam will be charged a fee for unused test. This cost should be reflected in the contract.
5. A student who did not take the exam will have his/her GPA recalculated at 4.33 grading scale.
6. Parents of students who wish to take AP courses and have a GPA below 3.33 will be informed of the difficulty of the class before they sign the contract provided, that a student who elects to enroll in any AP course has passed the AP entrance placement test.

Moreover, it is the responsibility of the student to fulfill these guidelines.

For students who wish to retake any of the AP courses as an elective, he/she must follow the above guidelines as well. A retake of the AP courses will be graded at a 4.33 grading scale.

Sexual Education

Mount Carmel School recognizes that parents are the primary educators in their children's spiritual, physical, sexual, and moral development. Because of the rapidly changing social milieu and the special needs of contemporary students, Mount Carmel School supplements the parent's task by providing awareness information to its students using an interdisciplinary approach. Under the interdisciplinary approach in Religion and Theology classes, students are taught facts, figures, and especially values in areas such as human development, relationships, personal skills, sexual behavior, health, and socio-cultural perspectives. The morality of sexual conduct is taught in accordance with official Catholic teachings.

Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion/theology program at Mount Carmel School. Preparations for three sacraments, Reconciliation, Eucharist, and Confirmation form the core of our efforts. In accordance with diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Holy Communion. Students to be confirmed must complete the necessary requirements for the reception of the sacrament.

Parents are required to be active partners in the preparation of their children for these sacraments. Parents may choose to have their child receive Reconciliation or

Communion in their own parish, however, they must provide to MCS a certification from the parish on the sacrament received. The sacraments of Reconciliation and Communion are only conferred to students baptized in the Roman Catholic faith.

Summer School Program

Summer School classes may be offered, during the months of June and July for remediation of students who have failed courses in one or two semesters. Each summer course taken can fulfill a .5 credit if the resulting mark for the summer school course is D- (0.66 grade point) or above. Students wishing to register for summer classes may do so at the business office. The President or his/her designee will identify students who failed courses and need to attend summer school. The parents of students recommended to attend summer school are to be informed prior to the opening of summer school. Non-MCS students who wish to register for summer classes should follow these guidelines.

Students attending summer school sessions should not miss more than three (3) days of instruction. If a student misses more than three classes, he/she will not receive credit and will receive no refund of fees paid.

In the event that summer school classes are not offered, other arrangements will be made by the President or designee to assist students who failed courses in the first and second semester. A conference will be held with the affected students, parents and the President or his/her designee to determine alternative programs to accommodate student needs.

Summer Enrichment Program

The Summer Enrichment classes may also be offered for language arts and math for elementary students. Teachers must submit a list of students who are recommended to attend the program by the second week of May. Summer Enrichment information will be available to the parents/guardians on the third week. Applications for the summer sessions will be available to all students who need remediation or enrichment during the last week of school at the business office. Assessed tuition for each class must be paid upon submission of application at the business office.

AWARDS and HONORS

End of the Year Awards & Recognition Ceremony

Mount Carmel School recognizes student excellence and awards deserving students at a formal ceremony at the end of the school year. These are the students who excel in academics and extracurricular activities such as Primary Grade Forensic League Competition (PGFC), Academic Bee, Academic Bowl, Achieve3000, Accelerated Reading, National Speech and Debate Association (NSDA), National Junior Speech and Debate Association (NSDA), Island-wide STEM Fair, Math Court, Mock Trial, Attorney's General Cup, Marianas Interscholastic Sports Organization (MISO), Coalition of Private School Sports Association (COPSSA) Basketball, & Volleyball Tournaments, and other various sports competitions.

President's List

Students with excellent academic performance each quarter and earn a grade point average of 4.00 or above are acknowledged on the President's List. Students on the President's List must exhibit exemplary behavior and must not have any detention, suspensions, or any adverse disciplinary action. The student must attain character marks of VG or above, and must adhere to the attendance policy. Students with more than five (5) days of absence and/or excessive unexcused tardiness of five (5) days per quarter will make the student ineligible.

Honor Roll

Students are placed on the Honor Roll List whose quarterly academic performance averages a GPA of 3.66 or higher, must not have any behavior grade of NI and no after school and/or Saturday detentions, Suspensions or any adverse disciplinary action.

Valedictorian and Salutatorian

The graduating junior high and high school student(s) who have earned the highest cumulative grade point average (GPA) in their 7th and 8th grades for middle school and four years for high school graduates) will be recognized as valedictorian(s) and salutatorian at the commencement exercises, respectively.

To be considered graduating with honors, high school students must complete at least two (2) consecutive years of credits from Mount Carmel School and junior high students must complete two (2) years of credits from Mount Carmel School. Grade percentages and extracurricular involvement will also be considered. **Aside from the highest GPA, the high school graduating student must take at least two Advanced Placement (AP) courses.** The administration reserves the right to refuse this award to students who do not demonstrate values and behavior in keeping with the mission and philosophy of Mount Carmel School.

Graduating with Honors

Students who graduate with Honors must have an overall GPA of 3.66 or higher (based on two years for eighth grade graduates and four years for high school graduates). Awardees must not have more than 20 days of absences. Exceptions for absences will only be considered based on documented emergency situations.

Bishop Christian Service Award

This award is given by the Bishop or designee to a high school graduate who manifests commitment to Gospel values, Christian tradition, and has led others in living the Christian message.

President's Award For High School

The President of Mount Carmel School gives this award to a deserving high school graduate who embodies the Mount Carmel School philosophy through service, leadership, scholarship, faith in God, and admirable moral character

Principal's Award for Junior High School

The Principal of Mount Carmel School gives this award to a deserving eighth grade graduate who embodies the Mount Carmel School philosophy through service, leadership, scholarship, faith in God, and admirable moral character.

Citizenship Award

This award is given to an eighth grade graduate who demonstrates exemplary citizenship, especially through honesty, reliability, courtesy, friendliness and civic involvement in community organizations and/or school clubs.

Leadership Award

This award is given to an eighth grade graduate who has excelled as a leader, exhibiting resourcefulness; initiative in promoting positive activities; inspiring positive behavior in self and classmates; dependability and responsibility.

Subject Awards

Subject awards are given to high school students who have the highest GPA based on the four high school years in each subject category, (Language Arts, Science, Mathematics, Social Science, Fine Arts, Theology, and Foreign Language). Each subject award may, however, have additional requirements. (such as: to receive the Mathematics or Science subject awards a student must take four years of that respective subject; three years for the Foreign Language Award; must display excellent behavior in or out of the classroom;

participation in extracurricular activities; etc.). It should be noted that Advanced Placement (AP) classes are based on a 5.33-grade point scale, thus are a great benefit toward a student's GPA in determining subject awards.

- **Language Arts Award** is given to a high school senior(s) who has the highest GPA based on the four high school years and has demonstrated exemplary performance in the field in other academic and extra-curricular areas related to the subject. A student must take four years of English that includes Advanced Placement in English Literature and Composition.
- **Mathematics Award** is given to high school senior(s) who has the highest GPA based on the four high school years. A student must take four years of Mathematics that includes an Advanced Placement in Calculus.
- **Science Award** is given to high school senior(s) who has the highest GPA based on the four high school years and has demonstrated exemplary performance in the field in other academic and extra-curricular areas related to the subject. A student must take four years of science that includes an Advanced Placement in Biology and/or AP Environmental Science.
- **Social Science Award** is given to high school senior(s) who has the highest GPA based on the four high school years and has demonstrated exemplary performance in the field in other academic and extra-curricular areas related to the subject.. A student must take four years of social science including an Advanced Placement in U.S. History and/or Advanced Placement in U.S. Government.
- **Theology Award** is given to high school senior(s) who has the highest GPA based on the four high school years . A student must take four years of Theology and manifest outstanding behavior and participation in religious activities.
- **Art Award** is given to a high school senior(s) who has the highest GPA in this subject category. A student must take a minimum of one year of Art course. Participation in outside class activities such as speech and drama and art exhibition/contest can also be used in determining this subject award.
- **Computer Science Award** is given to a high school senior(s) who has the highest GPA in this subject category. A student must take AP Computer Science Principles. Participation in outside class activities can also be used in determining subject award.
- **Foreign Language Award** is given to a high school senior(s) who has the highest GPA. A student must take a minimum of two years of foreign language.
- **Physical/Health Education Awards** are given to a male and a female high school senior(s), who have the highest GPA in this subject category. A student must take a minimum of two years of Physical/Health Education and demonstrate commitment to Mount Carmel School athletics and have shown superior athletic ability in one or more sports.

Loyalty Awards

Loyalty awards are given to high school graduates who have attended Mount Carmel School for twelve (12) consecutive years.

Other Awards

On occasion other awards and scholarships are presented at graduation or awards ceremony for graduating seniors.

The President's Award for Educational Excellence

The President's Award for Educational Excellence recognizes academic success in the classroom.

To be eligible for the President's Award for Educational Excellence, students at each award level (junior high or high school) must meet the requirements outlined below:

A. Individual Criteria

To be eligible for the award, students must earn a grade point average of 90 or higher on a 100-point scale, (an A on a letter scale or a 4.00 on a 4.33 scale). When computing grade point average at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade.

B. School Criteria/Standards

The school may also establish standards for the award that reflect a 90 percent level or higher on the traditional grading scale.

The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates initiative, integrity, intellectual depth, leadership qualities, and outstanding attendance.

C. Additional Criteria

In case of a tie for the President's Award recipient, the school should use one or more of the following criteria to determine student's eligibility:

1. State Tests and National Norm Achievement Tests Scores: The school may consider college admission examinations for seniors, for example the SAT or ACT.

OR

2. Recommendation from a teacher and a staff member:

- One teacher recommendation should reflect outstanding achievement in courses such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment should be supported by tangible evidence of results on teacher-made tests, portfolio assessments, or special projects.

- The second recommendation from a school staff member should address the following: involvement in community service or co-curricular activities including tutoring other students and/or demonstrating creativity and achievement in the visual and performing arts.

The President's Award for Educational Achievement

“The purpose of this award is to recognize students who demonstrate outstanding educational growth, improvement, commitment to or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence.

The criteria should reflect the purpose of the award and must be applied fairly to all students.

Following are the criteria for the President's Award for Educational Achievement:

- Show tremendous growth but not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles. (Illness, excessive absences due to family matters, or special needs that prevent a student to perform tasks at set dates/periods, etc)
- Achieve high scores or show outstanding growth, improvement, commitment to or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts (music, theater, forensics, etc.)

ATTENDANCE

School Day

The school day begins daily at 7:30 a.m. Monday dismissal is at 12:30 pm (except for the K4 afternoon cohort), while dismissal for Tuesday through Friday is at 3:00 pm, except for K5-6th grades, which have asynchronous learning on Fridays. The school year consists of 180 instructional days.

Closed Noon Hour/Lunch Hour

Except with seniors when Senior Privileges (see page 57) are in effect, students attending Mount Carmel School will remain on school campus during the noon hour/lunch hour. Exceptions to this regulation may be made by the President only when extenuating circumstances exist.

Leaving School Grounds

No student is to leave the school campus for any reason during school hours without request from the parent or guardian and authorized by the school. In the event a student is ill during school hours, parent/guardian will be contacted to pick up the student and must sign out at the main office.

Off Limit Areas

During school hours, students are prohibited in the following areas: auto parking areas, areas behind the school buildings, church parking lots and areas between the cathedral and building C, in the stage area of the cafeteria and any barricaded areas.

Tardiness and Absence

Students are expected to be present at the beginning of homeroom and all classes on all school days. The only exception is when the student is ill, has a pre-arranged unavoidable appointment or attends the funeral of an immediate relative. A student absent for more than ten (10) days per *semester may not receive credit for the courses taken for that semester*. If there are extenuating circumstances (such as serious illness that requires hospitalization) that require a student to be absent for more than ten (10) days per semester, then the parents/guardian may petition for an extension of the ten (10) days. Time extensions are not automatically granted, but will be reviewed by the administration. Each student is responsible for making suitable arrangements for completing missed assignments during any absence.

School begins at 7:30 a.m. and students must be at school between 7:00-7:30 a.m. After 7:30 a.m. students will be considered tardy. Students must have a note from parent/guardian to be excused. If there is no note from the parent/guardian it will be considered unexcused tardy. Three unexcused tardiness will be considered one day of unexcused absence from school, and will be calculated at the end of each quarter.

Excessive tardiness (three or more) per quarter will result in one detention after school. Students must obtain a tardy slip at the main office before proceeding to class.

Students who are tardy to class and in between classes will be issued a demerit for being tardy. The student will be marked tardy in the teacher's attendance book and may be sent to the office to get an admit slip. For every 3 excessive tardiness to class, the student will receive a detention.

The following disciplinary procedures will be applied for those students who do not comply with the school rules and regulations:

1st time for tardiness due to loitering

- Student will be sent to the office to get a tardy slip
- Student will be given a detention by his/her teacher
- Parents/guardians will be contacted to inform that their child(s) will serve a detention
- Student will serve a scheduled detention

2nd time for tardiness due to loitering

- Student will be sent to the office to get a tardy slip
- Student will be given two-day detention by his/her teacher
- Parents/guardians will be contacted to inform that their child (s) will serve two-day detention
- Student will serve two-day scheduled detention

3rd time or more for tardiness due to loitering

- Student will be sent to the office to get a tardy slip
- Student will be given a Saturday detention by the principal; or designee
- Parents/guardians will be contacted to inform that their child (s) will serve Saturday detention
- Student will serve a scheduled Saturday detention

In the event a student is absent or tardy, a parent/guardian must call the school between 7:00 a.m. and 8:30 a.m. The student must present a note signed by the parent/guardian or by a physician explaining the nature of the absence upon his return. These notes will be kept on file in the school office. If the student does not have a written excuse, then the student will be given an unexcused absence. A student who is absent from school is prohibited from attending any school function or activity on that day. Any student who violates this policy will be subject to disciplinary action.

Attendance Procedures

1. During the face to-face classes, student should report to their classroom for their first period and stays there until seventh period.
2. Teachers should take attendance every class period and mark all absent students on Absentee Report. The report shall be submitted to the main office.
3. During the online learning (synchronous session), teachers should also take attendance every class period and mark all absent students in the Absentee Report. The report shall be submitted to the main office.
4. When a student returns to class after an absence, the student must present to the teacher with an Admit Slip from the office verifying the absence. Students are not permitted to class without an Admit Slip. The teacher should sign the Admit Slip and return it to the student. All last period teachers should collect Admit Slips and return them to the office at the end of the day for recording.

Truancy

Truancy means absence from class, or a school-related event without the consent of Mount Carmel School or the student's parent/guardian. Cases of truancy may be subject to a conference attended by the student, his/her parent/guardian, and school administrators. The consequence for truancy is suspension or expulsion.

Illness at School

A student who becomes ill or injured at school should inform his/her immediate teacher, who will then refer him/her to the office. If it is determined that the student is not well enough to attend class, the parent/guardian will be notified and the student will be released into the care of the parent/guardian or other authorized family member. Students who do not report to the office when ill will not be excused for their absence and are subject to disciplinary action.

If a student must take medication during school hours, the medication along with the prescription and a permission slip signed by the parent/guardian, must be delivered to the office. The student will be allowed to take the medication under the supervision of designated school personnel. The office staff cannot dispense medication. Over-the-counter drugs or prescribed medicine can only be taken by the students with a parent's written permission and acknowledged by the secretary. If an injury requires immediate medical attention, the school office will notify the Emergency Medical Technicians for treatment. Parents/guardians will be contacted as soon as possible.

If a student is absent or sent home from school due to illness, they may not attend or participate in any school sponsored activity that evening.

Communicable illnesses should be reported to the school as soon as possible. Guidelines for re-admittance to school for the following communicable diseases are:

Chicken Pox: Students may be readmitted with written clearance from a doctor. No fever should be present and pox must be dry.

Strep Throat: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.

Scarletina: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.

Impetigo: Students may be readmitted after adequate medical treatment or all lesions are healed.

Pink Eye: Students may be readmitted after eyes are clear with no drainage present.

Pediculosis (Head Lice): Students may be readmitted after treatment with a pediculocide shampoo, clothes have been laundered, and an authorized school administrator has cleared the student for readmission.

Medical and Dental Appointments

When possible, medical and dental appointments should be scheduled during non-school hours to minimize interference with the educational process. If this is not possible, a written excuse from the parent/guardian must be submitted to the respective office to excuse the student from class.

Off-Island Trips

As a matter of regulation, Mount Carmel School discourages parents/guardians from removing their children/wards from classes to attend off-island trips. The absence from class may affect the student's educational growth. Additionally, it is a policy of the school that should a student be absent for more than ten (10) days in a semester that student will not receive credit for the semester.

Mount Carmel School also recognizes the parent's/guardian's right to make their own decisions regarding the best interests of their children. Parents/Guardians who remove a student for two or more days from classes are required to acknowledge the above-stated policy by signing an Off-Island Trip Form. This form is available in the main office.

Each off-island case will be dealt with individually by the administration to determine if and how missed work may be made up, and to review how off-island absences will affect the academic status of the student. A copy of the trip's itinerary and a letter detailing about the trip from the parents or guardians must be attached to the Off-Island form.

A fee is assessed for all end-of-the-quarter trips, which preclude a student from taking examinations at the regularly scheduled time and date (please refer to Fees on page 13). This regulation is to accommodate the student and at the same time provide just compensation to teachers for the additional time and effort required in developing individualized examinations at an especially busy time of the school year.

School-Sponsored Field Trips

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, all field trips are suspended until further notice. Should field trips be reinstated, rules, regulations, and procedures will be promulgated for field trips.

Withdrawal from Mount Carmel School

Parents/guardians can choose to withdraw their children/wards from the school at any time. Full year tuition is due for each student attending Mount Carmel School. If the student withdraws from the school, for whatever reason, the remaining portion of the tuition is due for that quarter and any other fees must be paid before a transcript is to be released. Parents are obligated to clear their financial status with the business office before leaving the school. If a parent withdraws their child from school without going through the withdrawal process, tuition fee will continue to be assessed until the official withdrawal process is completed. A student will have a "withdrawn" status when he/she is cleared from the business office. No student is officially withdrawn until he or she has been cleared by the business office.

Student Withdrawal Procedures

1. Students who withdraw from MCS mid-year will submit a form to their subject teachers. The subject teacher should collect the student's book (check book number and condition) and any other class materials issued by the school. The teacher will also record the student's current grade for the quarter at the time of withdrawal.
2. Teachers should make a note of books and materials handed in, as well as the grade at the time of withdrawal.
3. Sometimes a student withdraws without going through the proper procedures. When this happens it is important for the teacher to inform the office of unreturned books and materials, as well as to note in their grade book the official time of a student's withdrawal.
4. Teachers should not remove a student from class rosters until officially notified.

STUDENT DISCIPLINE CODE

To ensure a Christian atmosphere conducive to the academic process and to provide a system of justice, Mount Carmel School establishes the following structure for order and discipline:

School Rules

The following rules are enforced at all times at school (including lunch, break, before and after school, between classes, etc.), and at all school functions and activities (including senior trip, field trips, dances, fund-raisers, prom, etc.)

- Betel nut, betel nut paraphernalia, and betel nut chewing are prohibited on campus or at school functions.
- Alcohol, tobacco, or illegal drugs are prohibited on campus or at student functions.
- Classrooms and campus areas must be kept orderly and clean. Students are not to move desks unless expressly requested to do so by the teachers. Students are responsible for the removal of all trash and debris from the classroom and campus areas before the start and at the end of each class period.
- Chewing gum during class hours is prohibited.
- Profane, obscene, and racist language and gestures are prohibited.
- Students are not permitted to interrupt a class for any reason nor permitted to leave the classroom for any reason, except with the permission of the teacher.
- Except for extenuating circumstances, should students need to contact their parents/guardians, they must route such calls through the main office so that school officials may be apprised of matters and assist students as needed. Students should refrain from contacting parents directly without involving school officials first.
- Students should refrain from bringing personal items that are rare, valuable, or distracting. The school will not be held responsible for the loss of these items in school.
- Floral and other gift deliveries will be accepted only at the offices and distributed by school personnel during break, lunch, or after school.
- Students are required to abide by the school uniform code.
- Devices such as phones, computers, tablets, or digital music players are permitted only at the discretion of teachers and school administrators. Use of such devices must conform to all applicable school rules and policies.
- Students are discouraged from bringing large sums of money, perfumes or expensive jewelry to school. The school will not be held responsible for the loss of these items in school.
- Over-the-counter drugs or prescribed medicine can only be taken by the students with a parent's written permission and acknowledged by school officials.

Disciplinary Procedures: Teacher's Responsibilities

1. It is the domain of the teacher to maintain discipline and positive behavior in their classes. This is best done when clear procedures and guidelines are established, consistent and followed through at the beginning of the school year. If a teacher

follows through with stated procedures and guidelines and is fair and consistent, then students are well disciplined and behave appropriately.

2. It is also the responsibility of teachers to assist in maintaining positive discipline throughout the school community. Teachers should take all opportunities to correct and guide students both in class and in the school at large. We recognize that sometimes it may be necessary for a teacher to issue a detention to a student, and sometimes to students that are not in their own class. Teachers should issue detentions to assist in bringing about positive behavior in class and in the school as a whole. Detentions are more effective when issued as sparingly as possible. It is important that discipline is dealt with fairly and consistently.
3. If a teacher issues a demerit, the teacher should accurately and completely fill in all items of the Demerit Form. All behaviors on Demerit forms should be verifiable with supporting documents.
4. If a teacher issues a detention, the teacher should accurately and completely fill in all items of the Discipline Referral Form. In the section labeled "Behavior" teachers should use one of the reasons for detention listed in the MCS Handbook and include a brief description for further clarification. All behaviors on Disciplinary Referral forms should be verifiable with supporting documents.
5. The teacher should explain to the student – calmly and clearly – the reason for issuing the detentions and have the student sign the Disciplinary Referral form.
6. The student should bring the white form home to his/her parents/guardians to be signed and returned to school. The teacher should submit the pink copy to the high school office and keep the yellow copy for his/her own records.
7. The teacher must call the parents/guardians of the student before the end of the day to inform the parents of the detention and answer any questions concerning the incident.
8. If a student fails to serve the detention on the specified date, the office will be responsible for calling parents/guardians to inform them that the student failed to serve the detention, and an additional detention will be given. Continued failure to serve the issued detention on the specified date may result in suspension or adverse disciplinary action.
9. It will also be the responsibility of the office to enter the information on the Disciplinary Referral form into the computer. The pink and white copies of the Disciplinary Referral form will be filed in the student's disciplinary file.
10. If a student demonstrates a behavior that warrants Saturday detention, suspension, withdrawal or expulsion a teacher should first take care of the situation at hand (i.e. stop a fight), then escort the students to the office to meet with the School Counselor or President. Inform the administrator of the details of the incident. The teacher must fill in the incident report form and must include important details such as time, date, who was involved, concrete and verifiable observations, quotes of what was said, etc.) To be given to the administrator. Administrators will take appropriate action and make decisions regarding the issuing of afterschool or Saturday detentions, suspensions, withdrawal or expulsion.
11. If a student should receive a suspension, steps 2 through 7 above will be followed with appropriate changes made for suspension.
12. After school detention will be served from 3:00-4:00 p.m. and Saturday detentions are to be served on scheduled Saturdays from 8:00 a.m. till 12:00 noon.

No Harassment, Intimidation or Bullying (HIB)/Cyber Bullying Policy

Mount Carmel School understands that a safe and civil environment is necessary in order for students to learn and achieve high academic standards. Harassment, intimidation or bullying (HIB), like other disruptive or violent behavior, is a conduct that disrupts both a student's ability to learn and a school's ability to educate its student in a safe, non-threatening environment. HIB is defined as any intentional written, verbal, or physical act against another individual as a show of power.

Specific examples of HIB may include but are not limited to:

Sexual: Unwanted behavior that is directed at an individual or group on the basis of sex is clearly an unacceptable behavior: physical assault; touching someone's genitals; repeated defamatory insults; blocking someone's way; and stalking.

Verbal HIB

Words that hurt or humiliate

1. Name-calling 2. Spreading rumors 3. Insults 4. Teasing	5. Threatening 6. Racial comments 7. Derogatory statements 8. Profane statements
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Physical HIB

Action-oriented

1. Hitting 2. Kicking 3. Slapping 4. Punching 5. Exclusion from the peer/social group	6. Gestures 7. Taking property 8. Pinching 9. Pulling Hair
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Acts of HIB and cyber bullying against other students that are conducted via electronic means that occur during school hours, occur on school property, or involve school computers are included as a prohibited act. Cyber bullying is the use of information and communication technologies, such as email, cell phones and pager text messages, instant messaging, personal websites and online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group, that is intended to harm others. HIB and Cyber bullying will not be tolerated at Mount Carmel School and will be subject to appropriate disciplinary action.

Students who have been victims of HIB or cyber bullied or have been witnesses to acts of HIB or cyber bullying should report such occurrences immediately to the school counselor, teachers, or administrators. Disciplinary action will be taken in all cases of HIB, which may include detention, Saturday detention, suspension, or expulsion.

Search and seizure

Mount Carmel School reserves the right to inspect school property at anytime. If there is concern for the safety of students, Mount Carmel School also reserves the right to search students' personal property at school. Lockers and desks are the property of Mount Carmel School, and may be inspected periodically by the President or designee without prior notice. Students may be asked to disclose their personal belongings during such investigations of serious violation of school rules and/or regulations, especially as the administrator(s) deem(s) necessary.

Drug-Free Campus

The campus of Mount Carmel School is a drug-free campus. Any controlled substances such as alcohol, marijuana, methamphetamines (ice), barbiturates, amphetamines, narcotics, mind altering substances, cigarettes and tobacco, any other illegal substances or any substances deemed unfit for our campus by the administration are strictly forbidden. Furthermore, Mount Carmel School will strictly enforce P.L. 16-46 which prohibits smoking in all work and public places. Any violation of this policy will be dealt with on an individual basis; however, an immediate administrative conference will be held and will result in suspension from school at the discretion of the President/designee. In serious or continued violation of drug-free campus may result in extended suspension, professional counseling referral, withdrawal or expulsion.

The administration reserves the right to search the possessions of a student's belongings, including, but not limited to, the student's desk and locker or vehicle located on school property if there is a suspicion of an illegal substance.

Students taking medication prescribed by a physician must inform the office with a written notice from the physician or a parent/guardian. The office staff/nurse cannot dispense medication. Over-the-counter drugs or prescribed medicine can only be taken by the students with a parent's written permission and acknowledged by the secretary.

Disciplinary Action

In response to misbehavior and/or violation of basic school rules at school or at any school function, a student may be issued any one of the following disciplinary actions:

Demerit

A demerit is a mark made against a student's record for misconduct and/or violation of a school rule. While the demerit does not call for any particular action, accumulated demerits will result in further disciplinary action:

Some reasons for a demerit as a disciplinary action include but are not limited to:

- Lack of class materials
- Not turning in homework
- Not listening to teacher's instructions
- Chewing gum on campus
- Minor disruption of class
- Tardy to class (unexcused)
- Minor infraction of school rules

After School Detention

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, after-school detentions are suspended until further notice. Alternative disciplinary procedures will be developed to address the following infractions:

- Continued disruption in class
- Vulgar or obscene language
- Improper Uniform including P.E. uniform
- Excessive Demerits (3 or more)
- Excessive Tardiness (three per quarter)
- Food and/or beverages in classrooms
- Use of vulgar or obscene language
- Spreading gossip
- Shouting and playing around in class
- Sitting at the railings
- Teasing and harassing classmates
- Loitering
- Disrespecting others
- Inappropriate use of electronic devices in school
- Failing to serve or skipping a detention
- Talking or reading inappropriate material in church during mass
- Non-submission of progress report
- Other minor offense

For purposes of the school's Merit System, one detention will equal three demerits.

Saturday Detention

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, Saturday detentions are suspended until further notice. Alternative disciplinary procedures will be developed to address the following infractions:

- Truancy or skipping class
- Smoking or possession of tobacco
- Argumentative language
- Fighting
- Connivance and accessory to a fight
- Severe or continued disruption of class
- Inappropriate displays of affection
- Racial intolerance
- Cheating/Plagiarism (1st Offense)
- Misrepresentation
- Chewing or possessing of betel nut or betel nut paraphernalia (lime or leaf)
- Excessive detentions (three or more per quarter)
- Insubordination
- Leaving class, campus, or school functions without permission
- Disrespecting staff/teachers
- Possession of obscene materials
- Possession of contraceptives
- Possession of gag gifts or other inappropriate paraphernalia

- Failing to serve or skipping two detentions in a row
- Inappropriate use of the Internet or computers
- Tattoos or body piercings

For purposes of the school's Merit System, one Saturday detention will equal nine demerits.

Suspension

A serious breach of any school regulation can result in a suspension. Disciplinary form must be filled in and given to the parents. A letter will be issued to the parents. In response to such a violation warranting suspension and immediate removal from school, the parent/guardian will be contacted by the President by phone as soon as possible. Out-of-school suspensions are at the discretion of the President. In such cases, the student is not allowed on campus during his/her suspension. Suspended students will not attend any classes, social or athletic events, nor receive make-up work for classes missed.

For purposes of the school's Merit System, one suspension will equal twelve demerits.

Administrative Conference

Should a student clearly violate specific behavioral, academic or attendance expectations of the school, or seriously discredit the reputation of Mount Carmel School, the school administration will hold a conference with the student and his/her parents/guardian, to discuss further fair and proper steps that need to be taken. While every effort will be taken to keep the student enrolled at Mount Carmel School, suspension or expulsion remains an option at the discretion of the administration. Expulsion of a student is a grave matter, and the severity of infractions will be dealt with on a case-by-case basis.

Some reasons for an administrative conference and possible expulsion include, but are not limited to:

- Use, abuse, sale or possession of illicit drugs, alcohol, or mind/behavior-altering substances, or look-a-like substances
- Bullying, fighting or intentional physical harm to another person
- Possession of a weapon or look-a-likes, inclusive but not limited to air-rifles, BB guns, pressurized water pistols, knives or sharp objects, clubs, "iron knuckles," et cetera
- Cheating/Plagiarism (2nd Offense)
- Excessive suspensions
- Serious and malicious damage of property belonging to the school or others
- Wanton disrespect for authority
- Violent fighting
- Violation and non-compliance of *behavioral contract*
- Racial intolerance or sexual harassment
- Forgery

Professional Counseling

The administration may reserve the right to require professional counseling for students. Parents/Guardians who do not support the administration may be required to withdraw their students from Mount Carmel School. Each case will be handled individually by the administration.

Withdrawal

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

Expulsion

It is the right of the president to remove from the school environment any student who clearly violates specific behavioral, academic or attendance expectations of Mount Carmel School. Expulsion of a student is a grave matter, and will be used only when absolutely necessary. Students expelled from Mount Carmel School are ineligible for readmission at a later date.

Grievance Procedures

Students, parents, and/or guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of these procedures is to produce, at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

- 1) **Discussion with concerned parties:** Discuss the grievance complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made through the office for a time that will not interfere with the normal school routine.
- 2) **Administrative Meeting:** If the matter cannot be settled informally by the parties concerned, they must request a meeting with the School Administrator. The School Administrator may be a Principal if there is one, otherwise, it will be the President. A hearing will be arranged at which time the aggrieved party will be given an opportunity to present his/her explanation. A parent/guardian may intercede to appeal a disciplinary action. The School Administrator will assess the issues and make a decision.
- 3) **Appeal:** If the Principal made the decision after the administrative meeting that was held, then the Appeal will be made to the President. If the President made the decision after the administrative meeting, then the Appeal will be made to the Chairperson of the Board of Directors of Mount Carmel School. The grievance shall be submitted in writing within ten (10) calendar days to the President if the previous decision had been made by the Principal. If the previous decision was made by the President, then the Chairperson of the Board will assess the decision of the President and render a decision in writing. The decision of the board is final.

Merit System

To reinforce the school's ESLRs, particularly those that deal with Catholic behavior (#2), leadership (#4), and appreciation for diversity (#5), faculty, staff and administrators may issue Merits to students for good behavior. In addition to reinforcing the school's ESLRs, the Merit System will complement the school's Disciplinary Actions by recognizing and rewarding students for good behavior. Students may be awarded merit slips by faculty, staff, and administrators for good behavior such as the following to name a few:

- Exemplary demonstration and manifestation of the school's ESLRs
- Being helpful
- Being respectful and courteous
- Speaking positively about others
- Charity
- Positive Leadership
- Exemplary community service
- Exemplary participation in extra-curricular activities
- Supporting school teams and competitors at games and competitions
- Commendable effort and commitment in the classroom
- Involved/Participating in one's own Parish
- Dramatic improvement in academic and/or behavioral performance

While faculty, staff, and administrators are encouraged to use the Merit System to reinforce and reward positive behavior among students, they should not issue merits frivolously. Issuing too many merits may undermine the value and, and hence, the effectiveness of the Merit System. Faculty, staff, or administrators suspected of abusing the Merit System will be dealt with appropriately. In order to reinforce and encourage positive behavior, students who accumulate merits may earn awards which will be decided by the administration and publish at the beginning of the school year. Receiving demerits or other disciplinary actions will result in a deduction of merits awarded. For example, a student who is awarded 3 merits but is also issued 3 demerits has no merits to earn rewards. A student who uses merits for a dress-down reward loses those merits and may not use them again for other rewards.

The Merit System also affects Senior Privileges.

The administration reserves the right, at its discretion, to amend or suspend this Merit System at anytime during the school year.

OTHER RULES AND REGULATIONS

Dress Code

The attire and grooming of Mount Carmel School students must be modest, neat, clean and becoming of the dignity of a representative of the school. At Mount Carmel School, one's attire expresses one's attitude toward learning; and outwardly signifying the whole person. Proper attire indicates one's self-respect and symbolizes the unity of purpose and philosophy at Mount Carmel School. The school uniform should always be worn with dignity and proper decorum on or off-campus and students must conduct themselves properly. Students must wear the Mount Carmel School uniform in order to promote discipline and to foster pride in being a student of Mount Carmel School. *Students are required to observe the dress code fully and properly while they are wearing the uniform including break, lunchtime, between classes, and directly before and after physical education classes.* Students are required to wear the official school uniform for their gender and grade level. School uniforms can be purchased in the business office.

Only Mount Carmel School jackets are allowed. If such jackets are unavailable for purchase at the Business Office, students need a signed excuse slip from Business Office officials.

Students who are not wearing the proper school uniform will receive a demerit or detention and must have their parents bring the missing items to school immediately. The following disciplinary procedures will be applied for those students who do not comply with the proper school uniform code:

Girls

All girls in all grade levels must wear the navy blue MCS polo shirt. Shirts may be tucked in or left un-tucked, but must be presentable. MCS polo shirts are available for purchase in the Business Office. Girls have the option of wearing khaki pants, shorts, cargo shorts, skirts, or skorts. All khaki wear must be knee-length or below. To ensure modesty and reflect the school's Christian character, khaki pants must be loose and not too tight or revealing. The Business Office does not carry khaki attire, which must be purchased independently by the student's family. Boots, zories, slippers, or open-toed sandals, are not permitted. Hair must be neatly groomed and unusual colors or styles are not permitted. Hats, caps, bandanas, and other accessories are prohibited. The application of styling gels and sprays is not permitted in the classroom. Makeup can only be worn by girls in grades 9-12. If worn, it must be applied lightly and modestly. Makeup must not be applied in class. Jewelry should be simple and appropriate for school. One pair of small earrings, attached only to the earlobe is acceptable. Earrings cannot be larger than a quarter and cannot dangle longer than the length of a standard size paperclip. Large bulky pendants are not acceptable. Students must avoid bringing costly or heirloom jewelry. Mount Carmel School is not responsible for lost or stolen jewelry. Nose rings, tongue rings, and similar types of inappropriate piercing are strictly prohibited.

Boys

All boys in all grade levels must wear the navy blue MCS polo shirt. Shirts may be tucked in or left un-tucked, but must be presentable. MCS polo shirts are available for purchase in the Business Office. Boys have the option of wearing khaki pants, shorts, or cargo shorts. All khaki wear must be knee-length or below. To ensure modesty and reflect the school's Christian character, khaki pants must be loose and not too tight or revealing. The Business Office does not carry khaki attire, which must be purchased independently by the student's family. Boots, sandals, slippers, and zories are not permitted. Earrings, nose rings, tongue rings, and all other types of piercing are strictly prohibited. Hair must be well groomed. Unusual colors, design or styles are not permitted.

Physical Education Dress Code

Official Physical Education (PE) uniforms and proper athletic shoes must be worn during PE classes, but may not be worn in other classes or in homeroom (an exception is made for first through sixth grades on their PE days). PE Uniforms are available for purchase at the business office.

Alternative Dress Code ("Free Dress" or "Dress Down")

In the event that the administration allows students to attend classes in clothes other than the official uniform, the following requirements apply:

- Attire must maintain modesty in length and fit. Tank tops, halter-tops, short shorts, short skirts, and other similar inappropriate clothing are not permitted.
- Footwear must be safe. Zories, slippers, high heeled shoes, sandals, or other unsafe footwear may not be worn.
- Nose rings, tongue rings, and similar types of inappropriate piercing are strictly prohibited. For girls, earrings cannot be larger than a quarter and cannot dangle longer than the length of a standard size paperclip. Large, bulky pendants are not acceptable. Boys are prohibited from wearing earrings.
- Clothes or accessories which endorse alcoholic beverages, illicit drugs, or concepts contrary to the Christian character of the school are prohibited.
- No aspect of a student's clothing may call undue attention or contradict the mission and philosophical values of the school.

Students who abuse the privilege of casual dress days will have the privilege revoked. Final interpretation of these guidelines is the sole discretion of the school administration.

Faculty Dress Code

Faculty and staff are professionals and are thus expected to dress and be groomed as professionals with attention to modesty. All faculty and staff are required to wear the uniform (polo-shirt) provided by the school during working days and or school events. Dresses and skirts should be knee-length or longer, nor should attire infringe on a sense of modesty. Faculty and staff should not wear: jeans, short shorts, mini-skirts, tight or

revealing clothing, t-shirts, flip-flops, ostentatious jewelry, or any other attire or accessories that distract from professional dress. Only PE instructors may wear shorts during class, but not during mass.

Lockers

If a locker is assigned to a student, then he/she is required to purchase a lock for his/her locker during the first week of school. It is the student's responsibility to make sure that his/her locker is secured at all times. Mount Carmel School shall not be held liable for the loss of any articles from lockers. Lockers are the property of the school, and the administration reserves the right to inspect lockers at any time. When a student loses his/her locker key and requires the lock to be cut, a small service charge will be assessed.

Inspections

Mount Carmel School reserves the right to inspect school property at anytime. If there is concern for the safety of students, Mount Carmel School also reserves the right to search students. Lockers and desks are the property of Mount Carmel School, and may be inspected periodically by the President or designee without prior notice. Students may be asked to disclose their personal belongings during such investigations, especially as the administrator(s) deem(s) necessary.

Pregnancy

In keeping with the Church's stance, Mount Carmel School is adamantly pro-life. In this regard, the school does not condone abortion. Should a student at Mount Carmel School become pregnant while enrolled, every effort will be made to preserve human life and protect the dignity of all involved. The administration may ask pregnant students and/or fathers not to attend regular classes. In cases where such students arrange for home-schooling under Mount Carmel School's curriculum, an additional fee may be charged to compensate teachers who have to do additional work. In extreme cases the students involved may be asked to withdraw. However, each case will be handled individually by the administration.

Visitors

Mount Carmel School is a drug free, safe and closed campus. Anyone, including parent(s)/guardian(s), wishing to visit should give prior notice to the school. Visitors must report and sign in the main/business office and obtain visitors pass before proceeding to the classroom or other areas on campus. Visitors are not permitted to go directly to a classroom, or to loiter on campus or in the parking lot without reporting or obtaining a visitor's passed. In the event a visitor wishes to see or meet someone at school, he/she must wait in the office for that person they wish to see.

Cars and Parking

If parents/guardians give their children permission to drive to school, this must be made known to the administration in writing. The school's designated parking for faculty, staff and students is strictly limited to the parking lot north of the Cathedral. Faculty, staff and students should not park next to the Diocesan Curia or the Joeten-Daidai Social Hall.

All parking stalls are available on a first-come, first served basis. Student drivers, however, are expected to register with the Main Office and provide copies of a driver's license, vehicle registration, and proof of vehicular insurance for the respective student.

Any abuse of the car procedures, such as remaining in the car after arrival on campus, going to the car at any point during school hours/day, driving recklessly, or driving off-campus before dismissal, is a violation of school rules and offenders will be given Saturday detention and will no longer have permission to park on school grounds.

Traffic/Parking Supervision Procedures

- Arrive at the pick-up location promptly after the school day ends.
- Keep all students in earshot, sight and in pick-up area. (Students should not be allowed in the building, unless students are in a designated area that is immediately accessible.) No student is allowed to play in areas which the assigned ground supervision teacher cannot see.
- Keep students out of the driveway.
- Keeps traffic flowing. Cars should not block other cars in the driveway.
- Don't allow rough play from the students by the waiting area.
- Students should not wait for their rides in the offices. Students can wait for their rides in designated areas or under the big tree next to the high school building.
- 30 minutes after school ends, students that are not waiting for their rides should be taken to the office.
- Students should not leave campus after being dropped-off by parents in the morning.

Electronic Devices

Music players, cellular phones, and computer tablets are a part of a contemporary student's life. However, the use of these devices in classes, assemblies, meetings, etc., can be an unwarranted distraction. Student use of these devices is confined to non-instructional and non-structured time. No laser pens are allowed in the school. The use of recreational musical devices without earphones is prohibited on school grounds. Electronic devices that are being used for the purpose of cyber bullying will not be tolerated and that any student using electronic device for the purpose of cyber bullying will be dealt with appropriate disciplinary action.

Telephone

Permission to use school phones must be obtained from the school personnel. Students must submit a note from their teacher. The office phone is a business phone and students

will be permitted to use it only in case of an emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency. Arrangements for after school visits with friends should be made at home.

After School Hours

Students not involved in an approved and supervised activity, such as extra-curricular activities or academic enrichment must be picked up within 30 minutes after school dismissal. Aside from such extra-curricular activities and academic enrichment, the school offers extended care for students that remain on campus after class hours. The fee is \$6.00 dollars a day. Should parents, on more than three occasions, fail to pick up their child(ren) within 30 minutes after school dismissal, the school will notify the proper governmental authorities, such as the Division of Youth Services, for appropriate action.

Senior Privileges

In recognition of their seniority, and to encourage mature, exemplary behavior consistent with the school's ESLRs, 12th grade students may be eligible for Senior Privileges. Such privileges will be determined by the school administration when it has determined that the Senior class has earned a positive merit balance as set forth by the school administration at the beginning of the school year.

Seniors should also note that earning Senior Privileges does not exempt them from all applicable policies, rules, and regulations as printed in the *Mount Carmel School Handbook*. Violating these policies, rules, and regulations will result in appropriate disciplinary actions that will in turn deduct total merits from the Senior Class. This may in turn lead to the denial or suspension of Senior Privileges.

The administration reserves the right, at its discretion, to amend or suspend Senior Privileges at anytime during the school year.

POLICIES AND PROCEDURES FOR COVID-19 PREVENTION AND CONTROL

These policies and procedures are intended to guide all members of the Mount Carmel School family in mitigating against the spread of the novel coronavirus (COVID-19) and are applicable during Community Vulnerability Level BLUE as set forth by the CNMI Office of the Governor. These policies and procedures are subject to change and are superseded by any directives and guidelines set forth by the CNMI Office of the Governor, the CNMI Governor's COVID-19 Task Force, and the Commonwealth Healthcare Corporation. To reinforce the safety of all members of the Mount Carmel School family, the following policies and procedures will supersede any other policies or procedures set forth in this handbook, unless otherwise stipulated by the school President.

Behaviors

Stay home when appropriate.

- Employees, students, and authorized guests who are sick or who have recently had close contact with a person with COVID-19 must stay home.
- The school will make reasonable accommodations to help employees and students transition to teleworking or online learning.

Practice proper hand hygiene and respiratory etiquette.

- Employees, students, and authorized guests must routinely wash their hands with soap and water for at least 20 seconds.
- As an additional precaution, employees, students, and authorized guests must routinely disinfect their hands with hand sanitizers that contain at least 60% alcohol.
- Employees, students, and authorized guests must cover coughs and sneezes with a tissue. Afterwards, employees, students, and authorized guests must discard the tissue in the trash and immediately wash with soap and water for at least 20 seconds or disinfect their hands with hand sanitizers that contain at least 60% alcohol.
- The school will provide wash stations with running water and hand soap throughout campus, as well as hand sanitizers that contain at least 60% alcohol in each classroom and office.

Exercise physical distancing.

- Employees, students, and authorized guests must exercise physical distancing of at least six feet apart from each other.
- Students from the same household may congregate while in line for morning arrival screening or for afternoon pick-up. At all other times, they must exercise physical distancing of at least six feet apart from each other.
- All school assemblies, activities, and field trips that involve assemblies or congregations, are suspended until further notice.
- High-contact sports, such as basketball, football, and soccer are suspended until further notice.

Face masks or face shields must be worn.

- Employees, students, and authorized guests must wear face masks or face shields at all times while on campus.

- Employees, students, and authorized guests may partially remove their face masks or face shields only to eat or drink, so long as they are physically distant at least six feet apart from each other. Face masks or face shields must be worn immediately afterwards.

Do not share objects.

- Employees, students, and authorized guests must not share personal items, such as books, school supplies, and electronic devices.
- Employees, students, and authorized guests are to secure personal items within bags or containers that will only be accessed by them.
- The school will provide areas on or in which employees, students, and authorized guests may safely store and secure their personal items, bags, or containers, such as desks, shelves, and counters. These areas will be cleaned and disinfected on a routine basis.

Grounds and Facilities

Cleaning and disinfecting will be conducted routinely.

- The school will clean and disinfect classrooms twice a day, once in the morning before students, teachers, and authorized guests arrive and once after they leave.
- Common areas, like restrooms, the cafeteria, and offices will be cleaned more frequently throughout the day.

Students will remain in one classroom all day.

- To minimize congestion and congregations in the hallways and walkways, once students are on campus, they will remain in one classroom all day.
- Junior high and high school teachers will transition between classrooms for different subjects.
- Students will eat all meals in their classrooms.

Facilities will be adjusted to ensure safety.

- Classrooms are to be designed to ensure six feet physical distance between student and teacher desks.
- Student and teacher desks will be outfitted with plexiglass cubicles as an added safety precaution.
- Front desk office spaces, such as the Main Office and the Business Office, will be redesigned to include larger plexiglass barriers as an added safety precaution.
- Air conditioners on campus will be modified to include ultraviolet lighting devices to further disinfect air that is circulated in classrooms
- Campus areas that could attract assemblies and congregations, such as the playground, the canteen, and the stage area, will be closed off.

Adjusted Learning Environments

Teacher to student ratios will be limited to allow for adequate physical distancing.

- To support adequate physical distancing of at least six feet apart, the maximum number of students allowed in a classroom will be adjusted per grade level and depending on square footage of a classroom.
- Kindergarten classes will be limited to no more than 15 students per classroom.
- 1st through 4th grade classes will be limited to no more than 20 students per classroom.
- 5th through 8th grade classes will be limited to no more than 18 students per classroom.
- 9th through 12th grade classes will be limited to no more than 20 students per classroom.

Class schedules will be adjusted to limit the number of students on campus throughout the week.

- To avoid assemblies and congregations of students, class schedules will be staggered throughout the week and employ a blended learning model of synchronous online sessions, face-to-face classes, and asynchronous learning.
- Kindergarten through 6th grade classes will have face-to-face classes from Monday through Thursday. On Friday, they will participate in online synchronous classes.
- Kindergarten through 6th grade classes will run from 7:30 to 3:00 pm, except on Mondays when dismissal will be at 12:00 to allow for professional development.
- K4 will run in two sessions, an AM session and a PM session.
- Junior high and high school classes will follow a blended learning model that alternates between synchronous sessions, asynchronous learning, and face-to-face classes.
- Monday and Tuesday will follow a block schedule to offer synchronous online learning.
- Wednesdays, Thursdays, and Fridays will each follow a seven period schedule, 7:30 to 3:00, with cohorts of students alternating to attend face-to-face classes on campus.
- When a cohort is not on campus, they will engage in asynchronous learning.

Entrance and Exit Procedures

All individuals that enter campus will be screened for COVID-19 symptoms.

- All individuals that enter campus will be screened by campus security or other school officials for COVID-19 symptoms, including a temperature check and a questionnaire about COVID-19 symptoms.
- Teachers, staff, and administrators that arrive on campus and do not have access to campus security or other school officials will conduct a self-screening and log information for submission to the school administration.
- Any individual that exhibits symptoms of COVID-19 will be directed to exit campus.

Morning drop-off will be controlled to facilitate COVID-19 screening of incoming students.

- For morning drop-off, parents and families will have two drop-off stations, one at the gymnasium and one at the Maturana driveway.
- For each station, students are to remain in their vehicles until allowed to exit by school officials.

- Once a student or family of students exits their vehicle, they will be placed in a physically distanced line through which they will be guided towards screening points to take temperature and assess other symptoms. Once cleared, the student will proceed directly to the classroom.
- Any individual that exhibits symptoms of COVID-19 will be directed to exit campus.
- Please note that only one parent or authorized family member may walk their child to a classroom.
- During morning drop-off, the Business Office and Main Office will be closed to relieve congestion and allow staff to assist with supervision.

Afternoon pick-up will be controlled to ensure physical distancing.

- For afternoon pick up, we will have three pick up stations: at the gym, the Maturana driveway, and the elementary-C Building entrance.
- Parents and families will not be permitted to exit their vehicles. Instead, school personnel will utilize a digital ticketing system to take student names, summon those students, and line them up safely for pick-up.
- During afternoon pick-up, the Business Office and Main Office will be closed to relieve congestion and allow staff to assist with supervision.

Response Procedures

If cleared by screening, individuals that show symptoms during school hours will be directed to a waiting room.

- If any individual on campus shows symptoms of COVID-19, that individual will be escorted to a waiting room from where they will wait to leave campus.
- The school will provide such individuals with guidance and information on what steps to take next after returning home, such as home quarantine, COVID-19 testing, and notifying public health officials.
- Physical distancing will be ensured within that room, hand sanitizers will be available, and the room will be deep cleaned and disinfected after each use.
- The room will be situated to allow for adequate supervision.

If one or more employees or students test positive for COVID-19, the school will respond accordingly.

- If there is one confirmed case on campus, that classroom cohort will be shut down and everyone in that cohort will transition to fully remote learning.
- If more than one case is confirmed on campus, the entire school will be shut down and everyone will transition to fully remote learning.

Communications

The school will raise awareness about behaviors that mitigate the spread of COVID-19.

- The school will post visible signs, fliers, and posters to remind all individuals on campus about key behaviors that mitigate the spread of COVID-19, such as wearing face masks or face shields, practicing proper hand hygiene and respiratory etiquette, and exercising physical distancing.

- The school will post visible markers on walls and on floors to guide all individuals to exercise physical distancing of at least six feet apart from each other.
- The school will utilize its communications platforms, including email, website, and social media outlets, to share important information and updates from public health officials.

The school will communicate policies and procedures to all of its stakeholders.

- The school will utilize its communications platforms, including email, website, and social media outlets, to share these policies and procedures.
- The school will utilize its communications platforms, including email, website, and social media outlets, to share guidelines, policies, and procedures from all appropriate government and public health officials.

The school will communicate response strategies to all of its stakeholders.

- In the event that one or more cases of COVID-19 is confirmed among employees or students, the school will utilize its communications platforms, including email, website, and social media outlets, to share that information with all school stakeholders, while respecting the privacy of the affected individuals and complying with all applicable regulations, laws, and statutes.
- In the event that one or more cases of COVID-19 is confirmed among employees or students, the school will notify all relevant government and public health officials.

Employees

If medically eligible, Mount Carmel School employees are required to have completed their COVID-19 vaccination and provide proof of their vaccination card or record to the Main Office.

EMERGENCY SITUATIONS

Communications Protocol

In the event of a school-wide or island-wide emergency, the school will make every effort to expeditiously communicate vital information and response procedures to parents and the community through the school's various media outlets, including social media, radio stations, local media, email, the school's website, phonetrees, and public address systems. To enable this communication, and to avoid overwhelming the school's communications infrastructure, parents are strongly encouraged to pay attention to the school's various communications platforms instead of calling the school. Calling the school will pull human resources and communication resources away from communication efforts, which, in turn, may jeopardize the safety of students and the school community.

General Emergency Procedures

1. All teachers need to know emergency and evacuation procedures. These procedures are reviewed during orientations, but any questions or unclear points need to be address with the administration.

2. Each classroom must have an evacuation plan posted on the wall. If there is no plan posted, the teacher should secure one from the administration. If one is not immediately available, then the teacher should make a temporary one to be posted immediately.
3. Teachers should review their evacuation plan and any emergency procedures with their students. Teachers should remind students that emergency procedures are in the student and parent handbook. It is recommended that teachers practice these procedures with their students.
4. In the event of a fire drill or other situation that requires evacuation of the building, teachers should immediately take charge and lead the students quickly, but orderly out of the building.
5. Joking around by students should be immediately stopped, and student should receive disciplinary action.
6. Teachers should be sure that their classroom doors are closed, but unlock when they leave the building. This is to allow emergency personnel and the School Administrator(s) access into the classroom.
7. No plan is ever completely comprehensive, thus it is important that the teachers are thinking during an emergency situation. You may need to alter an emergency plan if the situation calls for it. For instance, a teacher should never bring students through fire or smoke!
8. Teachers must have their attendance book with them when they leave the building. Homeroom teachers must have their homeroom attendance with them, which means that they must have it with them during the entire school day. If a homeroom teacher should ever leave campus during a school day for any reason, then he/she needs to leave his/her attendance book with the Secretary.
9. Once assembled in the designated place, homeroom teachers should line their students up in two lines: one for males, one for females. Home teachers need to keep their students orderly and quiet. Students will be excited and full of energy, but it is imperative that teachers instill in students that drills and emergencies are serious and students need to reflect these in their actions. Disciplinary actions should be assigned if warranted.
10. Homeroom teachers should immediately take roll call. They need to know: how many students are present in their homeroom, how many absent. When asked, do not say, "all here." Give the number of students present and absent as asked for by a school administrator or designee. If students are missing, teachers should figure out this information as quickly as possible, so they can answer correctly when asked. Teachers must be able to figure out the names of students missing; do not assume that a student is missing because you saw him/her in the classroom earlier that day.
11. In an unexpected emergency situation, teachers need to think quickly, and keep foremost in their minds the safety of their students. They should also inform the office and call for help immediately. For instance, if a student should have a weapon in the building, the teacher should lock the classroom doors and move the students to a safe place in the room. Possibly the closet or in an area where students and teacher are not visible. The teacher should then use the phone to call the office, or, if necessary, scream for help. For security and safety reasons, only the teachers and staff know the intruder code for our school.

Fire Alarm and/or Bomb Threat

1. A fire or fire drill is an extremely serious matter. It could be a matter of life or death. Smoke is responsible for more deaths than actual fires. Students who do not follow directions will be referred to the administration for proper action.
2. All teachers and students are expected to know the fire exit route from any classroom or area where they are. Fire exit routes or alternatives should be familiarized during the first week of each semester. Directions indicating the route to be used are posted in each classroom.
3. Silence must be observed from the time that the fire alarm rings until all students are at their standby stations in order to hear directions.
4. At the sound of the fire alarm, all should at once begin to file out led by the teacher to indicate the route.
5. The student closest to the door is to see that it is propped open or held while students exit the room. The last student out of the room should close the door.
6. The pace for the fire drill is a fast walk. Leaders need to set the pace.
7. Keeping streets and driveways clear for emergency vehicles is necessary. Each teacher should take a roll book or seating chart and report any missing student or additional students who may have joined from a hall or lavatory pass.

Typhoon

If the Governor declares “Condition 2” for a typhoon/tropical storm, all classes will be canceled. If “Condition 2” is announced while school is in session, the following procedures shall be observed:

1. Students shall be dismissed as soon as their transportation arrives.
2. Students should help the teacher move everything away from the windows and into the middle of the room.
3. Books and other instructional materials must be secured in the classrooms or be put into the lockers neatly.
4. Students will return to school when the President of the school announces it.
5. For information, listen to the radio for instructions or call the school’s information line at 235-1251.

Earthquake

1. During an earthquake, students observe silence and listen to the teacher for directions.
2. Students may be told to get under their desks and cover their heads.
3. When the earthquake stops, teachers should immediately have the students walk away from the building to an open area such as: the area where the students assembled during a fire drill.
4. In the event the teacher is injured, the designated class leader will take charge until a faculty or staff takes charge.
5. Teachers must account their students based on their students’ roster and submit it to the school administrator/designee.

6. The teacher/class leader will take the class to the field and make sure the class is not standing under trees, near buildings, swings telephone posts, or any other dangerous objects.

Tsunami

Tsunamis are a series of traveling waves of extremely long wavelength and time period. They are generated when an entire column of water is suddenly moved vertically such as by the occurrence of a great earthquake. Tsunamis move from the deep ocean to shallow water, they slow down and can grow in height, making them dangerous when they hit the coast.

Local Tsunamis

- Tsunamis that impact coasts within about one hour.
- Waves will arrive within minutes
- In earthquake generated tsunami, likely occurrences prior to wave arrival onto land:
- Strong ground shaking serves as a natural warning
- Rapid sea level changes or unusual sea level changes such as receding wave, and a loud roar like a train or airplane.
- Immediate self evacuation to high ground and inland should begin after natural warning. Follow evacuation route signs to assembly area(s).
- Land level changes (rupture, subsidence, uplift)

Regional Tsunamis:

- Tsunamis that impact coasts within one to three hours.

Distant or Teletsunamis

- Tsunamis that impact coasts more than 1000 km (450 miles) from the tsunami source. They can take hours to one day to arrive
- Community should rely on Tsunami Warning centers to provide information on the tsunami threat and the local officials will decide whether to evacuate or issue an “all clear” after an evacuation.

What does a Tsunami look like?

- Rapidly rising/falling sea level
- Wall of water (Not breaking surf wave)
- Receding water (seafloor exposed)
- Fast flowing, debris-laden river

Note: The tsunami information noted above is derived from the “Tsunami Awareness”, Participants Guide, Version 1.2 CR written by the National Disaster Preparedness Training Center, University of Hawaii 2010.

The purpose of developing a tsunami procedure is to ensure that the school is better prepared before a tsunami strikes. To be better prepared, listed below are information that classroom teacher should know as part of a tsunami preparation.

- Understand about the tsunami history and flooding elevation of our area.
- Learn the location of the nearest shelter/safe area.
- Learn the safe route to shelter.
- Have on hand emergency supplies for at least three days.
- Keep emergency supplies in backpack near the door.
- Know how and where to turn off the utility mains.
- Get basic first aid instruction
- Discuss about tsunamis and evacuation plans.

Tsunami Watch

If a **Tsunami Watch** is issued for Saipan and or the Commonwealth of the Northern Mariana Islands, this means the following:

1. This means that a dangerous tsunami has not been verified. If one exists, it may only be an hour away.
2. Listen to the radio, Coast Guard emergency frequencies, NOAA weather radio, or other reliable source and the school will make an announcement to this effect.
3. Since Mount Carmel School is situated in a low lying area, teacher needs to check any emergency supply kit available, special medication of students if any, extra clothes if any, water, and any other necessary items.
4. Inform family members of your students what the school's evacuation plans are.
5. For special evacuation need, (special needs students, small students such as grades 1 through 3) consider early evacuation.
6. Secure loose objects around your classroom if time permits.
7. For more information, please see Tsunami evacuation routes.

Tsunami Warning

If a **Tsunami Warning** is issued for Saipan and or the Commonwealth of the Northern Mariana Islands, this means the following:

1. A dangerous tsunami may have been generated and could be very close. Estimated times of wave arrival are given for selected coastal places. (Please listen to the radio, television, NOAA radio and other reliable source.)
2. If you feel a very strong earthquake, evacuate immediately to higher ground.
3. DO NOT WAIT FOR A FORMAL WARNING.
4. If a tsunami is verified, the warning is extended to all Pacific coastlines.
5. MONITOR THE RADIO AND OTHER RELIABLE SOURCE.
6. Follow instructions issued by local authorities/officials.
7. LEAVE IMMEDIATELY IF ORDERED TO DO SO.
8. Ensure that you get the emergency kit.

9. IF TIME PERMITS, TURN OFF ALL POWER MAINS. Do not use the telephone except in a genuine emergency.
10. ONCE IN A SAFE AREA, DO NOT RETURN TO THE HAZARD ZONE UNTIL A COMPETENT LOCAL OFFICIAL HAS ISSUED AN “ALL CLEAR”.
11. Please see Tsunami evacuation routes.

Tsunami Drill Procedure

In the event there is a tsunami warning it is imperative that the school take immediate action to ensure the safety of all students, teachers, staff and everyone on the school campus. Tsunami drill will effectuate at least twice a year to prepare everyone and practice the evacuation to safe ground as designated with minimum amount of time within 30-45 minutes. The administration is responsible to designate the evacuation route and area for safety. Each teacher is responsible and must ensure that the tsunami procedure is explained to the students and have a practice drill with focus on proceeding in an orderly manner. The following steps must be followed for the drill:

1. A tsunami warning is six (6) long rings of the school bell.
2. Teachers must take class roster with them when evacuating.
3. Students must immediately line up in an orderly manner.
4. Proceed to the evacuation route and safety ground.
5. The teacher is the last person to leave and must turn off all lights.
6. The teacher must make sure that everyone is out of classroom and close the doors unlock.
7. Teacher must take attendance and account for every students as soon as the designated area is reached. If any student is missing the teacher must immediately report to president or designee.
8. The all clear signal will be upon the directive of the president or designee.

Crisis Response Team (CRT)

In the event of an unanticipated crisis or traumatic incident, the President or designee will activate the school’s Crisis Response Team (CRT). The CRT is tasked with responding to the crisis or traumatic event in order to ensure the safety and welfare of students, faculty, staff, administrators, parents, families, and broader members of the school family. The CRT shall respond in the following manner:

1. **Meet the immediate needs of those affected.** This may include removing threats, enlisting the support of law enforcement or other local and federal authorities, facilitating the provision of medical treatment, and/or providing counseling to affected parties.
2. **Provide timely and accurate communication and information to school stakeholders.** This will be done via traditional media, social media, and news media and will maintain the privacy and dignity of all involved. In all communications, the President or designee shall serve as the primary spokesperson for the school.
3. **Evaluate the situation in order to determine next courses of action.** This may include collaborating with local authorities, conducting risk assessments, and

investigating any possible violations of applicable school policies and local and federal regulations and statutes.

The CRT will include the President or designee, the Principal, the Vice Principal, and the Counselors, and may include, as needed, the Bishop, the Board Chair, the Faculty Representative, the Student Council President, the Parent Teacher Organization President.

Accident Procedures

Accident Procedures for Students

1. Address and take care of the immediate situation, keeping safety, health, and welfare of the students as your primary concern.
2. Utilize the registered nurse by training for urgent emergency situations that require someone with training.
3. Inform the secretary of any accident/incident, minor or major for documentation of events.
4. The secretary will inform the President or designee.
5. The secretary/administrator will find a substitute teacher with Prep period to take the place of the teacher whose student needs immediate care and attention.
6. The attending administrator will contact the parents/guardians and inform them of the situation. If emergency services are required, and the situation allows for it, parent permission must be secured before calling EMS. If the situation is of a more urgent nature, the administrator will contact the EMS immediately.
7. If the student is sent to the hospital, an administrator will accompany the student with his/her parents/guardians.
8. An incident report should be filled out by all school personnel involved and submitted to the President/designee immediately.
9. Affected Homeroom Teachers/Teachers whom the student was under the care of must call the parents to follow up to ensure the health and safety of the students.
10. If a student is absent the next day, the secretary must follow up to find out why the student is not at school.

Accident Procedures for Faculty and Staff

1. Address and take care of the immediate situation, keeping safety, health, and welfare of the faculty, staff member as your primary concern.
2. Utilize the registered nurse by training for urgent emergency situations that require someone with training.
3. Inform the secretary of any accident/incident, minor or major for documentation of events.
4. The secretary will inform the President/designee.
5. A Teacher with Prep will monitor the students and take the place of the teacher who got into an accident.
6. If emergency services are required, the administrator will contact EMS immediately and call the spouse or family member to inform them.

7. If the faculty/staff is sent to the hospital, the President/designee will accompany the faculty/staff member.
8. An accident report should be filled out by all school personnel involved and submitted to the president or designee immediately so that the school is in compliance with Workmen's Compensation regulations.
9. An administrator must call the faculty/staff member to follow up to ensure their health and safety.

STUDENT SERVICES

Cafeteria and Canteen

For the 2021-2022 school year, consistent with the school's COVID-19 mitigation efforts, access to the cafeteria will be strictly limited and controlled for safety. Only grades 7th-12th will be allowed to eat breakfast and lunch at the cafeteria. K4-6th grade will continue to eat in the classroom.

Academic Enrichment

Academic Enrichment courses are offered after regular class hours as an additional resource to address various needs of students. These courses are not mandatory and are aimed towards students facing challenges in their academic work, students who desire additional assistance in homework, or students seeking advanced enrichment.

Academic Enrichment Program Hours are offered from Monday to Friday except on Wednesday from 3:00 p. m. to 4:30 p. m. Academic Enrichment course offerings and schedules will be announced and administered at appropriate times throughout the school year. Refer to Fees and Tuition for Academic Enrichment fees.

Academic Advising

Mount Carmel School provides academic advising in order to assist students and their parents in students' educational plans while at Mount Carmel School. This includes scheduling, or assisting students in scheduling students' classes, administering standardized testing programs, overseeing academic probation, keeping academic records, and assisting students and their parents in special academic needs. Academic advising can be sought from the Academic Adviser.

The Academic Adviser, in collaboration with the senior advisors, is responsible for disseminating information for college, career, and vocational information. Students and parents may access college handbooks, catalogues, videos, resume assistance, financial aid and scholarship information, SAT/ACT guides and applications, NMC programs, summer programs for off-island study, and job opportunities.

Counseling

Mount Carmel School offers the services of a professional Counselor who works with students individually as well as with classes collectively to ensure the social, emotional well-being of students. The Counselor works with faculty, staff, and administrators to design school-wide programs that help students. The Counselor also works with relevant external agencies, such as the Community Guidance Center and the CNMI Public School System, to offer additional services as needed and available. Parents are encouraged to meet with the Counselor to discuss any concerns they have about their child's social and emotional well-being.

Internet Service and Electronic Devices

Mount Carmel School has the ability to enhance students' educational endeavors through the use of electronic devices, such as computers and tablets. With this educational opportunity also comes responsibility. It is important that parents and their children read and discuss together the **Rules and Code of Ethics for Technology for Mount Carmel School**. The school employs site-monitoring software to filter the Internet, but *it is the student's responsibility* not to seek out unauthorized sites. *Internet sites which are deemed pornographic, harmful to minors or which advocate violence, prejudice, bigotry, or discrimination is considered unauthorized.*

Rules for computer use include the following:

- No food and drinks are allowed at or near any device or workstation. Students should wash and dry their hands after eating and before using the computers.
- Students must have a teacher's permission before using any computer for any reason and must be under supervision.
- No program should be loaded onto any hard drive or downloaded from the internet, unless authorized in writing by the System Administrator or other administrator.
- Playing of games on the computer is not permitted, unless expressly authorized by the teacher.
- Any internet sites, games, programs, or other computer applications that deal with war, battle, killing, violence, or with sexual connotations or overtones are categorically unauthorized. Exceptions may be made for research purposes, under the guidance and supervision of a teacher. A form must be filled and submitted to the Director of Institutional Development in the business office for approval.
- Cyber bullying, electronic mail, direct or indirect electronic communications be monitored by the teachers.
- No students, faculty and staff disseminate personal information regarding minor students.
- Social networking sites, chat rooms, unauthorized access, including so-called "hacking", and other unlawful activities by student minors' online are unauthorized.
- Students are prohibited from changing the system configurations.
- Fees will be assessed for printing or photocopying and must be paid for prior to printing. Payment for printing will only be accepted with a photocopy card, which can be purchased at the business office.

More specific rules and guidelines will be posted near each device. Violation of any rules will result in appropriate disciplinary action.

EVENTS, EXTRACURRICULAR ACTIVITIES & MISCELLANEOUS

Please note that due to the COVID-19 pandemic, all major events and extra-curricular activities are suspended until further notice. Events and activities will only be reinstated after safety procedures and mitigation measures have been developed for each respective event or activity. What follows is to apprise students and their families of events and activities that may eventually become available.

Mount Carmel School encourages students to be involved in extracurricular activities where time, abilities and interests allow. However, while Mount Carmel School believes in developing the whole person, a higher priority must be placed on academics over extra-curricular activities. Any school activity that requires student participation outside of normal academic classes or outside the normal school day will require a student to be eligible.

Eligibility for Extracurricular Activities

Eligibility for extracurricular activities is as follows:

- Students must maintain quarterly GPA of 2.33 or higher.
- Students with a quarterly GPA below 2.33 or on Academic Probation may be eligible for selected extra-curricular activities with a waiver. Waiver forms may be obtained from the president or designee.
- Students with failing grade of “F” are not eligible for participation.
- Students on Behavioral Contracts are not eligible for participation.

The School Counselor will publish each quarter and mid-quarter an eligibility list. It is the responsibility of each coach and club advisor to enforce the eligibility procedures for their extra-curricular activity. Any school activity that requires student participation outside of normal academic classes or outside the normal school day will require a student to be eligible. Ineligible students who wish to participate may seek a waiver from the administration. Moreover, students that will participate in Public School System (PSS) sponsored activities must comply with PSS eligibility guidelines.

An eligibility list will be made available to all coaches, advisors and administrators at the end of each quarter. The 4th quarter GPA of the previous year will be used to determine eligibility for 1st quarter.

School Masses

All students, faculty and staff are expected to attend all masses sponsored by the school. Students are expected to wear full uniform while faculty and staff are expected to dress and act appropriately for these events. The school understands that all faculty members may not be Catholic and as such we do not require participation in masses, but as a member of the school, attendance is required. Faculty, staff and students are asked to show respect during masses and faculty are expected to supervise their students.

Guidelines for the Reception of Communion (1996, United States Catholic Conference)

For Catholics: As Catholics, we fully participate in the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession (Code of Canon Law, canon 916)

For our Fellow Christians: We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in the Eucharist will draw us closer to one another and begin to dispel the sad divisions, which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer on us "that they may all be one" (John 17:21). Because Catholics believe that the celebration of the Eucharist is a sign of reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion.

For non-Christians: We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

Retreats

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, all student retreats are suspended until further notice. Should retreats be reinstated, rules, regulations, and procedures will be promulgated for retreats.

Academic Challenge Bee/Bowl Team

The Academic Challenge Bee is a grade school academic competition and the Academic Challenge Bowl is a junior high school academic competition sponsored by the National Honor Society of a Public High School to provide a prestigious arena in which the CNMI's academically talented elementary and junior high school students are recognized.

Art Contests

Sponsored by various government agencies and local businesses throughout the school year, art contests encourage students to express their visual creativity, and conduct research on topics of current relevance.

Athletics

Mount Carmel School participates in various interscholastic sports, such as basketball, softball, volleyball, soccer and canoe paddling, all depending on the availability of such programs in the community and the availability of coaches for the school. The junior high and high school participates in the Coalition of Private Schools Sports Association (COPSSA) and the high school also participates in the Marianas Interscholastic Sports Organization (MISO) intramural program, and the Commonwealth Interscholastic Federation (CIF). Student athletes are required to submit a physical examination report before participating in practices and games. Student athletes must also participate in all scheduled practices before playing in their games.

Parent consent forms and waivers of liability must be completed before students can participate in their practices and games.

Essay and Oratorical Contests

Mount Carmel School students participate in various competitions that hone the skills of articulation, expression, grammar, and syntax. Under the guidance of the language arts department, students have the opportunity to compete in national, local, and school contests.

Junior Statesmen of America

In line with the school's 3rd and 4th ESLRs, the school's chapter of the Junior Statesmen of America (JSA) program involves students in an active study of democracy and government. Students study, discuss, and debate current issues in a manner fitting with the goals and procedures of the JSA program. Some eligible students in JSA also work to prepare for the JSA Summer Program, in which students further study democracy and government in challenging courses at some of the nation's top private universities.

Math Programs

Extra-curricular math programs actively promote interest and excellence in mathematics through teamwork and camaraderie of students. The Math Scholastic Program and Math Court are for grade school to high school students with a serious interest in math and its applications.

Mock Trial

The Mock Trial team provides junior high and high school students with the opportunity to compete against teams from other schools in simulated court trials. The team meets throughout the school year to prepare for several Mock Trial competitions. Preparation involves the study and practice of legal research methods, critical analysis of legal cases and issues, and courtroom etiquette, presentation, and debate. With the help of a faculty coach, the Mock Trial team works in conjunction with local attorneys who offer *pro bono* work as team coaches.

National Speech & Debate Association (NSDA) and National Junior Speech & Debate Association (NJSDA)

The National Speech & Debate Association and the National Junior Speech & Debate Association are the country's largest competitive leagues, involving over 8 million high school and junior high students nationwide. The leagues host regular meets where students from different schools in the Commonwealth compete in a wide array of speech and drama events, including Lincoln-Douglass Debate, Extemporaneous and Impromptu Speaking, and Oral Interpretations. Mount Carmel School has participated in the Commonwealth's District's meets since the district's inception in the fall of 1998.

Primary Grade Forensics Competition (PGFC)

The PGFC is a state competition whereby students from different schools in the Commonwealth compete in a wide array of speech and drama events, Extemporaneous and Impromptu Speaking and Oral Interpretations. Students in the primary grades are encouraged to participate in these competitions.

National Honor Societies

National Honor Society (NHS) for high school, National Junior Honor Society (NJHS) for junior high, and National Elementary Honor Society (NEHS) are nation-wide societies that recognize students who exemplify the following characteristics: character, service, leadership, scholarship for NHS and character, service, leadership, scholarship and citizenship for NJHS. Students are inducted into the NHS, NJHS and NEHS once a year. Mount Carmel School students must have a cumulative GPA of 3.75 or higher, must read at or above grade level, must not have more than 10 unexcused absences or 10 unexcused tardies, fill out a questionnaire, and then be selected by a panel of faculty members. Once in NHS, or NJHS, or NEHS a student retains membership throughout junior high or high school or elementary school; however, members must maintain the standards of NHS, NJHS, and NEHS or face a disciplinary panel. Being a member of NHS or NJHS or NEHS is a prestigious honor for both the student and Mount Carmel School.

Red Cross Club

In line with the school's 2nd and 4th ESLRs, students in the Red Cross Club work with the local chapter of the National Red Cross to further the humanitarian mission of the chapter. Club members participate in Red Cross service projects that impact their community and the world.

Science Fair

The Science Fair is an annual event, which exhibits exceptional student work in the area of science. Students are encouraged to develop practical skills in keen observation, the scientific method, and critical thinking skills. Through science projects and experimentation students enhance their understanding of scientific advancement and its impact on daily life. The Science Fair helps acquaint students with a hands-on approach to scientific methodology.

Spelling Bee

Mount Carmel School engages students in grade levels 4th to 8th. The top three winners will be given an award.

Student Council

The Student Council (STUCO) is responsible for organizing activities, which build school pride, spirit, and unity. STUCO, acting as the voice of the student body, provides a channel through which ideas from students in all grades can be expressed and shared. STUCO strives to provide opportunities to build community, strengthen our relationships at home, school, and within the Church, and work with one another as believers committed to intertwining faith, service, and education. Most importantly, STUCO strives to lead by honoring the school's mission statement to educate and guide the whole student body to see with Christ's eyes. More information about STUCO can be found in the Student Council Constitution on the School Website.

Theatre Club

The Theatre Club generally holds one full-length theatrical production per semester. Each production engages students in the full range of theater arts, from the production stage to performance night. Students have the opportunity to learn and practice stage design and construction, costume design, sound and lights, props, publicity, directing, and acting.

New Extra-Curricular Activities and Clubs

Students, faculty, and staff are encouraged to explore and develop new extra-curricular activities and clubs currently not available at Mount Carmel School. Students wishing to do

so should work with a faculty adviser and consult with the school administration for guidance and approval of such activity and/or club.

STUDENT FUNDS POLICIES AND PROCEDURES

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, all fundraisers are suspended. Should fundraisers be reinstated, rules, regulations, and procedures will be promulgated for such fundraisers, which will be adapted from the following:

1. Money raised by students, parents, faculty and staff, AlumKnights, or others wishing to assist in any fundraising activities remains the property of MCS, and is administered by the business office and controlled by the Director for Institutional Development and school President. Accounts for each class/club/organization (e.g. drama club, freshmen class, PTO, mock trial, etc.) are categorized under the "Student Funds" account.
2. All fundraising activities must be approved by both the Director of Institutional Development and the school President.
3. A fundraising approval request letter is to be submitted to the Director of Institutional Development and school President for review and approval. After clearance from the Director of Institutional Development and school President, all fundraising activities must be verified and recorded by the Business Manager/accountant.
4. Extra-curricular, co-curricular, athletic teams/clubs and organizations at Mount Carmel School are expected to demonstrate good-faith efforts to raise funds throughout the year for their respective needs and projects.
5. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are prohibited from soliciting and/or utilizing Education Tax Credit (ETC) funds as part of their fundraising activities.
6. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are prohibited from requesting, lobbying, and/or orchestrating government appropriations as part of their fundraising activities.
7. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are discouraged from soliciting businesses, non-profits, and government entities for funds or in-kind contributions as part of their fundraising activities. Any such solicitation efforts must be first approved by the Director of Institutional Development and the school President.
8. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School may apply for grants from non-profit organizations and/or government entities. All such grant applications must be reviewed and approved by the Director of Institutional Development and the school President.

9. After each fundraising activity, all monies must be deposited in the business office on the next school/business day after the event using the MCS Student Activity Fund Deposit Slip. This deposit slip must be signed by the class/club/organization's treasurer, president, advisor, and MCS business office personnel. The business office is responsible for depositing and tracking all funds raised. A financial report will be provided to the class/club/organization upon request.
10. MCS will issue all checks from the student funds account. No funds will be withdrawn from the student fund account without proper documentation (e.g. approved fund withdrawal form and price quotations). Withdrawals from a class/club/organization must be requested by said student representative, and approved by the homeroom/club/organization advisor and the school president. The business office is responsible for tracking all withdrawals from the student funds account. Receipts, invoices, and/or excess funds from each withdrawal must be submitted to the business office within 3 – 5 school/business days after the event. Subsequent fund withdrawal requests will not be approved unless receipts/invoices and/or excess monies from the previous withdrawal have been submitted and accounted for.
11. For withdrawal requests of \$99 and less, MCS may issue checks from the student funds account directly to the homeroom/club/organization's advisor. For withdrawal requests of \$100 and more, MCS will issue checks from the student funds account directly to the vendor/supplier/business. This practice will help MCS maintain its relationship with the business community.
12. No payment should be made directly from a donor to an outside agency or business. If a student or student representative circumvents this policy, the school will no longer be able to track funds deposited for that class/club/organization. Consequently, MCS will not participate in any payments to outside agencies/businesses for said class/club/organization.

By enforcing the above policies and procedures, MCS will be able to minimize any losses at the same time protect the integrity of all who contribute their time, effort and resources to help MCS raise the needed funds to ensure the delivery of high quality services to its students and families.

REGULATIONS AND PROCEDURES OF FACULTY

Classroom Teacher Responsibilities

1. Be present at school during school days from 7:00 a.m. until 4:00 p.m. In the event the teacher is not able to be at school before class time or will be absent due to an urgent matter, he/she must call in by 7:00 a.m. and inform the school principal. If a teacher needs to leave school before 4:00 p.m., the principal should be notified.
2. Formulate daily/weekly standard based lesson plan for the instructional and learning activities for all students.
3. Maximize and use instructional time wisely providing effective learning experiences for all students.
4. Provide creative and effective delivery of instructional and learning experience to for acquisition of knowledge and improvement of students' performances.
5. Ensure that the Christian values and teachings are incorporated in the curriculum in line with the school mission.
6. Facilitate prayer at the beginning of each class.
7. Keep accurate attendance (both absences and tardiness) in record book and follow up on students with attendance problems.
8. Establish positive learning experiences and working relationship with students, colleagues, administrators, parents and school community.
9. Create and maintain an atmosphere conducive to learning, ensure safety, inform students of all procedures, grading and other policies. Provide consistency and firm behavioral discipline and ensure that code of discipline for students is following through.
10. Issue textbooks and other supplementary materials to students, record book numbers and book condition, submit all book and material rosters to the business office, and collect the same materials and record condition at the end of the course.
11. Maintain cleanliness and orderliness in the classroom throughout the school day. At the end of the day all classrooms should be swept, dusted, chalkboards cleaned, trash emptied, desks put in order, etc.
12. Be available to students before and after school to provide necessary assistance as needed.
13. Keep an updated Curriculum Binder, which includes: current syllabus (which must include the grading policy for that course); course outline, unit objectives, divided by quarter; lesson plans; activities and resources; exams and other important assessment tools; and samples of student work of all ability levels.
14. Have a Substitute Folder on file in the office, which includes: an attendance listing and seating chart, classroom procedures, daily schedules, lesson plans, and materials for the day, and anything else that would be helpful for the substitute teacher.
15. Provide proper supervision of his/her students during school hours and be available and present for supervision duties as may be assigned. For instance, teachers will be assigned to before school, break, lunchtime, and after school supervision duties on a periodic basis. Also, during Mass, prayer service, carnival and other school activities, teachers who are not homeroom teachers will be expected to assist with general supervision of students.

16. Follow all Mount Carmel School procedures set out in this handbook, the Employee Personnel Manual and the employment contract provisions (such as discipline policies, sick and personal leave procedures, et cetera).
17. Sign out in the office if leaving campus during the school day, and sign in again when returning (this is especially important in emergency situations such as a fire drill).
18. Monitor student progress and provide mid-quarterly progress report and quarterly report card of students for the parents/guardians.
19. Conduct periodic and regular assessment on students learning through observations of learning activities, quizzes, assignments, tests, exams and projects. Compute grades according to Mount Carmel School and individual teacher's written policy (in syllabus). Grades must be fair and verifiable. Teachers must send home progress reports for all students at mid-quarter. For all classes teachers must enter quarter grades and behavior marks in the computer and submit a hard copy to the principal.
20. Keep school community informed about class activities that affect other classes, homeroom, or the school community.
21. Participate and assist in the coordination of two or more extra-curricular activities (see *MCS Handbook* for a list and description of extra-curricular activities) and participate in school functions and activities.
22. Use preparation time (prep) wisely for instructional and/or school activities preparation, and substitute in the event a teacher is absent or as needed.
23. Check mailbox and school email daily for any memos or other correspondence. Teachers are responsible for all material contained in administration memos.
24. Attend PTO meetings and be available during report card distribution and teacher-parent conferences. If a teacher cannot be at the PTO meeting or the report card distribution, the teacher must use personal leave time and must have this leave approved by the school principal in advance.
25. Ensure the safety in the classroom and should be sure that all doors to their classroom are unlocked when classes are in session. This is a fire code requirement. The classroom must secure and lock prior to leaving the school.
26. Perform other related duties as assigned.
27. Teachers are not allowed to post photos or videos of their students on personal social media platforms unless given written or verbal permission of the child's parent/guardian. However, photos or videos teachers would like to share can be provided to the Director of Institutional Development for publication.
28. If medically eligible, Mount Carmel School employees are required to have completed their COVID-19 vaccination and provide proof of their vaccination card or record.

Homeroom Teacher Responsibilities

1. Open their classroom no later than 7:25 a.m. on all school days.
2. Assign lockers, record locker numbers and locker condition, submit a locker roster to the office, and periodically inspect condition of lockers throughout the school year and at the end of the year. This applies to grades 7-12.
3. Keep and record accurate homeroom attendance (see Attendance Procedures), and submit an attendance report to the office by the end of homeroom period.

4. Facilitate prayer each homeroom period.
5. Distribute forms, surveys, newsletters, and other papers and information from the office.
6. Read the Knights Herald to the students each day, and keep students apprised of important information and daily events. (We should revive this practice. We think this is an effective way to communicate with teachers on a daily basis. This is one way to reduce paper distribution especially when it comes to school events.)
7. Moderate activities that are the homeroom's responsibility (such as fundraisers, prayer services, Masses, carnivals, pep rallies, class retreats, et cetera). Some specific homeroom responsibilities are:

Freshmen Annual Project: Faculty and Staff Appreciation

The freshmen class is responsible for planning and implementing a faculty and staff appreciation event. The class with the guidance and supervision of the class advisor will plan such event and inform the School Principal and President of the date of such event and type of event by the end of second quarter. This planning includes but not limited to planning the activities and paying for the event after approval of appropriate school officials.

Sophomore Annual Project: Catholic Schools Week

The sophomore class is responsible for assisting the Catholic Schools Week Steering Committee in planning for the annual event. This includes but is not limited to fundraising to support the different events during this week which include activities honoring the community, teachers, nation, students, parents, the teacher and support staff of the year program, the field day events, etc. The Steering Committee will come up with a budget approved by the school principal and be concurred by the President.

Junior Annual Project: Junior-Senior Prom

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be modified from the following:

The junior class is responsible for raising funds, planning and hosting the Junior-Senior Prom. Although the Prom is usually held at a resort hotel and dinner is usually part of the Prom, the planners should strive to keep the Prom simple and expenses as low as possible. As a rule of thumb, the cost of the prom should be recovered from ticket sales. The guidelines for dances must be adhered to during the Prom.

Senior Class Project: Senior Trip

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules,

regulations, and procedures will be promulgated for the activity, which will be modified from the following:

The senior class is responsible for raising funds and planning the senior trip which includes airfares and hotel accommodation for the students and chaperones. The senior trip is usually held during the spring break. The following should be taken care of by the senior class and their advisors:

- Inform the principal of the date and place of the senior trip by the end of 1st quarter;
- Submit the list of activities which includes dates and types of fundraising activities to the Director of Institutional Development for approval;
- Keep school community and administration informed about homeroom activities that affect other classes, homeroom, or the school community. The principal reserves the right to approve or deny all school activities.
- It is the responsibility of each homeroom teacher to maintain cleanliness and orderliness in their classroom. At the end of the day all classrooms should be swept, dusted, chalkboards cleaned, trash emptied, desks put in order, etc. Encourage students to take pride in their school by taking responsibility for their environment.
- Seek approval from the administration for all class fundraisers and activities.
- Supervise homeroom students at all school events.
- Oversee financial records of class activities; ensure that deposits are made in the business office after all fundraising events.
- Work with respective religion/theology teachers to organize the Mass that the homeroom has been assigned to.

Emergency Situations

1. All teachers need to know emergency and evacuation procedures. These procedures are reviewed during Orientation, but any questions or unclear points need to be addressed with the administration.
2. Each classroom *must* have an evacuation plan *posted on the wall in the classroom where it is clearly visible to everyone*. If there is no plan posted, the teacher should secure one from the administration. If one is not immediately available then the teacher should make a temporary one *and post it immediately*.
3. Teachers should review the evacuation plan and any emergency procedures with their students. Teachers should remind students that emergency procedures are in the *MCS Handbook*.
4. In the event of a fire drill or other *emergency* situations that require evacuation of the building(s), teachers should immediately take charge and lead students quickly, but orderly out of the building.
5. Students must listen and follow instruction from the teacher in *an* orderly manner.
6. Teachers should *make* sure their doors are closed, but *unlocked* when they leave the building. This *will enable* emergency personnel and designated school officials access/ *search* to classrooms *quickly and efficiently*.
7. No plan is ever completely comprehensive, thus it is important that teachers are thinking during an emergency situation. *You may need to alter an emergency plan if the situation calls for it*. For instance, a teacher should never bring students through fire, smoke *or any hazardous situation!*

8. Teachers *must* have their attendance book with them when they leave the building. Homeroom teachers must have their homeroom attendance book with them. Once assembled in the designated place, homeroom teachers *must make their students form two lines*: one for males, one for females.
9. Homeroom teachers *must* immediately take roll call. They need to know *the* number of students present and *absent* in their homeroom. If students are *missing*, teachers should figure out this information as quickly as possible. Teachers must be able to figure out quickly the names of students missing *and inform administration to initiate the search process immediately to locate the missing student(s)*.
10. In unexpected emergency situations, teachers need to keep foremost in their minds the safety of the students. They should also inform the office and call for help immediately. For instance, if a student should have a weapon in the building, the teacher should lock the classroom doors and move the students to a safe place in the room. The teacher should then use the *intercom* or phone to call the office, or if necessary scream for help.

Bio-Hazardous Situations

1. A bio-hazardous situation occurs when blood or other bodily fluids are present.
2. In such a situation a faculty or staff member should immediately call the office. The faculty or staff member should keep all students from coming in contact with the fluid. Moreover, if the situation presents great risk or danger to many, then administration should report the incident to the CNMI Division of Environmental Quality at 664-8500/1.
3. The administration must be informed immediately and appropriate action should be taken.
4. An incident report must be submitted to the principal or designee. The report must include the following details: date and time, person reporting, specific location of incident, complete details of incident, the possible cause(s) of incident, individuals or students involved, witnesses, property damage(s), and other pertinent information.

Supervision Duties

1. On the assigned supervision day before school, during break and lunch time, and after school the teacher should roam the premises to be visible and to ensure the safety of students.
2. Because MCS observes safety and is a closed campus (7:30 a.m. to 4:30 p.m.), the teacher should escort the person to the appropriate office to get a visitor's pass, or to the parking lot to leave campus. If the person proves to be uncooperative, the teacher should send a student to the office to get an administrator. If the person appears dangerous, the teacher should secure the students' safety by moving them away from the stranger and into classrooms. *Use the intercom* or yell for help if necessary.
3. If an incident or accident occurs during the supervision period, the teacher should immediately call for help and inform the school principal or administrator. For any incident or accident a report must be filled out by the supervising teacher and given to the school principal.

Substitute Teacher Responsibilities

In the event a teacher is absent or for necessary purposes a teacher may be required substitute the class. The substitute teacher must ensure the following:

1. The substitution form and key to the classroom will be provided from the main office by the secretary or principal.
2. Once in the classroom, introduce yourself to the students and explain your purpose of being there. State the reason for the absence of the teacher you're substituting for.
3. Ensure that classroom is well arranged and do not change the regular teacher's seating arrangement unless you're doing cooperative learning activities.
4. Take attendance and document absences and tardiness. If during homeroom period submit the absentee report to the office.
5. Follow the lesson plan provide for the students learning activity for the day.
6. If scheduled for two or more days, prepare lesson for the following day.
7. Praise students for their excellent work and behavior after the period and extend appreciation for their support.
8. Fill in the substitute form of the learning activities completed for the class and any other information the regular teacher needs to be notified.

Regular Teacher Responsibility to assist Substitute Teacher

If you are sick or an emergency happens in your immediate family, call the office as soon as possible and request for a substitute to cover your classes.

Substitute folder must be submitted two weeks after school opens to the vice principal for curriculum and instruction with the following information: seating chart, class rosters, classroom procedures, and discipline forms. A detailed two-day lesson plan and sheet works if necessary must be kept inside the substitute folder. Substitute lesson plan must be detailed and updated on a monthly base.

All regular teachers may be asked to substitute during their preparatory period when an emergency absence of colleagues occurs.

Masses and Prayer Services

1. All faculty and staff are required to attend all Masses and/or prayer services, and to dress in an appropriate manner (follow the faculty dress code).
2. Homerooms will be assigned to plan in advance for a Mass and/or prayer service sometime during the school year.
3. The preparation and practice of a Mass or prayer service is to be done during homeroom time or during lunch only. To effect positive and clear communication with the Cathedral parish, all communication by homeroom teachers for preparation, practice, and prayer services must go through the Office of the President.
4. Music and other necessary information for Mass should be distributed to the rest of the school community in a timely manner.
5. It is the responsibility of the homeroom teacher to ensure that all necessary arrangements are in order as to date, time and theme of masses or prayer service.

6. All homeroom teachers are to remind students that appropriate dress is expected of students during these days, and high school girls are required to wear their uniform vests.
7. All homeroom teachers are to remind students that electronic devices are not allowed during mass or rosary. Items will be confiscated if caught.

Faculty Meetings

Faculty must attend all general faculty meetings, high school/grade school meetings, learning community/cluster meetings, faculty professional development and in-service trainings, and other specially scheduled meetings. All faculties should be on time to all meetings, and should conduct themselves in a professional manner during the meetings. Everyone must be accorded due respect and should conflicts or disagreement occurs this need to be resolved in the appropriate manner and at the appropriate place.

Club Advisors

Club Advisors are required to...

1. At the beginning of the year, submit a report to the Vice Principal for Student Affairs which includes:
 - a description and purpose of the club,
 - qualifications for membership,
 - a roster of all participants (indicate those who are president, secretary, treasurer, et cetera) and supervising teachers (note: only participants who have turned in permission slips should be listed; others can be added later),
 - bylaws,
 - proposed activities,
 - and a financial accounting of proposed income and expenditures for the school year (i.e. a budget). Financial information on existing clubs can be obtained from the business office.
2. Collect appropriate permission slips from all participants, and keep these permission slips on file and readily available.
3. Request in writing and have all activities approved by the school principal.
4. Be present at all meetings and activities of the club.
5. Be responsible for the safety and behavior of all students who attend club events. Refer incidents of handbook violations to the Vice Principal for Student Affairs.
6. Inform the Mount Carmel School community through the Knights Herald, Parent Newsletter, and/or *North Star* of all events and activities.
7. Seek approval from the administration for all club fundraisers.
8. Oversee financial records of club activities; insure that deposits are made in the business office on the next working day after the fundraising event.
9. At the end of the year, submit a report to the Vice Principal for Student Affairs which includes:
 - any changes to the roster
 - brief description of the club's activities throughout the school year
 - how the club's purpose was met
 - a financial accounting of funds raised and spent

Mini-Course Teacher Responsibilities

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be modified from the following:

1. Propose two courses and one alternate course for administrators to select from for mini-course week. Submission of proposed mini-courses may be required before the end of the first semester. Course subjects are subject to approval by the principal or designee, and proposals that have unsound educational purpose or are ill defined will be denied. (Note: Teachers will not be allowed to take students off campus for mini-courses if this is their first year at Mount Carmel School.)
2. Write an interesting course description to be listed in the students' course catalog.
3. Prepare a syllabus that lists the educational objectives for the course and how those objectives will be achieved, including a brief lesson plan for each day. Any field trips should be listed along with their educational purpose.
4. Be present at school for the duration of the mini-courses. No leave will be granted or approved during this week.
5. Keep and record accurate attendance for the duration of the course. Submit an attendance report to the High School office at the beginning of each course period that includes student(s) absent, and student(s) who are in your mini-course but do not appear on the roster. ***Accurate attendance is extremely important!*** Also, it is very important that students are not released early from any mini-course class.
6. Maintain proper dress code in mini-course. This means Mount Carmel School uniform, or, if the mini-course requires physical activity, students may wear a Mount Carmel School PE uniform and sport shoes. If an activity is messy and may cause stains, then students may wear a smock over their regular uniform or PE uniform. Students may ***not*** wear zories, short shorts, et cetera...
7. Create and maintain an atmosphere conducive to learning. Students should feel safe, know all procedures, and respect teachers and other students, they follow directions as set forth by the teachers. Maintain cleanliness and orderliness in the area of the course. At the end of the course each day, all classrooms should be swept, dusted, chalkboards cleaned, trash emptied, desks put in order, trash picked up, et cetera.
8. Be available and present for supervision duties as may be assigned. For instance, teachers will be assigned to break and lunchtime supervision duties on a rotating basis.
9. Follow all applicable Mount Carmel School procedures set out in the *MCS Handbook*.

Guest Speakers

All faculty members are encouraged to invite guest speakers to their classes. Guest speakers add variety to lessons, as well as create a positive relationship between MCS and the community at large.

Please follow these guidelines with guest speakers:

1. Teachers are responsible for inviting guest speakers to their classes. The secretary must be informed when a guest speaker is expected, with their name, title, class they will be speaking at et cetera.
2. The guest speakers must check in and sign in at the office with the secretary. The secretary will issue a Visitor's Pass to the guest speaker and send them to the appropriate classroom.
3. After speaking, the teacher will send the guest speaker back to the main office to return the visitor's pass.
4. Guest speakers for special events, such as NHS or NJHS inductions and graduation ceremony, should be approved by the school president or designee.

Video, Film, and Other Media Presentations

Mount Carmel School reserves to itself the final responsibility for all instructional media taught as curricula in the district schools. The school also reserves to its faculty the opportunity to use appropriate media for the teaching of district-approved instructional goals. Teacher judgment is the front-line of decision making relative to the use of instructional media.

Instructional media used in the classroom must relate to an approved curriculum standards and benchmarks. Mount Carmel School does not authorize the use of class time for the showing of unrelated media.

The titles of media that are components of usual course or grade level curriculum will be available to parents who contact their student's teacher. Media also may be used that meets the spontaneous learning needs of students.

As a guideline, the schools shall adhere to the viewer ratings for media that has been rated. For example, established viewer rating systems, such as the M.P.A.A. rating system that uses G, PG, PG-13, R, NC-17 designations will define student audience ship.

- Students who are less than 13 years of age may be shown movies that are rated G or PG.
- Students who are 13 years of age or older may be shown PG 13 movies.
- Students who are 17 years or older may be shown R-rated movies.

However, the nature of media as a powerful and insightful instructional source may present opportunities for faculty to recommend the showing of rated media to students in contradiction to the published ratings. That is, media that is rated PG, PG-13 or R, with appropriate previewing and notification, may be shown to students who do not fit its audience rating. In such cases, the following guidelines shall be followed:

1. The teacher shall inform the School Principal well in advance of the proposed use of rated media for students whose age does not comply with the published rating.
2. With principal's approval, the teacher shall notify the parents of each student to view the rated media of the:
 - title of the media,
 - the published rating for the media, and

- the overarching instructional benefits accrued by students who view this media, and,
 - The teacher shall obtain written parental permission to view the rated media prior to its instructional use.
3. Faculty shall accommodate parental decisions to not permit the student to view rated media by providing alternate learning activities that shall accomplish the same learning goal(s).

Mount Carmel School also recognizes that parents have a right to express concern about the educational programs of their school. When parents have concerns about particular media taught as curricula, these concerns shall be stated in writing, carefully considered, and accorded the courtesy of a prompt, written reply by school personnel. All such replies shall be based upon the instructional goals of the school, upon course objectives, and upon the criteria for selection of instructional materials.

Issued Materials and Classroom Supplies

1. At the beginning of the year a teacher will be issued a collection of supplies for the classroom they are assigned to. These supplies will be an inventory sheet.
2. At the end of the school year the bin needs to be returned to the school office secretary with all inventoried items present.
3. Some items will be officially issued to the teacher (or signed out) by Mount Carmel School. The teacher must take proper care and responsibility for these items. Teachers will be charge the replacement cost for lost items.
4. If a teacher purchases personal classroom items, then the teacher should carefully label these items as her/his own. Mount Carmel School is not responsible for lost or stolen items.
5. Teachers may fill out a Materials Request Form for other materials they might need. The Materials Request Form should be forwarded to the respective department head/principal.

Access to Facilities

1. Teachers will be issued keys to their classroom and other essential keys (classroom cabinets et cetera). It is the teacher's responsibility to be sure his/her classroom is locked *at all times* when a teacher is not in the room. Lost/stolen keys should be reported to the School Principal immediately.
2. School issued electronic devices are available for teachers' use. It should be remembered that this technology should be used with the utmost professionalism.
3. The campus may be opened outside of regular business hours for disciplinary actions or extra-curricular activities. Use of the campus on Saturday mornings must be arranged with and approved by the administration.
4. The campus is closed on Sundays.

Food in the Classrooms

For special occasions, teachers may hold classroom parties. In the event that a party is held with a substantial menu of food that may pull students away from CNMI PSS Meals Programs, the teacher must notify the main office and the Meals Program provider at least two days prior to the party. That way, the provider may reduce the number of meals prepared for the day of the party.

Letters Home, Publications and the Media

Any materials that go home (letters, permission slips, solicitations, syllabi, progress reports, et cetera) must be approved and signed by the principal, president or appropriate administrator.

The School President must approve any material that should appear in any media, either a Mount Carmel community media or public media, which may affect Mount Carmel School or Mount Carmel School's reputation in any way. The School President must also approve any correspondence from the school to external entities. This includes letters to the editor, interviews, advertisements, social media posts on behalf of the school, items that may appear in the media, and grant applications. The School President is the spokesperson for Mount Carmel School and any information about the school must be approved by the President.

Maintenance Procedures

For any repair or job needed a written Job Request Form must be submitted to and approved by the Business Manager.

MAJOR SCHOOL FUNCTIONS AND EVENTS

Thanksgiving Feast

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated consistent with the school's COVID-19 policies and procedures.

Immaculate Conception Celebration

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be modified from the following:

For Mount Carmel School, the Feast of Immaculate Conception is considered a school day as the school community celebrates the feast day of the Mount Carmel Cathedral.

The first graders are not expected to participate and may stay home for this celebration.

The day will go as follows:

- 2:30 p.m. All homerooms are open for students to arrive at school; attendance is taken
- 3:15 p.m. All homerooms are seated in the Cathedral (seating is limited, so plan accordingly)
- 3:30 p.m. The Novena begins
- 4:00 p.m. Mass begins at approximately 4:00 p.m. and will last about an hour and a half
- 5:30 p.m. The procession begins; MCS leads the procession
- 6:00 p.m. Closing prayers and songs in the Cathedral
- 6:30 p.m. Parents should be waiting to pick up their children

The feast of the Immaculate Conception (December 8th) is considered a school day so students must be in full uniform (vests for high school girls) and follow MCS behavior expectations. Attendance must be taken and teachers are responsible for supervision of their homeroom students. All teachers who do not have a homeroom are also expected to attend the Immaculate Conception celebration and assist with supervision.

It must be noted that this celebration is a long ceremony so teachers should prepare their students for this such as having the students use the restroom before the celebration. Teachers should find seats for their students and because this is an island wide celebration, it is strongly encouraged that teachers find seats early.

Students are expected to participate in all activities of the celebration, not just be there. During the procession, students should be reciting the rosary together with the guidance of their teachers. Students should be in two straight lines throughout the procession.

If there are candles during the closing ceremonies, teachers must ensure that the students are handling the candles properly so they are safe and not spill wax on pews or other students. After the celebration, teachers need to remain with their homeroom students until all students are picked up by parents.

Catholic Schools Week

Every year Mount Carmel School celebrates Catholic Schools Week (CSW) with all United States Catholic schools during the last week of January (see the school year calendar). Proclamation of CSW is done by the Bishop or designee one week before the actual celebration with the presence of media, president, principal and student representatives from each grade level. Each day of the week a different aspect of Catholic Schools Week is celebrated following the theme set for each year. It is during CSW that the school awards the Teacher and Support Staff of the year. Class schedules may be revised to accommodate different activities, although we try to retain as much regular class time as possible.

All Catholic Schools Week activities must be consistent with the school's COVID-19 policies and procedures and/or any modifications approved by the school president.

Field Trips

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will modified from the following:

1. All field trips must have an educational purpose stated on the permission slip (an assignment is recommended).
2. Submission of field trip proposal must be done in advance. One to two weeks is required prior to the scheduled date.
3. Faculty sponsoring the field trip must have the students' permission slip signed by the principal. When the School Principal signs the permission slip, this is indication that the field trip is approved. A copy of the permission slip should be given to the principal for his records.
4. Once approved, information about the field trip must be announced in the Knights Herald and/or posted in the teacher/student's bulletin board to inform other teachers whose classes may be affected by the field trip.
5. All students must have permission slips signed by a parent/guardian and all subject teachers. It is each grade/subject teacher's prerogative to deny a student attendance on a trip for academic or behavioral reasons.
6. Students cannot be *required* to attend a field trip. If a student cannot attend, or is not allowed to by a teacher or parent, then an alternate and equally weighted assignment must be given.
7. Signed permission slips and a student list should be submitted to the principal *before* the field trip. Phone calls cannot take the place of a permission slip. A faxed permission slip with a signature is allowed. A hand or typewritten note by a parent *is* okay if it is signed and contains the proper wording.

8. All events / stops / activities must be stated on the permission slip.
9. During the field trip all school rules are in effect.
10. Students will not be allowed to drive on any field trip. No exceptions will be granted unless a written arrangement was made between administration, teacher, and parents/guardians.
11. Check signatures on permission slips.
12. Use the permission slips to take attendance before the students leave for the field trip. Any student without a permission slip will not be allowed to attend.
13. The field trip moderator must bring with them the field trip first aid kit, available in each respective office.
14. No field trip is allowed during the examination period.

“Free Dress”

1. All “free dress” days must be approved by the administration.
2. Students may have “free dress” on important game days (playoffs/championship), performance days, etc., but no more than once a week, and not on prayer service or mass days (unless with special permission).
3. Students must be an official member of the team/group to have “free dress.”
4. Only teams and clubs that are officially recognized as MCS co-curricular and extra-curricular organizations may have this privilege.
5. The purpose of a “free dress” day is to promote extra-curricular activities of MCS. “Free dress” is also to show pride and responsibility for being a member of an extra or co-curricular activity. (This is a privilege, not a right nor a reward for participation.)
6. An announcement must be put in the Knights Herald the day of “free dress” to inform the MCS Community of which students will be involved and what purpose it will serve.

Fund Raising

For the 2020-2021 school year, consistent with the school’s COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school’s COVID-19 policies and procedures and will modified from the following:

1. A written request for all fund raising activities and solicitation must be submitted first to the School Principal and then to the Director of Institutional Development for approval.
2. All students participating in the fund raising activity must submit to their sponsoring teacher a permission slip signed by a parent/guardian.
3. Permission slips must state what the fundraising will be for and all events and activities that are part of the fund-raising.
4. Chaperones and class/club advisors must be present at all times during all portions of the fund raising activity.
5. Once students are present at the fund-raising they must remain at the event until the activity is completed. Students may leave early only if a parent/guardian picks them up or if they have a note indicating so signed by a parent/guardian.
6. All school rules are enforced at fund-raising activities; however students may wear appropriate casual dress if approved by the administration.

7. Students on the ineligibility list are not allowed to participate in fund-raising events, unless they get a waiver from the School Principal or his designee.

Dances and Events

For the 2021-2022 school year, consistent with the school's COVID-19 mitigation efforts, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will modified from the following:

1. Organizers of a dance or similar event must submit a full proposal in writing to the School Principal and then to the Director of Institutional Development for approval before earnest planning begins.
2. Proposals must include the COVID-19 safety and mitigation efforts that will be conducted for the event.
3. Organizers and their advisor(s) must visit and check out the dance venue before planning begins. All entrances should be easily monitored by chaperones, and there should be male and female restrooms within the venue proper.
4. There must be a sufficient number of chaperones, both male and female (1 chaperone to 20 students).
5. Non-MCS faculty/staff chaperones must be approved by the administration. This will include signing a responsibility document.
6. At least one chaperone must be at the entrance(s) at all times. If there is more than one entrance, only one should be designated for students to enter and leave – others should be controlled.
7. No food or drink from outside will be allowed into the event. Non-alcoholic drinks and snacks may be served or sold inside the event.
8. Chaperones must be at the dance location *30 minutes before* the event begins and stay until *all* students are safely picked up. Chaperones should make a list of all students who are not picked up fifteen minutes after the event ends, and give this list to the principal. These students may not be allowed to participate in similar successive events.
9. During the event chaperones should circulate around entire premises on regular basis (including outside and in restrooms).
10. Each student must have a signed permission form by a parent or legal guardian to enter and participate in the activity. The advisor must submit to the school office a list of students who attended, along with all signed permission forms. The ticket itself may be used as the signed permission (see below).
11. If MCS students are allowed to bring guests to a dance or event, then the MCS student must register their guest with the organizers of the dance. A copy of this list of MCS students with guests and the guests' names must be submitted to the School Principal or his designee two days before the dance. Guest may be requested to sign an agreement to comply with MCS rules and regulation for events. Guests whose names are not on this list should not be admitted to enter the dance.
12. Those providing music should be notified that all lyrics and music must not be offensive or contrary to the Catholic faith or morals.
13. The only person authorized to sign contracts for venues, for payment, etc. is the President of Mount Carmel School or designee.

Carnivals

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will be modified from the following:

1. Carnivals are usually for the entire school, and usually on the yearly calendar in December and/or May.
2. Request for booths need to be submitted in writing to the organization responsible for organizing the carnival. Priority in approval will be given to groups that have had the same booths in the past, booths that do not conflict substance with other booths, seniority and the need to fund raise. This organization will then approve or disapprove the booth in writing (usually on the request itself). However, approval may be on condition (which will also be in writing). Booths that pose a danger to students, are not in keeping with Catholic teaching or the school's philosophy, or are not in keeping with the spirit of the carnival, will be denied.
3. Once approved the group that will be responsible for the booth should then begin planning for the carnival. Booths may include games (carnival games, video games, and sports), craft sales, food and drinks.
4. Booths and carnival set-up should *not* interfere with class time. If students are needed to help set up during class time then permission from the administration and subject teachers must be obtained. The administration or subject teachers reserve the right to deny students from helping with set up during class time.
5. Set up of booths after school or before school will be allowed *if*
 - students have supervision from the class or club advisor;
 - have signed permission slips, and;
 - the booth will not interfere with other school activities.
6. Class advisors/class officers must arrange for: tents, tables, signs, rules for the games, game supplies, and a schedule of student and faculty workers.
7. Groups sponsoring booths will be responsible for cleanup of their area, as well as completely taking down the booth after the carnival.
8. All money earned by the booth must be submitted to the business office before the close of the school day.
9. The administration reserves the right to assess fees and/or financial penalties for booths that cause undue burden and/or harm on the school and/or its students.

School Sponsored Overnight and/or Off-Island Trips

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will be modified from the following:

1. The advisor of the trip must submit a written request for the trip at least one quarter prior to the trip. The request must include the educational purpose, suggested itinerary,

schedule of activities, projected cost and funding, make-up work, and requirements/qualifications of student participants. The administration will approve or disapprove the trip in writing.

2. If approved, the advisor must obtain parent permission forms for student participants, and keep these forms on file in the office. A letter goes home to parents explaining the nature and details of the trip. A roster should be submitted to the principal.
3. A meeting with parents must take place at least two weeks prior to the trip to explain details to parents as well as to give parents a chance to ask questions and clarify details.
4. Faculty members must be informed in a timely manner before the trip as to who will be participating and the class time that students will miss. Students must get signatures from their teachers and approve the students missing classes. It will be the responsibility of students to make arrangements with their teachers to make up the missing assignments. *It is each teacher's prerogative to deny a student's attendance to such a trip for academic or behavioral reasons.*
5. All pertinent documents must be submitted to the office at least two days prior to the trip. Students who are missing essential documents at this time will not be allowed to participate in the trip.
6. There must be a sufficient number of chaperones attending the trip: at least one chaperone to every eight (8) students. At anytime that there is co-ed participants in the trip, the chaperone also should consist of male and female. Faculty chaperones must obtain written permission from the administration, and, if approved, must have lesson plans submitted to be entered in their substitute folders before they leave. Non-faculty chaperones must be approved by the administration, which will involve signing documents of responsibility.

STEAM Fair

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will modified from the following:

1. The Science Technology Engineering Artistic and Math (STEAM) Fair will be scheduled during third quarter of the school year. The Science Department should plan ahead and inform teachers so all involved have time to prepare for this significant event.
2. An outline of theme, activities, duties, dates, expenses and funding is to be submitted to the principal by the end of 1st quarter.
3. The Science Fair is an opportunity to showcase *exceptional* student work in the area of science. Therefore, it is the policy of the school that submission of a science fair project by all students is *not* required.
4. Some suggestions for eliciting projects in science classes: The first suggestion is for teachers to include a science project as an activity in their curriculum. However, as stated above, only the *exceptional* projects would be included in the Science Fair proper. A second suggestion is for teachers to write their grading rubric in such a way that students can receive an A or B only if they submit a science project. Again, not all science projects would be showcased in the Science Fair, but the exceptional projects. A

third suggestion is to do a project as a class and then display this project in the Science Fair.

5. Because we intend to showcase exceptional work to parents, teachers and the larger community, it is the responsibility of the Science Department and those teachers who teach science to screen science fair projects, and choose only those projects that meet the criteria of being exceptional. Projects of substandard quality do not belong in the science fair. The Science Department should set up criteria for superior science projects, as well as a timeline for submission and screening.
6. The criteria should reflect a high value for active learning. Science fair projects should therefore be projects that actively involve students in science. Research reports are not appropriate as science fair projects. Part of the criteria should be evidence that the student (or students) participated in a science activity, measurable data was collected that can be represented as a graph or chart, from which a conclusion can be drawn. Science fair projects should be student designed, conducted and produced, but it is also imperative that there is sufficient guidance from the teachers. It is especially important for teachers to check for plagiarism.
7. There are times in education when competition is appropriate, but the Science Fair is not one of those times. If we display exceptional work done by students, then it will be a privilege in itself to have a project chosen for the science fair. All students who have projects in the science fair should receive a ribbon and/or certificate of participation.
8. It is the responsibility of the Science Fair organizing committee to be sure the science fair is well planned and runs smoothly. Criteria for projects need to be clear and distributed well in advance to both students and teachers. Teachers need to know their role and responsibilities, both in preparation of the science fair and also on the day of the Fair itself. Projects, sections, grade levels, et cetera, should be well labeled. A press release concerning the Science Fair should go out in advance. The Science Fair itself, set up and take down should not interfere with classes or other school functions, and needed materials should be obtained and secured properly, as well as returned in a timely manner.

Student Publications

1. The cost of the yearbook will be the sole responsibility of the yearbook club.
2. An estimated budget is to be prepared by the Yearbook advisor. It is recommended this be done with the Yearbook club as a learning exercise. This budget is to be submitted to the business manager by the end of the 1st full week of October. The budget is to include: expenses (publishing cost, film, developing, materials, travel, workshops, et cetera) and income (school funds, previous Yearbook funds, Yearbook sales, specific fund raisers, et cetera). The business manager will approve, modify or disapprove the budget.
3. All fund-raising activities must be approved (see Fundraising, page 83).
4. Sales of Yearbooks should begin as soon as the budget is approved. Receipts must be given to all buyers of yearbooks. All receipt stubs must be returned to the Yearbook advisor and secured in a safe place. A database is to be made from the receipt stubs and an updated hardcopy – the master copy – is to be secured by the Yearbook advisor in a separate location. These should be done in coordination with the school Business Manager and the Business Office Staff.

5. The Yearbook advisor is to set up deadlines for all Yearbook tasks, layout, review, mailing, distribution, et cetera. A copy of deadlines should be given to the principal and business manager, distributed to Yearbook students, and posted in the classroom.
6. It is at the discretion of the Yearbook advisor as to whether and how students are to be assigned to tasks and working groups, and then graded fairly on their work and contribution.
7. The entire student body is to be represented in the Yearbook as equitably as possible. As a rule of thumb, each student should be pictured twice and no more than three times.
8. It is the responsibility of the Yearbook club to represent all clubs, organizations, sports, et cetera. Yearbook club members should be assigned to take pictures at/of all clubs, events, and activities.
9. Captions, articles, descriptions, tributes, et cetera must not violate a sense of respect, MCS pride, or Catholic morals. All written and visual pieces should be well proofread and reviewed by the Yearbook staff and advisor.
10. All final products to be submitted to the publisher must first be reviewed by the president or designee. The president or designee is to be given at least 24 hours to review the submitted materials.

Drama, Productions, and Special Performances

For the 2020-2021 school year, consistent with the school's COVID-19 mitigation efforts, this activity is suspended until further notice. Should the activity be reinstated, rules, regulations, and procedures will be promulgated for the activity, which will be consistent with the school's COVID-19 policies and procedures and will modified from the following:

1. All productions are to be approved by the president or designee. The president or designee should be made aware of all sensitive and/or controversial parts of the production.
2. Dates, times and location of performances are to be set and approved by the president or designee before rehearsals begin. As a rule of thumb for drama productions there will be one dress rehearsal, three performances (Thursday, Friday and Saturday evenings), and the possibility of one matinee on Saturday. Performances should be scheduled so as not to interfere with academic scheduling or major school events/activities.
3. A budget is to be prepared by the production advisor and submitted to the president or designee before rehearsals begin. The budget is to include a breakdown of all expenses and income. The president or designee will approve, modify or disapprove the budget.
4. All fund raising activities must be approved (see Fundraising, page 83).
5. All students participating are required to be eligible to attend rehearsals and the performances. Understudies are to be prepared in the event an actor becomes ineligible by performance time (see eligibility in the Student and Parent Handbook).
6. Schedules of rehearsals are to be made so no student spends more than 12 hours per week on the production – including performance week.

Graduation of Eighth and Twelfth Grades

Students who lack of two (2) or more credits will not be allowed to participate in the graduation ceremony. Students may not be allowed to participate in the graduation

ceremony for behavioral/disciplinary problems. If tuition and fees except graduation fee are not paid in full, a student may participate in the graduation ceremony. However, a certificate of attendance will be given instead of a diploma. Diploma will only be released when all accounts are settled at the business office.

Male graduates will be required to wear a white long sleeved shirt; MCS uniform pants or black dress pants; black dress socks; black dress shoes and a black tie. Gentlemen must be well groomed.

Female graduates may wear plain white dresses or pastel color dresses (**NO PRINTS**). Dresses should go below the knee, but no longer than the length of the gown. White dress shoes or white sandals with back straps should be worn. The heels of shoes or sandals must not be more than 2 inches in height. Jewelry may be worn, but earrings must be posted on the earlobe and may not hang or dangle. Other forms of jewelry must be tucked away from view. Ladies must wear their hair away from the face, because of the cap that will be worn.

Graduates are not to wear or carry any flowers during the ceremony. Flowers may be given to students after the ceremony. To preserve the dignity and school identity of the graduation, caps and gown attire may not be adorned, decorated, or altered in any manner.

Student Disruption

Mount Carmel School students who organize or participate in unauthorized activities that damage school property, cause harm to others, or cause defamation to the school will be subject to progressive discipline.

Graduating students that organize or participate in unauthorized activities that damage school property, cause harm to others, or cause defamation to the school will be subject to automatic detention and will not be allowed to participate in the commencement ceremony.

END OF THE YEAR PROCEDURES

The end of the school year is a busy and often hectic time for faculty, staff, administrators, parents and students. May/June is an especially busy and hectic time. Being prepared for this time in advance will help the process go as smoothly as possible. Some things to be prepared for include the following:

Seniors and Eighth Graders

Seniors and eighth graders are finished with school before the rest of the student body, so their exams must be prepared, administered and graded early. Because of the hectic activities of this time of year, and because of unexpected events (which we try to keep to a minimum), teachers should be flexible and must be careful about planning important exams, projects, papers, et cetera at the very end of Senior and Eighth Grade school days. Traditionally, the seniors end their last day at school with a “Senior Walk” that culminates in a “Countdown” ceremony. The last day for seniors is a hard day to get school work done, and the Senior Walk and Countdown will occupy the end of the day.

The grades for 8th and 12th Grade students will be due early prior to graduation. It is *very* important that these grades are done according to the deadline so graduation awards, ranks, transcripts; et cetera can be prepared on schedule. Some teachers may be asked to help choose or give input on some awards; again, timeliness is very important.

All teachers are expected to attend the baccalaureate Mass and both graduations. Dress for these events should be long sleeves and tie for men and a nice dress for women.

Graduating Seniors are encouraged to prepare a parting gift for their alma mater, such as a picnic table or a scholarship. Graduating Seniors who decide to leave a farewell message for the school must do so in a manner that is positive and respectful and does not destroy school property.

End of the Year Clearance for Students

Students are to complete Student Clearance Sheets before they finish the school year. Senior and Eighth Graders will have to finish these earlier than the rest of the student body. Teachers may sign a clearance sheet of a student before exams are given *if and only if* the teacher has checked that the student has the proper textbook and other materials, and these are in acceptable order. If not, the student must pay the textbook fee and/or damage fee at the business office before the teacher can sign the clearance sheet (the teacher should see the receipt from the business office before signing). Homeroom teachers will be provided a list of students with lost and/or damaged library books to be cleared at the business office. After the teacher cleared and signed students' clearance sheets, these must be submitted to the main office and will be forwarded to the business office. The librarian, and business office will sign the clearance sheets only after all teachers have signed.

End of the Year Clearance for Teachers

Each teacher should obtain a Clearance Sheet from the secretary or business office. As the teacher completes end-of-the-year duties, he/she should have appropriate personnel sign-off on each of the required categories. When this Clearance Sheet is completed a teacher will be able to receive his/her final paycheck. The teacher must complete the following:

1. Inspect and collect all student-issued textbooks, and other class materials. Students must complete a Student Clearance Sheet, which requires each teacher's signature. For student books that are lost or damaged, the teacher must fill out an appropriate form for the business office.
2. Check the condition of each of his/her student's lockers for grade 7-12.
3. Prepare his/her classroom for summer, which includes having the room clean, neat and in good condition. All school equipment must be returned to its proper location.
4. Conduct classroom inventory of materials and resources and complete inventory sheet.
5. Fill out Work Request orders out for anything that needs repaired or replaced in the classroom.
6. Return to the school secretary the plastic bins of teacher supplies

7. Returned all issued school materials (teacher's edition textbooks, videos, equipment, et cetera) should be to the appropriate personnel (librarian, business office, et cetera).
8. Calculated final grades and entered into the Administrative Computer System and have Grade Verification Sheet signed by the principal.
9. Cleared all obligations with the business office and provide forwarding addresses and other pertinent information. The business office will sign-off on the Clearance Sheet.
10. Submit a list instructional materials and resources needed for replacement for the following school year.
11. Submit a final listing of students recommended to be promoted or retained for next school year.
12. Submit digital copies of grade books and lesson plan book to the school principal.
13. Turn in keys issued to the business office.
14. A final conference should be scheduled and held with the principal, and the principal should sign off on the Clearance Sheet upon the completion of clearance requirements. The president is the final person to sign-off the clearance sheet, and then final paychecks can be released at the completion of the contract.

EVALUATION AND GUIDANCE BY THE SCHOOL ADMINISTRATION

Observations and Assessment of Teachers

1. There are a number of different types of teacher observations: summative observations, formative observations, informal observations, peer observations and formal observations.
2. The School Principal or a designee of the School Principal will conduct classroom observations. The purpose of these classroom observations is for the School Principal to observe the teaching and learning process in the classroom and made assessment of needs for instructional improvement as well as assistance the teacher needs. There will be informal and formal observations will be followed up with a conference with the teacher and the observer.
3. The School Principal, or designee of the principal does formative observations. The purpose of formative evaluations is to provide guidance and feedback for the continued development of the teacher as a professional. These observations will be followed up with a conference with the teacher and the observer.
4. The School Principal, or designee of the principal does informal observations. These observations are for the administration to get a feel for the life of and gauge the atmosphere of the school. These observations are usually not followed up with a conference.
5. Peer observations are done by peers – teachers observing other teachers. There are two possible purposes for these observations: 1) For the observer to be an extra set of eyes for the teacher, and give feedback to the teacher, and 2) for the observer to view the techniques, strategies, and style of another teacher for ideas and insight. These observations are followed up by a discussion between the teachers – observer and teacher.
6. Other observations may include observations by parents to witness the behavior or ability of their child in the classroom, or by the counselor to observe the conduct and/or social interaction of a student, or by another professional for similar reasons.
7. The School Principal will formally observe teachers at least once a year, usually first quarter or second quarter. However, he/she will strive to observe teachers once or more each quarter, which might include informal observations. Usually the first formal observation is arranged ahead of time with the teacher, and the second observation may be unannounced. However, the School principal or designee may observe a teacher at anytime, announced or not.
8. The formal observations will be followed up by a conference with the teacher. Following the conference the school principal, or designated observer, will write up a Post-Observation Conference form. One copy will be given to the teacher and one will remain with the school principal. This form will serve as a record of the observation, as well as commendations and recommendations of the teacher.

Conferences with Teachers

1. A post observation conference will be scheduled with the teacher and observer at the earliest convenience day and time.

2. In general, the purpose of the post-conference is to discuss the teaching and learning activities observed. . The observation itself will certainly be a point of discussion. Point of discussion will include the lesson plans, teacher's activities, students learning activities, classroom discipline, classroom setting and curriculum notebooks, student and peer relationships, and other related activities and responsibilities.
In a conference after an observation the school principal or designee will discuss strengths of the teacher as well as the areas for improvement and need for professional growth. The atmosphere of the conference should be that of a collaborative one. As a result of the observation and in addressing the needs of the students the teachers and the School Principal or designee will collaborate on ways to make improvement. In some cases the teacher may be required to improve specific classroom procedures or strategies, to observe other teachers and their classroom and/or teaching strategies, or to pursue further professional development in specific areas. The principal or designee may also specify things that the teacher must change, improve, delete, or enhance in their professional abilities. A time-line may be given. This conference is also a time for the teacher to request aid in areas of their professional abilities where they feel lacking, or aid in anything that might enhance their effectiveness in the classroom and/or with students.
3. Informal observations may or may not be followed up by a conference. However, a teacher should feel free to request a conference to discuss either the observation or anything relating to their professional performance and/or development.
4. Following a peer observation a time for a teacher-teacher discussion should be set at the earliest convenience for both teachers.
5. Following other observations, such as a professionally observing a student in class may not be followed up with a conference with the teacher. Often the information gathered during these observations is confidential, and cannot be shared with teachers. It should be noted, however, that these types of observations are not to determine a teacher's competency, and thus should not be considered as a formative nor summative observation.
6. If the competence or professional ability of a teacher is in question, the formative observation and conference will be used to find areas a teacher most needs to improve, and ways the teacher can elicit this improvement. Mount Carmel School may offer to assist the teacher to become a capable and proficient professional in the Mount Carmel School environment. However, the onus for competence and professional ability is on the teacher. A summative observation and follow-up conference may be called for in these cases.
7. The school principal or other administrators may call a conference with a teacher not in connection with an observation. These conferences may be to discuss certain matters pertaining to employment, professional development and guidance, collaboration, feedback, information, et cetera.
8. A teacher may be call for a conference as deemed necessary by the administration or principal in regards to students, professional responsibilities as well as other urgent matters pertaining to the school.

Professional Development and Guidance

1. As professionals, teachers should continue their professional development on an ongoing basis. Much of a teacher's professional development will be accomplished on the teacher's own initiative to acquire skills and knowledge.
2. Teachers not currently certified are expected to pursue, or have concrete plans to pursue, their certification.
3. Mount Carmel School will offer professional development, in-services trainings and seminars throughout the school year as part of the teachers' professional growth. It is incumbent upon teachers to seize these opportunities for development, and use the knowledge gain and incorporate into the teaching and learning process for the continuous improvement of students' performance.
4. The administration, especially the principal and vice-principal for curriculum & instruction, will conduct assessment needs and identify trainings and in-services for the teachers in their professional growth. Assessment will be conducted based on survey, observation/conference process, recommendation, program implementation and other areas as deemed necessary designed to facilitate the professional development process through collaborative effort and process. The principal as instructional leader with the vice principal for curriculum and instruction will facilitate this process. There are areas of development for improvement that will be identified and recommended or required through the observation and conference process. This is to assist teachers for improvement of instructional delivery or content knowledge.
5. As professionals there is a need to continuously keep abreast with the current trend in education as well as in addressing the educational needs for the students.
6. Teachers are encouraged to use their time-off during summers to continue their professional growth. Mount Carmel School has been able to help some teachers with further education. If assistance with further education is desired, please make an appointment with the principal to discuss this possibility.
7. Teachers are also responsible of searching the internet or other resources for information need to assist them in professional growth as well as the teaching and learning process as need in addressing students academic and learning activities.
8. Each teacher is responsible of keeping record of professional development attended for each school year.

RENEWAL, NON-RENEWAL, REDUCTION IN STAFF, RESIGNATION AND TERMINATION

Letter of Intent

Each school year teachers whose contract will expire at the end of the school year are required to fill out a written form indicating whether or not they intend to sign a new contract for the following school year. These letters of intent are to be submitted to the administration by the specified due date, usually in March of the current school year. These letters of intent are used by the administration to plan for the following school year.

If a teacher intends on breaking a contract, this should be put into writing and a copy given to both the president and the principal. Teachers are responsible for any penalties that may apply for breaking a contract with Mount Carmel School. In unusual and extreme

circumstances a teacher may appeal in writing to the president to waive any or all penalties that apply. The president makes all final decisions.

Renewal and Non-Renewal of Contract

All faculty and staff of Mount Carmel School are contracted on an annual basis. Faculty, staff, and administrators whose contracts will expire at the end of the school's budgetary fiscal year will be notified 30 days prior to the end of the fiscal year whether or not s/he will be offered a new contract for the following school year. Only in extraordinary circumstances will this date be altered. A decision by the administration is final and is not subject to the grievance process.

Reduction in Staff

If the Administrative Team decides it is necessary to decrease the number of teachers, or to discontinue some particular teaching service, written notice should be given to the teacher(s) affected by April 30 of the current school year. If requested, a letter can be submitted to the teacher indicating an honorable dismissal. In such cases where a faculty and/or staff reduction is necessary, the decision by the administration is final and not subject to the grievance process.

Resignation

In certain extraordinary circumstances Mount Carmel School acknowledges that a teacher may have to resign during the school year from her/his employment duties at Mount Carmel School. In such cases a written resignation should be submitted to the administration with at least two weeks advance notice. The employee will be paid up to the effective date of resignation and upon clearance from the business office.

However, the administration reserves the right to determine the validity of the reasons for resignation. In such cases where the administration deems the reasons for resignation invalid, the employee may be obligated to complete the contract or indemnify the school for unfulfilled obligations of the contract.

Termination

The employment of faculty and staff may be terminated by the administration at any time during the school year for just cause, which shall include, but not limited by, the following: professional incompetence, physical and/or mental inability to perform professional duties, cruelty, negligence, and gross violation of Catholic dogma, insubordination, persistent violation of reasonable regulations or conviction of a felony. A written notice of termination will be given to the employee stating date of termination and just cause for termination. From time of notification an employee will receive two weeks' severance pay, but may be dismissed from work duties immediately. The employee will not receive their last check until they complete all obligations (such as turning in grade book, keys and other materials).

PROGRESSIVE DISCIPLINE

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Mount Carmel School reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issue have on our organization.

Procedure

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention the existing performance conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed.

Step 2: Written Warning

While it is hoped that performance, conduct or attendance issues that were identified in step 1 have been corrected, Mount Carmel School recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor and a division manager or director will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. All formal performance involvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The school president will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Mount Carmel School will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Mount Carmel School reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the school president.

Nothing in the policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Mount Carmel School and its employees.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

GRIEVANCE PROCEDURES

When employees feel that they have a legitimate grievance with another employee, a practice or policy of the school, or any conflict relating to work, they should adhere to the following procedures. Our goal is to work out all conflicts as directly as possible that produce solutions with equity, justice and charity.

Appeal to the President of Mount Carmel School or to the Board of Directors

If the grievance is still not resolved to the satisfaction of those involved, then a written appeal can be made to the President of Mount Carmel School within 10 days of the decision of the administrator. The President will review the appeal and take whatever action s/he deems necessary. The decision of the President is final. However, if the administrative decision is made by the President, then a written appeal should be made to the Chairperson of the Board of Directors within 10 days from the date that the administrative decision is rendered. The Chairperson of the Board of Directors or his/her designee(s) will review the appeal and make a decision in accordance to Policies and Procedures of the school. The decision of the Chairperson of the Board shall be final.

RULES AND CODE OF ETHICS FOR TECHNOLOGY PROGRAM

Adopted from NCEA's from the Chalkboard to the Classroom (1997)

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Mount Carmel School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect their privacy by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or to save space on the computer's hard drive.
5. Each student who receives Internet access will be instructed on the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities, product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user.

9. The systems administrator will determine what inappropriate use is, and his/her decision is final. The administration, faculty, and staff of the school may request the systems administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

Code of Ethics for Computer Resources and Network

Mount Carmel School is determined to ensure all our students develop their cyber technical skills and are able to do so in a positive setting and responsible manner. Appropriate generic and specific software is available so that students can improve the efficiency and presentation of their work.

Principal aims:

- To ensure safety and security for all students
- To ensure that the use of technology is primarily for educational purposes
- To maintain efficient filtering of unsuitable material
- To ensure compliance with legislation on computer use and Child Protection
- To maintain a working network and information resources for the benefit of all users

Equipment

- Do not install, attempt to install or store programs of any type on any computer without permission.
- Do not damage, disable, or otherwise harm the operation of the computer, or intentionally waste resources.
- Do not use the computers for commercial purposes e.g. buying or selling goods and related activities.
- Do not connect mobile equipment to the network e.g. laptops, tablet PC's, PDA's until they have been checked for viruses.
- Do not eat or drink near any computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, telephone number or the school's name and never send a picture of yourself unless you are given permission to do so.
- Do not use the computers in any way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass, any security measures or attempt to alter settings on any computer equipment.
- Computer storage areas and other computer media will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Access to the Internet should be for study or school authorized and supervised activities only.
- Do not use the Internet to obtain, download, send, print, display, transmit or gain access to materials that are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone you contact online unless your parents/guardian or teacher accompanies you.

E-mail

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behavior is not allowed.
- Never open attachments to e-mails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy all the information and software on your computer.
- The sending and receiving of e-mails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content. Always report such messages to a member of staff.

Lap-Tops

- It is permissible for students to use their own laptops on the network.
- Most network cards are compatible with the school network.
- Do not remove a network connection from the back of the networked machines. Central hubs and wireless networks must be used to prevent disruption to service or damage to networked machines.
- Do not disconnect the network connection from a station acting as a print server as this will disrupt and prevent printing operations.
- It may be necessary to add personal profile files and protocols to your laptop to enable it to communicate safely with the network. It is your responsibility to remove these files if you so desire after leaving school.

Child Protection Act 1998

- It is an offence to possess or distribute indecent images of children
- It is an offence to publish or advertise sites where such images described above may be accessed.

Computer Misuse Act 1990

- It is an offence to gain access to a system or personal work space without permission from the owner of that system or area
- It is an offence to gain unauthorized access to a personal workspace or network with intent to alter data in any manner
- It is an offence to alter data belonging to another person or organization following illegal access to that data

Data Protection Act 1998

- Any data used must be obtained legally
- Students and teachers have a duty to protect their data from unauthorized access
- Whilst it is unlikely that a pupil should need to register under the Data Protection Act, advice should be sought before collecting personal information on other people

Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000

- In conjunction with the Human Rights Act 1998 and Regulations of Investigatory Powers Act 2000 the School gives notice that it may examine e-mails, personal work areas or other storage and communications media used on school premises or that used via a school communication network if it believes the examination may result in finding evidence that is contrary to school rules or laws of the land. This can include telephones and personal e-mails. This action would be used only to protect minors or uphold rules.
- Any pupil who abuses the system will be denied access to the Internet and will be subject to disciplinary action. For serious violations suspension or even expulsion may be imposed; where necessary, police may be involved or other legal action may have to be taken.

FOR ASSEMBLIES

US National Anthem “The Star Bangled Banner”

Lyrics by Francis Scott Key • Music by John Stafford Smith

O say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there;
O say does that star-spangled banner yet wave,
O'er the land of the free and the home of the brave

CNMI Anthem

Gi talo gi halom tãsi
Nai gaige tano-ho
Ayo nai siempre hu sãga
Malago' ho
Ya un dia bai hu hãnão
Bai fãtto ha' ta'lo
Ti sina hão hu dingo
O tano-ho

Mit beses yan mãs
Hu saluda hão
Gatbo na islas Mariãnas
Hu tuna hão

Satil matawal Pacifico
Igha elo faluweey iye
Ighilal igha ebwe lootiw
Tipeey iye
Eew raal nge ibwe mwetesangi
Nge ibwal sefaalitiy
Ese mmwel bwe ibwe lighiti
Bwe falaweey

Sangaras faal bwughuwal
Ay tirow ngalugh
Ling ghatchul teel
Faluw Mariãnas
Ay Mwareiti

Pledge of Allegiance

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Mount Carmel School Song

Lyrics and Music by Jesus Sonoda

Our Lady of Carmel we're gathered today
To sing with one chorus what we mean to say
To ask you for guidance, to bless and direct us
Our life's in your hands, today beloved MC.

Mount Carmel, Carmel, hail to thee
We raise our voices so proud and so free
Our guide and inspiration, Our hearts you have won
Mount Carmel, Carmel, for God and Saipan

PRAYERS

Our Father

Our Father, Who art in Heaven, hallowed be Thy name;
Thy Kingdom come, Thy will be done on earth as it is in Heaven.
Give us this day our daily bread;
and forgive us our trespasses as we forgive those who trespass against us;
and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary full of Grace, the Lord is with thee.
Blessed are thou among women and blessed is the fruit of thy womb Jesus.
Holy Mary Mother of God, pray for us sinners now and at the hour of our death Amen.

Glory Be (The Doxology)

Glory be to the Father and to the Son and to the Holy Spirit.
As it was in the beginning is now, and ever shall be, world without end. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary,
I offer you my prayers, works, joys, and sufferings of this day
for all the intentions of your Sacred Heart,
in union with the Holy Sacrifice of the Mass throughout the world,
for the salvation of souls, the reparation of sins, the reunion of all Christians,
and in particular for the intentions of the Holy Father this month. Amen.

The 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;
on the third day he rose again from the dead; he ascended into heaven,
and is seated at the right hand of God the Father almighty;
from there he will 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.

Hail Holy Queen (Salve Regina)

Hail, holy Queen, mother of mercy, our life, our sweetness, and our hope.
To you we cry, poor banished children of Eve; to you we send up our sighs,
mourning and weeping in this valley of tears.
Turn, then, most gracious advocate, your eyes of mercy toward us;
and after this, our exile, show unto us the blessed fruit of your womb, Jesus.
O clement, O loving, O sweet Virgin Mary.

HYMNS AND SONGS

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Age To Age (#101)**JANET VOGT****REFRAIN:**

Age to age we will love you. Dawning light we will wake with you.
Into night we will follow you. We will love you age to age.

VERSES:

1. As the eagle flies to the heavens above,
on wings of faith God will bear you up.
2. As the lilies of the field neither toil nor spin,
what splendor we find in the love God gives.
3. Come, all you weary for you are blessed.
God will lighten your burden and give you rest.
4. Lord let my faith in you be revealed.
Only say the word and I shall be healed.

All Are Welcome (#102)**MARTY HAUGEN****VERSES:**

1. Let us build a house where love can dwell and all can safely live.
A place where saints and children tell how hearts learn to forgive.
Built of hopes and dreams and visions. Rock of faith and vault of grace.
Here the love of Christ shall end divisions. (Refrain)
2. Let us build a house where prophets speak, and words are strong and true,
Where all God's children dare to seek to dream God's reign anew.
Here the cross shall stand as witness and as symbol of God's grace.
Here as one we claim the faith of Jesus. (Refrain)
3. Let us build a house where love, is found In water, wine and wheat:
A banquet hall on holy ground, Where peace and justice meet
Here the love of God, through Jesus, is revealed in time and space
As we share in Christ the feast that frees us: (Refrain)

REFRAIN:

All are welcome. All are welcome.
All are welcome in this place.

All That We Have (#103)**GARY AULT**

All that we have and all that we offer
comes from a heart both frightened and free.
Take what we bring now and give what we need,
all done in His name.

VERSES:

1. Some would rely on their power,
Others put trust in their gold.
Some have only their Savior,
Whose faithfulness never grows old.
2. Sometimes the road may be lonesome,
Often we may lose our way;
Take courage and always remember
Love isn't just for a day.
3. Sometimes when troubles are many,
Life can seem empty, it's true,
But look at the life of the Master,
Who lovingly suffered for you.

All The Ends of The Earth (#104)**BOB DUFFORD, SJ****REFRAIN:**

All the ends of the earth, all you creatures of the sea, lift up your eyes to the wonders of the Lord.

For the Lord of the earth, the master of the sea, has come with justice for the world.

VERSES:

1. Break in to song at the deeds of the Lord, the wonders God has done in every age.
2. Heaven and earth shall rejoice in his might; every heart, every nation call Him Lord.
3. The Lord has made salvation known, faithful to the promises of old. Let the ends of the earth, let the sea and all it holds make music before our King.

Amazing Grace (#105)

1. Amazing Grace grace! How sweet the sound That saved a wretch like me
I once was lost, but now am found, Was blind but now I see
2. T'was grace a taught my heart to fear, And grace my fears relieved;
How precious did that grace appear. The hour I first believed.
3. Thru many dangers, toils, and snares I have already come;
'Tis grace has brought me safe thus far, and grace will lead me home.
4. The Lord has promised good to me; His word my hope secures; He will my
shield and portion be. As long as life endures.
5. When we've been there ten thousand years. Bright shining as the sun. We've no
less days to sing God's praise than when we first began.

As The Deer (#106)

MARTIN NYSTROM

As the deer panteth for the water
So my soul longeth after thee
You alone are my hearts desire
And I long to worship thee

Chorus
You alone are my strength my shield
To You alone may my spirit yield
You alone are my hearts desire
And I long to worship thee

You're my friend and You are my brother,
Even though you are a king.
I love you more than any other,
So much more than anything.

I want You more than gold or silver,
Only You can satisfy.
You alone are the real joy Giver,
And the apple of my eye.

Be Not Afraid (#107)

BOB DUFFORD, S.J.

Be not afraid. I go before you always
Come follow Me. And I will give you rest.

VERSES

1. You shall cross the barren desert,
But you shall not die of thirst
You shall wander far in safety
Though you do not know the way
You shall speak your words in foreign lands
And all will understand.
You shall see the face of God and live
2. If you pass through raging waters in the sea
You shall not drown
If you walk amid the burning flames,
You shall not be harmed
If you stand before the pow'r of hell
And death is at your side,
Know that I am with you through it all
3. Blessed are your poor,
For the kingdom shall be theirs.
Blest are you that weep and mourn,

For one day you shall laugh
And if wicked men insult and hate you
All because of me,
Blessed, blessed are you!

Blest Are You Lord, God of All Creation (#108)

VERSES:

1. Blest are you, Lord, God of all creation, thanks to your goodness this bread we offer;
fruit of the earth, work of our hands, it will become the bread of life.
(Refrain)
2. Blest are you, Lord, God of all creation, thanks to your good - ness this wine we offer:
fruit of the earth, work of our hands, it will become the cup of life.

REFRAIN:

Blessed be God! Blessed be God! Blessed be God! Forever! Amen.
Blessed be God! Blessed be God! Blessed be God! Forever! Amen.

Blest Be the Lord (#109)

DAN SCHUTTE, SJ

ANTIPHON:

Blest be the Lord; blest be the Lord, the God of Mercy, the God who saves.
I shall not fear the dark of night, nor the arrow that flies by day.

VERSES:

1. He will release me from the nets of all my foes. He will protect me from their wicked hands.
Beneath the shadow of His wings I will rejoice, to find a dwelling place secure.
(ANTIPHON)
2. I need not shrink before the terrors of the night, nor stand alone before the light of day.
No harm shall come to me, no arrow strike me down. No evil settle in my soul.
(ANTIPHON)
3. Although a thousand strong have fallen at my side, I'll not be shaken with the Lord at hand.
His faithful love is all the armor that I need to wage my battle with the foe.
(ANTIPHON)

Bread of Life (#110)**RORY COONEY****REFRAIN:**

I myself am the bread of life.
You and I are the bread of life,
taken and blessed , broken and shared by Christ
that the world might live.

VERSES:

1. This bread is spirit, gift of the Maker's love,
and we who share it know that we can be one:
a living sign of God in Christ.
2. Here is God's kingdom given to us as food.
This is our body, this is our blood:
a living sign of God in Christ.
3. Lives broken open, stories shared aloud
Become a banquet, a shelter for the world:
a living sign of God in Christ.

Canticle of The Sun (#111)**MAURTY HAUGEN****CHORUS:**

The heavens are telling the glory of God,
And all creation is shouting for joy!
Come, dance in the forest, come, play in the field,
And sing, sing to the glory of the Lord!

VERSES:

1. Praise for the sun, the bringer of day,
he carries the light of the Lord in his rays;
The moon and the stars who light up the way
unto your throne!
2. Praise for the wind that blows through the trees,
the seas' mighty storms, the gentlest breeze
they blow where they will, they blow where they please
to please the Lord!
3. Praise for the rain that waters our fields,
and blesses our crops so all the earth yields;
from death unto life her mystery revealed
springs forth in joy!

City of God (#112)**DAN SCHUTTE****VERSES:**

1. Awake from your slumber! Arise from your sleep!
A new day is dawning for all those who weep.
The people in darkness have seen a great light.
The Lord of our longing has conquered the night.
2. We are sons of the morning; we are daughters of day.
The One who has loved us has brightened our way.
The Lord of all kindness has called us to be
a light for his people to set their hearts free.
3. God is light; in him there is no darkness.
Let us walk in his light, his children, one and all.
O comfort my people, make gentle your words.
Proclaim to my city the day of her birth.

REFRAIN:

Let us build the city of God. May our tears be turned into dancing!
For the Lord, our light and our love, has turned the night into day!

Companions On The Journey (#113)**CAREY LANDREY****REFRAIN:**

We are companions on the journey, breaking bread and sharing life;
and in the love we bear is the hope we share. For we believe in the love of our God,
we believe in the love of our God.

VERSES:

1. No longer strangers to each other, no longer strangers in God's house;
we are fed and we are nourished by the strength of those who care,
by the strength of those who care.
2. We have been gifted with each other, and we are called by the Word of the Lord:
to act with justice, to love tenderly, and to walk humbly with our God,
to walk humbly with our God.
3. We will seek and we shall find: we will knock and the door will be opened;
We will seek and it will be given, for we believe in the love of our God.
We believe in the love of our God.

Enter, Rejoice and Come In (#114)

Enter, rejoice, and come in. Open your hearts to the Lord.
Today will be a joyful day. Enter, rejoice, and come in.

Sing alleluia. Sing alleluia. Today will be a joyful day.
Sing Alleluia.

Fill my Cup, Lord (#115)

RICHARD BLANCHARD

VERSES:

1. Like the woman at the well I was seeking for things that could not satisfy;
But then I heard my Savior speaking: "Draw from the well that never shall run dry"

2. There are millions in this world who are craving The pleasures earthly things afford;

But none can match the wondrous treasure that I find in Jesus Christ my Lord.

3. So, my friend, if the things this world gave you. Leave hungers that won't pass away, My blessed Lord will come and save you, if you kneel to Him and humbly pray:

REFRAIN:

Fill my cup Lord, I lift it up, Lord! Come and quench this thirsting of my soul;
Bread of heaven, feed me till I want no more. Fill my cup, fill it up and make me whole!

Give Thanks To The Lord (#116)

DAN SCHUTTE

VERSES:

1. Give thanks to the Lord who does wondrous deeds,
who masters the winds and the raging seas,
whose love is forever, whose love is forever,
whose love is forever more!

2. Give thanks to the Lord who has blessed our land,
who guards every step with a mighty hand
whose love is forever, whose love is forever,
whose love is forever more!

O bless the lord for every gift that comes to grace our way.

And praise the God of faithfulness, who comes to light our day.

3. Give thanks to the Lord of the summer rains,
Who spreads out the hills and the golden plains,
whose love is forever, whose love is forever,
whose love is forever more!

4. Give thanks to the Lord who is merciful,
whose kindness is wide, and love bountiful,
whose love is forever, whose love is forever,
whose love is forever more!

Glory and Praise to Our God (#117)**DAN SCHUTTE**

Glory and praise to our God,
who alone gives light to our days.
Many are the blessings He bears
to those who trust in His ways.

VERSES:

1. We, the daughters and sons of Him
Who built the valleys and plains,
Praise the wonders our God has done
In every heart that sings.
2. In His wisdom He strengthens us
Like gold that's tested in fire.
Though the power of sin prevails,
Our God is there to save.
3. Every moment of every day
Our God is waiting to save,
Always ready to seek the lost,
To answer those who pray.
4. God has watered our barren land
And spent his merciful rain.
Now the rivers of life run full
For anyone to drink.

God Is So Good (#118)**Refrain: An African Christian Melody****Verses:****CAREY LANDRY****CHORUS:**

God is so good; God is so good; God is so good; oh! So good to us.

VERSES:

1. Taste, oh taste and see
The goodness of the Lord;
With the best of wheat
He feeds us all.
2. The Lord is our shepherd,
Nothing shall we want.
He has prepared
A banquet for us.
3. The eyes of all look hopefully to You,
And You give us food in due season:
Living Bread, the Gift of the earth,
Fruit of the vine to drink.

4. My soul longs for You, my God,
As a deer longs for water;
I will go to the altar of God,
The God of my gladness and joy.

Hail Mary: Gentle Woman (#119)

Hail Mary, full of grace, the Lord is with you. Blessed are you among women
and blest is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners
now and at the hour of our death, Amen.

Gentle woman, quiet light, morning star, so strong and bright,
gentle Mother, peaceful dove, teach us wisdom; teach us love.

You were chosen by the Father; you were chosen for the Son.

You were chosen from all women and for women, shining one.

Blessed are you among women, blest in turn all women, too.

Blessed they with peaceful spirits. Blessed they with gentle hearts.

H E (#120)

He can turn the tide and calm the angry sea,

He alone decides who writes a symphony,

He lights every star that makes our darkness bright,

He keeps watch all through each long and lonely night.

He still finds the time to hear a child's first prayer,

Saints and sinners call and always find Him there.

Though it makes Him sad to see the way we live,

He'll always say, "I forgive."

He can grant a wish or make a dream come true,

He can paint the clouds and turn the gray to blue,

He alone knows where to find the rainbow's end,

He alone can see what lies beyond the bend.

He can touch a tree and turn the leaves to gold.

He knows every lie that you and I have told.

Though it makes Him sad to see the way we live.

He'll always say, "I forgive."

Here I Am Lord (#121)

DAN SCHUTTE

VERSES:

1. I, the Lord of sea and sky. I have heard my people cry
All who dwell in dark and sin. My hand will save.
I who made the stars of night, I will make their darkness bright
Who will bear my light to them? Whom shall I send?

2. I the Lord of snow and rain. I have borne my people's pain
I have wept for love of them, they turn away.

I will break their hearts of stone. Fill their hearts with love alone
I will speak my word to them. Whom shall I send?

3. I, the Lord of wind and flames, I will tend the poor and lame
I will set a feast for them. My hand will save.
Finest bread I will provide. Till their hearts be satisfied.
I will give my life to them. Whom shall I send?

REFRAIN:

Here I am Lord. Is it I Lord?
I have heard you calling in the night.
I will go Lord, If you lead me.
I will hold your people in my heart.

I Am The Bread of Life (#122)

SUZANNE TOOLAN RSM

VERSES:

1. I am the Bread of life. You who come to me shall not hunger
and who believe in me shall not thirst.
No one can come to me unless the Father beckons. (Refrain)
2. The bread that I will give is my flesh for the life of the world
and if you eat of this bread you shall live for ever,
You shall live forever. (Refrain)
3. Unless you eat of the flesh of the Son of Man
and drink of his blood and drink of his blood.
You shall not have life in you. (Refrain)
4. I am the Resurrection, I am the life.
If you believe in me, even though you die,
You shall live forever. (Refrain)

REFRAIN:

And I will raise you up, and I will raise you up,
And I will raise you up on the last day.

I Have Loved You (#123)

MICHAEL JONCAS

REFRAIN:

I have loved you with an everlasting love, I have called you and you are Mine;
I have loved you with an everlasting love, I have called you and you are Mine;

VERSES:

1. Seek the face of the Lord and long for Him: He will bring you His light and His
peace. (Refrain)

2. Seek the face of the Lord and long for Him: He will bring you His joy and His hope. (Refrain)
3. Seek the face of the Lord and long for Him: He will bring you His care and His love. (Refrain)

I Receive The Living God (#124)

B. DE SOUSA

REFRAIN:

I receive the living God and my heart is full of joy.

I receive the living God and my heart is full of joy.

VERSES:

1. He has said: "I am the Bread kneaded long to give you life.
He who will par-take of Me need not ever fear to die." (REF)
2. He has said: "I am the Way, and my Father longs for you,
So I come to bring you home to be one with Him anew." (REF)
3. He has said: "I am the Truth. If you follow close to Me
You will know Me in your heart and My word shall make you free." (REF)
4. He has said: "I am the Life, far from Whom nothing can grow.
But receive this living Bread And My Spirit you shall know." (REF)

I Thank My God (#125)

F. ANDERSEN, MSC.

Phil 1: 3-11

I thank my God each time I think of you! And when I pray for you, I pray with joy.

1. Now there is one thing I am sure of: He who began His work in you,
will see that it is truly finished. It's when the day that Jesus comes.
2. That I should feel like this toward you seems only natural to me.
For you have shared with me your labors, the Gospel privilege with me!
3. Since you've borne with me my burdens, I now bear you with my heart!
And God alone knows how I love you! I love you just as Christ loves me!
4. I pray your knowledge will be deepened. Your love be mutual and strong!
Then you will reach the perfect goodness! Then to the Lord you will belong!

I Will Come To You In The Silence (#126)

I will come to you in the silence
I will lift you from all your fear
You will hear My voice
I claim you as My choice
Be still, and know I am near
I am hope for all who are hopeless
I am eyes for all who long to see
In the shadows of the night,
I will be your light
Come and rest in Me
Do not be afraid, I am with you
I have called you each by name
Come and follow Me
I will bring you home
I love you and you are mine
I am strength for all the despairing
Healing for the ones who dwell in shame
All the blind will see, the lame will all run free
And all will know My name
Do not be afraid, I am with you
I have called you each by name
Come and follow Me
I will bring you home
I love you and you are mine
I am the Word that leads all to freedom
I am the peace the world cannot give
I will call your name, embracing all your pain
Stand up, now, walk, and live
Do not be afraid, I am with you
I have called you each by name
Come and follow Me
I will bring you home
I love you and you are mine

In His Time (#127)

In His time, In His time. He makes all things beautiful in His time.
Lord, please show me everyday, as You're teaching me Your way,
That You'll do just what You say in Your time.
In Your time, In Your time. You make all things beautiful in Your time.
Lord, my life to You I give. May each song I always sing
Be to You a lovely thing in Your time.

Let Heaven Rejoice (#128)**BOB DUFFORD, S. J.****CHORUS:**

Let heaven rejoice and earth be glad; let all creationsing.
Let children proclaim through everyland, "Hosanna toourKing."

VERSES:

1. Sound the trumpet into the night; the day of the Lord is near.
Wake his people; lift your voice. Proclaim it to the world.
2. Rise in splendor; shake off your sleep; Put on your robes of joy.
And in the morning you shall see the glory of the Lord.
3. Raise your voices, be not afraid. Proclaim it in ev'ry land:
Christ has died, but He has risen; He will come again.
4. 4. Sing a new song unto the Lord. For He has done wonderful deeds.
And praise Him, thank Him, dance before Him, Play before the Lord.
5. Nations tremble, wise men amazed. A child is born this night,
Wonderful counselor, mighty God, a father, prince of peace.
6. Songs of angels, "Glory on high, and peace to all on earth.
I bear glad tidings: Born this day, your Savior and your God."

Let There Be Peace on Earth (#129)**SY MILLER and JILL JACKSON**

Let there be peace on earth and let it begin with me; Let there be peace on earth,
The peace that was meant to be. With God as our Father, children all are we.
Let us walk with each other in perfect harmony.
Let peace begin with me; let this be the moment now. With every step I take
Let this be my solemn vow. To take each moment in peace eternally
Let there be peace on earth and let it begin with me.

Look Beyond (#130)**DARRYL DUCOTE****CHORUS:**

Look beyond the bread you eat; see your Savior and your Lord.
Look beyond the cup you drink; see His love poured out as blood.

VERSES:

1. Give us a sign that we might believe in you.
Moses gave us manna from the sky.
2. I am the Bread — which from the heavens came;
Those who eat this Bread will never die.
3. The Bread I give you — will be My very flesh;
My Blood will truly be your drink.
4. This man speaks harshly; who can listen to His word?
We shall no longer follow Him.
5. You, My disciples, will you also leave?
Lord, to whom can we go?

Lord, I Offer My Life (#131)

All that I am, all that I have, I lay them down before you my Lord.

All my regrets, all my acclaim, the joy and the pain I'm making them yours.

Chorus:

Lord, I offer my life to you, everything I've been through, use it for your glory. Lord, I offer my days to you, lifting my praise to you, as a pleasing sacrifice, Lord I offer you my life.

Things in the past, things yet unseen, wishes and dreams that are yet to come true. All of my hopes, all of my plans, my heart and my hands are lifted to you.

Lord, We Touch You Today (#132)

VERSES:

1. Lord, we touch you today; Lord, we touch you today.
You gave us your life, You gave us your love. Lord, we touch you today.
2. Lord, we give you our heart; Lord, we give you our heart.
You gave us your life, You gave us your love. Lord, we give you our heart.
3. Lord, we've touched you today; Lord, we've touched you today.
You gave us your death, You gave us your life. Lord we've touched You today.
4. Lord, we sing in your love; Lord, we sing in your love.
We share in your life, We share in your love. Lord we sing in your love.

REFRAIN:

To live is to die, is to laugh, is to cry; to live is to love with all our heart.

To live is to walk and to talk in your Word and to live is to sing in your love.

Lord, You Have Come (#133)

CAESAREO GABARAIN

VERSES:

1. Lord, you have come to the seashore, neither searching for the rich nor the wise,
desiring only that I should follow. (Refrain)
2. Lord, see my goods, my possessions; in my boat you find no power no wealth.
Will you accept then my net and labor? (Refrain)
3. Lord take my hands and direct them. Help me spend myself In seeking the lost,
returning love for the love you gave me. (Refrain)
4. Lord, as I drift on the waters, be the resting place of my restless heart
my life's companion, my friend, and refuge. (Refrain)

REFRAIN:

Oh Lord with your eyes set upon me, gently smiling you have spoken my name:
All I long for I have found by the water at your side I will seek other shores.

Morning Has Broken (#134)

Eleanor Farjeon, 1881-1925

Old Gaelic Melody

Morning has broken like the first morning,
Black bird has spoken like the first bird.
Praise for the singing: Praise for the morning:
Praise for them springing Fresh from the Word.
Sweet the rain's new fall, sun- lit from heaven
Like the first dewfall on the first grass.
Praise for the Sweetness of the wet garden,
Sprung in completeness where His feet pass.
Mine is the sunlight: Mine is the morning,
Born of the onelight Eden saw play!
Praise with elation, Praise every morning
God's recreation of the new day!

O Blessed The Lord (#135)

JOHN MICHAELS

REFRAIN

0 bless the Lord, the God of our salvation, Flock of strength and a refuge sure!
0 bless the Lord, the God of ev-'ry nations, over all the earth!

VERSES:

1. O blest the Lord, highest heavens above! Bless the Lord!
Glorify his name! Sun in the day, moon and stars in the night
worship and praise!
2. Let all the earth sing with joy to the Lord, all the seas,
creatures of the deep! Mountains and hills, birds and
beasts in the fields, worship and praise!
3. Let all the nations on earth bless the- Lord, for the Lord
governs all the world! Let all the rulers on earth bless the Lord!
Worship and praise!

On Eagle's Wings (#136)**Based on Psalm 91****MICHAEL JONCAS**

And He will raise you up on eagle's wings, bear you on the
breath of dawn, make you to shine like the sun, and
hold you in— the palm of His hand.

VERSES:

1. You who dwell in the shelter of the Lord,
Who abide in His shadow for life,
Say to the Lord: "My refuge,
My Rock in whom I trust!"
2. The snare of the fowler will never capture you,
And famine will bring you no fear:
Under His wings your refuge,
His faithfulness your shield.
3. You need not fear the terror of the night,
Nor the arrow that flies by day;
Though thousands fall about you,
Near you it shall not come.
4. For to His angels He's given a command
To guard you in all of your ways;
Upon their hands they will bear you up,
Lest you dash your foot against a stone.

On This Day, O Beautiful Mother (#137)**LAMBILLOTTE****REFRAIN:**

On this day, O beautiful Mother, on this day we give thee our love.
Near thee, Madonna, fondly we hover, trusting thy gentle care to prove.

VERSES:

1. On this day we ask to share. Dearest Mother thy sweet care.
Aid us ere our feet astray. Wander from Thy guiding way. (Refrain)
2. Queen and Mother deign to bear, all Thy children's humble pray'r;
Young hearts gain, O Virgin pure, Gently to Thy self allure. (Refrain)

One Bread, One Body (#138)**JOHN FOLEY SJ****REFRAIN:**

One bread, one body, one Lord of all, one cup of blessing which we bless.
And we, though many, throughout the earth, we are one body in this one Lord.

VERSES:

1. Gentile or Jew, servant or free, woman or man, no more. (Refrain)
2. Many the gifts, many the works, one in the Lord of all. (Refrain)
3. Grain for the fields, scattered and grown, gathered to one, for all. (Refrain)

One God (#139)

Millions of stars placed in the sky by one God! Millions of us lift up our eyes to one God!
So many children calling to Him by many a different name;
One Father loving each the same
Many the ways all of us pray 'to one God! Many the paths winding their way to one God!
Walk with me, friend, there were no strangers after His work was done.
For your God and my God are one.

Pan de Vida (#140)

I

Pan de Vida cuerpo del Señor
Cup of blessing blood of Christ the Lord,
At this table the last shall be first,
Poder es servir, porque Dios es amor

We are the dwelling of God,
fragile and wounded and weak,
We are the body of Christ, called to be
the compassion of God.

II

Pan de Vida cuerpo del Señor
Cup of blessing blood of Christ the Lord,
At this table the last shall be first,
Poder es servir, porque Dios es amor
You call me Teacher and Lord,
I, who washed your feet.
So you must do as I do;
So the greatest must become the least

III

Pan de Vida cuerpo del Señor
Cup of blessing blood of Christ the Lord,
At this table the last shall be first,
Poder es servir, porque Dios es amor
There is no Jew or Greek,
there is no slave or free
There is no woman or man,
Only heirs of the promise of God

IV

Pan de Vida cuerpo del Señor
Cup of blessing blood of Christ the Lord,

At this table the last shall be first,
 Poder es servir, porque Dios es amor
Panis Angelicus (#141)
 Panis angelicus, fit panis hominum.
 Dat panis caelicus figuris terminum.
 Ores mirabilis manducat Dominum,
 pauper, servus, et humilis.
 Te, trina Deitas unaque possimus
 Sic nos tu visita, sicut te colimus
 Per tuas semitas duc nos quo tendimus,
 Ad lucem quam in habitas.
 Holy and living bread; wondrous food from heaven sent.
 God's sacrifice foretold-now in our hands we hold.
 Sign and reality, challenge for us to be.
 Humble servants to all the poor.
 God, holy Three- In-One, through this offering of your Son.
 All now on earth can see what we are called to be:
 Hope for a world in need, signs that love can succeed.
 Where true justice and peace endure.

Pass It On (#142)

KURT KAISER

It only takes a spark to get a fire burning
 And soon all those around can warm up in its glowing.
 That's how it is with God's love, once you've experienced it
 You spread His love to everyone; you want to pass it on.
 What a wondrous time is spring, when all the trees are budding.
 The birds begin to sing; the flowers start their blooming.
 That's how it is with God's love, once you've experienced it.
 You want to sing; it's fresh like spring. You want to pass it on.
 I wish for you my friend, this happiness that I've found;
 You can depend on Him; it matters not where you're bound.
 I'll shout it from the mountain top, I want my world to know.
 The Lord of love has come to me, I want to pass it on.

Power of Love (#143)

GEOFF BULLOCK

VERSES:

1. Lord I come to You. Let my heart be changed, renewed
 Flowing from the grace that I found in You.
 And Lord I've come to know the weaknesses I see in me
 Will be stripped away by the power of Your love.

2. Lord unveil my eyes. Let me see You face to face
The knowledge of Your love as You live in me.
And Lord renew my mind as Your will unfolds in my life
In living every day by the power of Your love.

CHORUS:

Hold me close. Let Your love surround me
Bring me near; draw me to Your side.
And as I wait I'll rise up like the eagle
And I will soar with you, your Spirit leads me on
In the power of your love.

Prayer of St. Francis (#144)

SEBASTIAN TEMPLE

1. Make me a channel of your peace.
Where there is hatred, let me bring your love.
Where there is injury, your pardon, Lord
And where there's doubt, true faith in you.
2. Make me a channel of your peace.
Where there's despair in life, let me bring hope.
Where there is darkness, only light,
And where there's sadness, ever joy.
3. Oh, Master grant that I may never seek
so much to be consoled as to console.
To be understood as to understand.
To be loved, as to love with all my soul.
4. Make me a channel of your peace.
It is in pardoning that we are pardoned.
In giving of ourselves that we receive.
And in dying that we're born to eternal life.

Seed, Scattered and Sown (#145)

DAN FEITEN

REFRAIN:

Seed, scattered and sown, Wheat, gathered and grown
bread, broken and shared as one, the living Bread of God.
Vine, fruit of the land, wine, work of our hands,
one cup that is shared by all the living Cup, the living Bread of God.

1. Is not the bread we break, a sharing in our Lord?
Is not the cup we bless, the blood of Christ outpoured?
2. The seed which falls on rock will wither and will die.
The seed within good ground will flower and have life.
3. As wheat upon the hills was gathered and was grown,
so may the church of God be gathered into one.

Seek Ye First (#146)**KAREN LAFFERTY**

1. Seek ye' first the kingdom of God and his righteousness,
And all these things shall be added unto you. Al - le -lu, al - le - lu-ia.
2. Ask and it shall be given un-to you; seek, and ye shall find;
Knock, and it shall be opened unto you. Al - le -lu, al - le - lu-ia.
3. You do not live by bread a lone but by ev'ry word
That proceeds from the mouth of God. Al - le -lu, al - le - lu-ia.

Shout To The Lord (#147)**DARLENE ZSCHECK**

My Jesus, my Savior, Lord, there is none like you;
All of my days I want to praise the wonders of your mighty love.
My comfort, my shelter, tower of refuge and strength;
let ev'ry breath, all that I am, never cease to worship You.

CHORUS:

Shout to the Lord, all the earth, let us sing.
Power and Majesty, praise to the King;
Mountains bow down and the seas will roar at the sound of Your name.
I sing for joy at the work of your hands,
forever I'll love You, forever I'll stand
nothing compares to the promise I have in You.

Sing a New Song (#148)**(PSALM 98) 40:161****DAN SCHUTTE****CHORUS: I**

Sing a new song unto the Lord; let your song be sung from mountains high.
Sing a new song unto the Lord, singing alleluia.

VERSES:

1. Yahweh's people dance for joy.
O come before the Lord
And play for Him on glad tambourines,
and let your trumpet sound.
2. Rise, O children, from your sleep;
Your Savior now has come.

- He has turned your sorrow to joy,
and filled your soul with song.
3. Glad my soul for I have seen
the glory of the Lord.
The trumpet sounds; the dead shall be raised.
I know my Savior lives.

Sing to the Mountains (#149)

BOB DUFFORD, S. J.

CHORUS:

Sing to the mountains, sing to the sea.
Raise your voices, lift your hearts.
This is the day the Lord has made.
Let all the earth rejoice.

VERSES:

1. I will give thanks to you, my Lord. You have answered my plea.
You have saved my soul from death. You are my strength and my song.
2. Holy, holy, holy Lord. Heaven and earth are full of your glory.
3. This is the day that the Lord has made. Let us be glad and rejoice.
Death has lost and all is life. Sing of the glory of God.

Table of Plenty (#150)

DAN SCHUTTE

Come to the feast of heaven and earth! Come to the table of plenty!
God will provide for all that we need here at the table of plenty.

1. O come and sit at my table where saints and sinners are friends.
I wait to welcome the lost and lonely to share the cup of my love.
2. O come and eat without money; come to drink without price.
My feast of gladness will feed your spirit with faith and fullness of life.
3. My bread will ever sustain you through days of sorrow and woe.
My wine will flow like a sea of gladness to flood the depths of your soul.
4. Your fields will flower in fullness; your homes will flourish in peace.
For I, the giver of home and harvest, will send my rain on the soil.

Take My Hands (151)

SEBASTIAN TEMPLE

Take my hands and make them as your own
and use them for your kingdom here on earth!
Consecrate them to your care, anoint them for your service where
you may need your gospel to be sown.
Take my hands, they speak now for my heart,
and by their actions they will show their love.
Guard them on their daily course, be their strength
and guiding force to ever serve the Trinity above!
Take my hands I give them to you, Lord.
Prepare them for the service of your name.
Open them to human need and by their love they'll sow your seed

so all may know the love and hope you gave.

Ending: Take my hands, take my hands, O Lord.

The King of Glory (#152)

Rev. W. F. Jabusch

Traditional Israeli Folk Song

The King of glory comes, the nation rejoices.

Open the gates before Him lift up your voices.

1. Who is the king of glory; how shall we call Him?

He is Emmanuel, the promised of ages.

2. In all of Galilee, in city or village,

He goes among His people curing their illness.

3. Sing then of David's Son, our Savior and brother;

In all of Galilee was never another.

4. He gave His life for us, the pledge of salvation,

He took upon Himself the sins of the nation.

5. He conquered sin and death; He truly has risen.

And He will share with us His heavenly vision.

The Lord Is My Shepherd (#153)

PAUL QUINLAN, SJ

VERSES:

1. The Lord is my Shepherd; He is Lord, and I am His guest.

Fresh and green are the pastures where He leads me to my rest.

Near Peaceful waters He leads me to cheer up my cheerless heart.

He guides me on the safe paths, He will always do His part. (Refrain)

2. You pre pare a banquet in the sight of my foes.

You cool my head with oil and my cup now overflows.

Surely goodness and kindness will be with me all the way.

The Lord's house for my dwelling, I will thank Him everyday. (Refrain)

3. Glory to the Father; glory to His Only Son;

glory be to the Spirit ; glory, glory everyone.

Glory to the Father; glory to His Only Son;

glory be to the Spirit; glory, glory everyone. (Refrain)

REFRAIN:

If I should ever walk in the valley of darkness,

No evil would I fear: You are there to show the way.

If I should ever walk in the valley of darkness,
Your crook and Your staff, they will lead me to the day.

Though the Mountains May Fall (#154)

DAN SCHUTTE, S. J.

CHORUS:

Though the mountains may fall and the hills turn to dust,
yet the love of the Lord will stand as a shelter for all who will call on His name._
Sing the praise and the glory of God.

VERSES:

1. Could the Lord ever leave you?
 Could the Lord forget His love?
Though a mother forsake her child,
He will not abandon you.
2. Should you turn and forsake Him,
He will gently call your name.
 Should you wander away from Him,
He will always take you back.
3. Go to Him when you're weary;
He will give you eagle's wings.
You will run, never tire,
For your God will be your strength.
4. As He swore to your fathers,
When the flood destroyed the land.
He will never forsake you;
He will swear to you again.

Up, Up With People (#155)

MRA

REFRAIN:

Up, up with people, you meet them wherever you go.
Up, up with people. They're the best kind of folks we know.
If more, people were for people, all people everywhere.
There'll be a lot less people to worry about,
and a lot more people who care.

VERSES:

1. It happened just this morning, I was walking down the street.
 The newsboy and the postman, and policeman I did meet.
 There in every window and at every single door I recognized people
 I never noticed before. (Refrain)

2. People from the Southland and people from the North,
Like a mighty army I saw them coming forth,
'Twas a great reunion befitting of a King! Then I realized people
were more important than things. (Refrain)

3. Inside everybody there's some bad and there's some good,
But don't let anybody start attacking peoplehood.
Love them as they are and fight for them to be
Great men and great women as God meant them to be. (Refrain)

We Are One In The Spirit (#156)

VERSES:

1. We are one in the Spirit, we are one in the Lord,
we are one in the Spirit we are one in the Lord.
And we pray that all unity may one day be restored. (Refrain)
2. We will walk with each other we will walk hand in hand.
We will walk with each other we will walk hand in hand.
And together we'll spread the news that God is in our land. (Refrain)
3. We will work with each other we will work side by side.
We will work with each other we will work side by side.
And we'll guard each other's dignity and save each one's pride. (Refrain)
4. All praise to the Father, from whom all things come.
And all praise to Christ Jesus, His only Son.
And all praise to the Spirit who makes us one. (Refrain)

REFRAIN:

And they'll know we are Christians by our love, by our love.
Yes they'll know we are Christians by our love.

We Offer Our Love (#157)

TINA BENITEZ

We offer our lives to the Lord above. We offer our hopes for it's Jesus we love.
And now as we pray, may the Lord come and say that we'll share in His glory one day.
We offer our hopes everyday we live. We know without: Christ we have nothing to give.
So now as we pray, may the Lord come and say that we'll share in His glory one day.

We Remember (#158)

MARTY HAUGEN

REFRAIN:

We remember how you loved us to your death,
and still we celebrate, for you are with us here;
And we believe that we will see you when you come
in your glory, Lord. We remember, we celebrate, we believe.

VERSES:

1. Here, a million wounded soul are yearning just to touch you and be healed.
Gather all your people, and hold them to your heart. (Refrain)
2. Now we recreate your love, we bring the bread and wine to share a meal.
Sign of grace and mercy, the presence of the Lord. (Refrain)
3. Christ, the Father's great "A - men" to all the hopes and dreams of every heart,
Peace beyond all telling, and freedom from all fear. (Refrain)

What A Beautiful Country (#159)**MRA**

What a beautiful country this land we're living in,
 If only we can share and care enough, no one's gonna be sad.
 There's enough for everyone's need but not for everyone's greed.
 Everybody should have a part to have a brand new start.
 So let's unite and clean up all the wrongs we.
 Let 's start a new life. It all depends on you, you, you,you.

You Are Near (#160)**(PSALM 139)****DAN SCHUTTE****CHORUS:**

Yahweh, I know You are near, standing always at my side.
 You guard me from the foe, and You lead me in ways everlasting.

VERSES:

1. Lord, You have searched my heart,
And You know when I sit and when I stand.
Your hand is upon me
Protecting me from death, keeping me from harm.
2. Where can I run from Your love?
If I climb to the heavens You are there;
If I fly to the sunrise or sail beyond the sea,
Still I'd find You there.
3. You know my heart and its ways,
You who formed me before I was born
In secret of darkness before I saw the sun
In my mother's womb.
4. Marvelous to me are Your works;
How profound are Your thoughts, my Lord.
Even if I could count them, they number as the stars,
You would still be there.

KATOLIKO

Katoliko ya en tingo' hinengge-ku

I banderâ-hu i santos kilu'os.
Hu hongge i sen sântos na sakramento
Nina'huyong ni' saina as Jesus Kumu sen fitme na testamento

Chorus:

Pues ânti yan i tataotao-hu Katoliko asta i finatai-hu. (2x)

Katoliko ya en tingo' na hu hongge.

I purisima na Konsepsion.

Hu nâ'enñaihon put este na hinengge. I anti-hu yan i korason.



HOME OF THE
KNIGHTS