

**Student-Parent Handbook  
2022-23**



**BELIEVE      ACHIEVE      SUCCEED**

A Houston Independent School District Contract Charter High School

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## **WELCOME**

On behalf of the Administration, Faculty, and Board of Directors, Welcome to Mount Carmel Academy's 2022-23 school year.

In this handbook, statements of Mount Carmel Academy's (MCA) expectations and policies are presented to students and parents/guardians. Students will become a part of the life, spirit, and tradition of MCA by participating fully in the activities offered to them.

### **Non-Discriminatory Policy**

MCA admits students of any race, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its school. MCA does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, athletics, and other school administered programs.

MCA has adopted and implemented the imperatives of the Family Educational Rights and Privacy Act (FERPA) as amended and will inform parents/guardians and students of their rights under this amendment of the Civil Rights Act of 1964.

### **Accreditation and Governance**

The Board of Directors and the MCA Administration operate the school. MCA follows all applicable HISD policies and requirements.

MCA is accredited by the Texas State Department of Education. The curriculum taught is prescribed by the state, HISD, and MCA.

The policymaking body for the school is the MCA Board of Directors, made up of elected and appointed members. The Board meets quarterly to consider school matters, including the financial status of the school, policies, and grievances.

## **Mission Statement**

Mount Carmel Academy's (MCA) mission is to develop well-educated and responsible students by offering a college preparatory academic program in a moral environment. MCA fosters excellence, discipline, sacrifice, and service to our fellow man. MCA believes in cultivating critical thinkers to be the leaders and world changers of the next generation.

MCA will live out this mission by helping each student:

- Complete a college preparatory high school education
- Foster personal relationships with others
- Think critically, judge intelligently, and weigh moral values
- Become a responsible, law-abiding citizen
- Learn the importance of providing service to others
- Develop leadership skills
- Respect self and all life

MCA welcomes students from all economic and social backgrounds and is proud of its diverse student body.

## **Objectives**

MCA's objectives are:

- To provide a college preparatory education based on each student's individual goals and abilities
- To provide opportunities for every student to achieve academic success
- To create a community atmosphere that honors human dignity in all school activities
- To assist students in planning their academic programs in order to pursue career goals
- To present opportunities that give each student the chance to grow intellectually and become a life-long learner
- To enable students to develop a positive self-image as a person who is respected, recognized, and accepted by others
- To sponsor extracurricular activities that cultivate the talents of our students
- To serve others through community service projects

## Code of Conduct

A copy of the HISD Student Code of Conduct can be obtained by:

[www.houstonisd.org](http://www.houstonisd.org)

Go to the **Tab RESOURCES**

**Scroll down to Code of Conduct**

*\*\*It is recommended that a copy is downloaded and saved on your laptop or cellphone\*\**

MCA requires that students and parents/guardians understand and accept this Code of Conduct. The student Code of Conduct can be summarized in a single word...**RESPECT** for:

- Self
- MCA
- Family
- Authority
- Other Students

Any physical, written, or verbal display of disrespect will result in disciplinary measures. The level of discipline required will depend upon the level of severity of the infraction. The Principal reserves the right to administer discipline based on the student's individual record. All discipline actions are in accordance with the HISD Code of Student Conduct.

MCA students are expected to behave in a manner which promotes positive ideals in their actions and reflecting the core values of MCA, which are expressed in the MCA Mission Objectives in this Handbook.

The behavior is expected during all activities involving MCA students who are representing the school at MCA or away from MCA. Students involved in any activity that would tarnish the reputation of MCA will be held accountable, including disciplinary action. MCA students are ambassadors of MCA at all times during their high school years.

Students and parents are required to sign an HISD Code of Student Conduct and MCA Student/Parent Handbook acknowledging receipt of the handbooks and agreeing to follow the rules outlined in the handbooks.

MCA is a school of Choice; student transfer contracts are for one year. In January, students who are not being successful because of grades, attendance, service hours, or discipline will be notified that they are in jeopardy of not having their contracts renewed and the student will be put on a growth plan to help the student succeed. In the event the student does not meet the goals of the growth plan, the parents will be notified that their student's contract **will not** be renewed.

Students who are not notified of being in jeopardy will automatically have their contracts renewed.

## ACADEMIC POLICIES

Any student who makes false statements on his/her application papers or other documents will be removed from the school and transferred to his/her zoned school.

### Academic Deficiencies

Students who have failing grades on Progress reports will be required to attend tutorials until an evaluation is made on the next progress report or report card. Students may attend the after-school tutorial offered by each individual teacher or tutorials on the Saturday.

### Academic Dishonesty

MCA students are expected to maintain a high standard of honesty and integrity in all academic areas. Cheating on tests or plagiarizing any written work are very serious offences. Cheating and plagiarism are unjust, dishonest, and considered stealing. All of the situations qualify as cheating:

- Copying answers from another student on a test, quiz, or homework
- Allowing another student to copy from one's test, quiz, or homework
- Observing cheating and failing to notify the teacher
- Giving another student answers to a test or quiz
- Asking another student for answers to a test not yet taken
- Stealing a test (even if not used)
- Plagiarizing on a term paper or other written assignment

All material quoted from a reference should be formatted as a reference. If it is an exact quote, it should be in quotation marks or indented, and the reference should be cited. Plagiarizing includes copying reference material and turning it in as if the student wrote it, even if the source is stated. The definition of plagiarism is to use the words or ideas of another person as if they were your own words or ideas.

If an MCA faculty member witnesses any of the above actions or action in the same category, that faculty member will report the incident to the Principal, who will notify the parents/guardians:

The penalties for those found guilty of copying or plagiarizing are:

- A grade of **0** on the test, work, or assignment
- Detention (number of days is dependent on the situation)
- Possible disqualification for academic awards
- Removal as an active member from the **National Honor Society**



## Admission and Registration

Student admission eligibility will be determined by

- a) Receipt of LAST REPORT CARD
- b) Receipt of STAAR test results if coming from a public school
- c) An interview with the parents, student, and school administration
- d) Successful completion of previous grade with proof of promotion to 9<sup>th</sup> grade with recommendation of previous teachers
- e) Completion and signing of student success contract between school, parents and student
- f) Ability to meet the academic needs of the student within the program offered by MCA.

All new students will be evaluated for admission based on previous academic history, discipline history, interview and recommendations from previous teachers. Admission will be approved by the Admissions Committee.

All students wishing to return to MCA for the next year must turn in an **Intent to Re-Enroll** form in the spring by the date determined by MCA, successfully complete the current school year, go through a review process administered by MCA staff to ensure that MCA can continue to meet the academic needs of the student as well as a review of discipline history. Parents and student must also sign the student success contract for the upcoming year. See “Non-Renewal Policy and Procedures”.

## Course Classifications

Since MCA is a college preparatory school, the lowest course level is College Placement (CP). In addition, Pre Advanced Placement (Pre-AP), Advanced Placement (AP), and Dual Credit (DC) classes are offered, which gives a higher weight (for example, an “A” in a CP class is 4 points, and an “A” in a Pre-AP, AP or DC is 5 points).

### ***College Placement (CP)***

The curriculum for the CP courses is in alignment with the state recommended program to prepare students for a four-year university.

### ***Pre-Advanced Placement Courses (Pre-AP)***

Pre-AP classes are more rigorous than CP classes and lay the foundation for AP classes. They are available to Freshmen and Sophomores who have demonstrated the academic ability to undertake the rigor of Pre-AP classes. A student must have received a minimum of 87 in the subject the previous year.

### ***Advanced Placement Courses (AP)***

AP classes are more rigorous than CP classes. Students taking AP classes are requested to take the AP exam administered by the College Board in May. Taking the AP exam is a test grade of 100. Students who do not take the AP exam will receive a zero on the test with an opportunity to do a project to replace the test grade. A testing fee may be required to take the exam. Students who score at least a 3 on a scale from 1 to 5 may receive college credit for that course based on the requirement of the college. Some colleges or disciplines may require a score higher than 3.

### ***Dual Credit (DC)***

DC enables Sophomores, Juniors, and Seniors an opportunity to earn credit toward high school graduation while simultaneously earning college credit. Acceptance into a DC class is dependent on the college admission test and/or scores on STAAR and/or SAT or ACT tests. Students may begin taking DC classes the summer after 9<sup>th</sup> grade. DC classes are approved by the Texas Higher Education Coordinating Board.

MCA currently has a DC agreement with Houston Community College whereby MCA students can take free DC classes each semester. Students may take classes at HCC or classes scheduled at MCA. All requests for DC classes must be turned in to the office for approval. Students must pass the appropriate TSI tests to be eligible for the DC classes. Students in DC courses will be responsible for purchasing required books and supplies. Check with Amazon or another source for less expensive books.

### **Failures on report Cards**

Students who fail a subject on a semester report card must get credit recovery for that subject before the start of a new academic school year. Students may take on-line credit recovery at a qualified school or take credit recovery classes at a qualified school. The student must have a credit recovery recommendation form signed by the counselor or MCA administrator.

### **Finals Spring Exemptions**

Students may be exempt from the Spring final of any class in which they have an 85 average, an S or E in conduct, and no more than 3 total absences (excused or unexcused). The following are the number of exemptions allowed for each grade.

- 9<sup>th</sup> One final
- 10<sup>th</sup> Two finals
- 11<sup>th</sup> Three finals
- 12<sup>th</sup> All finals

## Grading on Power School

Power School is a web-based gradebook that allows parents full online access to their students' grades and assignments. **Instructions to access Power School are given to families by HISD and are available by logging into the website [www.houstonisd.org](http://www.houstonisd.org).** Go to the tab, **Parents and Students**, follow the directions.

## Grading Policy/Weighted Grading Scale

The following grading scale will be applicable for all MCA Students:

Grade Point Equivalency calculations

		Regular classes	AP/PreAP/DC
A	90 – 100	4	5
B	80 – 89	3	4
C	75 – 79	2	3
D	70 – 74	1	2
F	69 and below	0	0

## Graduation Requirement

The following are graduation requirements for a Recommended Diploma:

- 26 credits, which included required courses and is dependent on the endorsement
- 25 service hours for each year at MCA
- Acceptance letter from one 4-year college or 2-year college, technical school, or military
- Application to one 4-year college
- Pass all 5 STAAR tests: English I, English II, Biology, Algebra 1 and US History

## Harassment

Harassment includes, but is not necessarily limited to the following behaviors on or off the MCA campus:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comment, social ostracizing, and/or personally damaging statements about others at school or on social media.

- Behavior that is sexual or lewd in nature, including sexual advances, and other verbal, physical, visual conduct of a sexual nature or physical contact
- Behavior that is intimidating, including but not limited to, threatening gesture, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.
- Any of the above behaviors that are performed electronically (social media, text messages, instant messages (IMs), e-mails, Facebook, MySpace, twitter, instagram, snapchat, etc., by an MCA student. If these behaviors either directly or indirectly reflect on MCA, the actions will be considered cyber bullying and will become violations.

## Homework

### ***MCA's Homework Policy is:***

- Students will have an average of 1 ½ to 2 hours of homework every night.
- MCA has the responsibility to provide homework to ensure that the students practice and reinforce classroom instruction.
- Assessments will be given each week over the material covered in class and practiced at home. If students do not participate in class or do not complete their homework, their chances of achieving a good grade on the assessments will be greatly reduced.
- Students have the responsibility for completing and returning homework to each class in a timely manner according to each teacher's deadlines.
- Parents/guardians have the responsibility to support their students with homework by supplying and encouraging quiet academic time each evening at home.

All work is expected to be turned in **on time**. Points will be deducted for late work and **ALL** homework will be completed, even if it is late. The following is an example of the deduction for late homework.

- 1 day late: 20% decrease in grade
- 2 days late: 30% decrease in grade
- 3 to 10 days late 40% decrease in grade
- Over 10 days late 50% decrease in grade

## Honor Roll

Each grading period, students who have earned outstanding grades will have their names placed on the Honor Roll. Achieving academic excellence is the goal of every MCA student. Deserving students will earn the following honor roll status:

- **Principal's Honor Roll**  
An **A** in every class  
Grade of at least "Satisfactory" in conduct throughout the semester
- **Honor Roll**  
All A's and 1 B or  
All A's and 2 B's  
Grade of at least "Satisfactory" in conduct throughout the semester

## **National Honor Society**

MCA will follow the selection procedure for the National Honor Society (NHS) according to the NHS Handbook. To be eligible, the student must have a 3.75 GPA, and required service hours and detention limit. Selection is based on an evaluation of the student's accomplishments and standing in the areas of scholarship, leadership, character and service. The specific qualifications are attached as Appendix A. Students who fail to maintain the eligibility requirements will be placed on probation. Students who consistently fail to maintain the eligibility requirements will be required to resign their membership from NHS.

## **Non-Renewal of Students Policy and Procedures**

Students have a one-year contract with MCA. Assuming all of the renewal requirements are completed in a timely fashion by the deadlines set by MCA, student will automatically be renewed unless they are notified in writing by a certified letter or a parent conference with parent signatures at the beginning of March that they are in jeopardy of not having their contracts renewed. The letter will outline the deficiencies (behavior, attendance, service hours, grades) and give a plan of action to correct those deficiencies. If the deficiencies are not corrected and the plan not followed, the parents will be notified at the beginning of May that the contract will NOT BE RENEWED and the student must return to his/her zoned school.

## **Progress Reports**

Progress Reports are sent home approximately every three weeks to parents/guardians. Parents/guardians will receive a School Messenger callout informing them to expect a progress report.

MCA is committed to the following:

- Teachers will notify parents if their student failed a class on a progress or report card.
- Parent/guardians will be notified by e-mail, mail, or telephone when their student is found guilty of academic dishonesty, needs to attend summer school, or any other academic matter.

## **Scheduling Classes**

The Registrar and Academic Counselor will work closely with the students and parents/guardians to ensure the student completes the appropriate courses in a timely manner and progresses toward their academic goals.

## Schedule Changes

Schedule changes will only be made if the student is scheduled for classes that they have taken.

## Textbooks

Students will receive textbooks for home use in certain classes. Textbooks and materials issued to student are the responsibility of that student. Books must be returned by the last day of school in a usable condition and free of marks and damages in order to avoid paying the cost of replacing the textbook. The average cost of a textbook is over \$100, so it is important ha the student keep track of the books and return them at the end of the semester. Students must write their names on the inside of the textbook.

## MCA DISCIPLINE POLICIES

### Levels of Student Misconduct and Disciplinary Options

The following policies are in line with the HISD Code of Student Conduct. All students should become familiar with the HISD Code of Student Conduct booklet (available on line at [www.houstonisd.org](http://www.houstonisd.org)) in addition to this handbook.

#### **Level I: Warning**

Classroom behavior will be managed by the supervisory adult. The supervisory adult will work with students to redirect classroom behavior. Students who defiantly and repeatedly disobey and disrupt the learning environment of the classroom will be issued a teacher held detention in any combination of Level I violations. After the first detention, there are no more warnings. Every infraction will result in a detention.

The following are Level I behaviors:

- Violation of rules or procedures established by the teacher
- Failure to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school
- Chewing gum
- Disclosure or sharing of individual computer-account passwords

Teacher classroom rules will be addressed in each class.

## **Level I Continued Detention**

School issues that can result in detentions will be thoroughly reviewed with students the first couple of days of school. A copy of the detention slip is attached to the back of the packet. Teacher will give warning detentions for the first of three Level I violations or any kind. After that, all Level I violations will result in a detention.

- Detentions may be served before school from 6:45 to 7:25 (40 minutes) OR after school from 3:15 to 3:55
- Additional detention times are at the discretion of the Administration
- Excessive detentions (10) will result in Disciplinary Referrals and Parent Contact
- Unserved detentions will result in Disciplinary Referrals/Parent Contact
- Unserved detentions will result in ineligibility for sports and other competitions as well as not being able to participate in any grade level or school activity

Any staff member who observes a student violating class or school rules may correct the student. It is the student's responsibility to tell their parents/guardians about the detention. Detentions can be given for more than one day depending on the circumstances. Parents will be notified after each detention has been given. A meeting will be scheduled with parents after 10 detentions are given.

## **Level II Acts of Misconduct may include such behavior as:**

- Repeated violation of classroom behaviors or dress code infractions
- Cheating, plagiarism, or copying the work of other students, which includes failure to comply with test security procedures and use of cell phones, smart watches, and electronic devices during testing.
- Leaving the classroom or school grounds without the permission of school personnel
- Cutting class or skipping school
- Loitering in unauthorized areas. Unauthorized areas include, but are not limited to the breezeway, the stairways, the courtyard, the halls, The Hall of Nations, outside the gated areas, etc.
- Cafeteria disturbance
- Profanity, vulgar language, or obscene gestures
- Violation of a school's mandatory school-uniform policy
- Accessing materials and sites on the internet that are deemed to be inappropriate by HISD
- Electronic devices that are VISIBLE or AUDIBLE in the classroom during the school day (except before school, lunch, and after school). That includes turning off, checking time, using the calculator, loaning to a friend, etc., These devices include cell phones, ipods, smart watches, personal radios, music devices, earbuds, or any other type of electronic communication system on the school campus. Cell phones and other electronic devices will be picked up. A fine of \$15, a parent pickup, and detention is required to have the device returned.

- Sending or forwarding inappropriate electronic communications, including emails containing offensive language, untruthful statements, junk emails, chain letters, or jokes using HISD Information Technology resources of the HISD network on personal devices/accounts, if it is determined that the communications have a material and substantially interference with school activities or with the rights of students.

**All cell phones and electronic devices should be turned off and placed in the phone holder when entering a teacher’s room.**

- 1<sup>st</sup> violation A \$15 fee and the parent may pick it up that day
- 2<sup>nd</sup> violation A \$15 fee, parent pick-up and detention
- 3<sup>rd</sup> violation A \$15 fee, school retains it for two days and parent pick up
- 4<sup>th</sup> violation A \$15 fee, school retains for one week and parent pick up; student must bring phone to office each day before going to class for one week

- Other acts that interfere with the orderly educational process in the classroom or the school (including yelling in the hallways, cafeteria, etc.)
- Accessing materials/sites on the Internet that are deemed inappropriate by HISD/MCA
- Talking during announcements
- Littering or leaving trash (including on the tables in the cafeteria)
- Writing on one’s body
- Cheating, plagiarism, or copying the work of other students, plus the student will receive a “0” for the work
- Other Level II infractions listed in the HISD Code of Student Conduct please see [www.houstonisd.org](http://www.houstonisd.org)
- Other Level II infractions listed on the Detention Form

**Level III: In-School Suspension (ISS)**

**A student may be assigned a 1, 2, or 3-day Saturday ISS. When a student receives an ISS, the student will report to the school at 9:00 a.m. and remain until 1:00 p.m. The ISS coordinator will request work from the teacher to be completed. Parents are notified in advance about the ISS. An ISS Referral Report is sent to HISD and is a part of the student’s permanent discipline record, so it should be taken seriously.**

- Mutual combat (fighting)
- Gambling
- Possession of drug paraphernalia
- Misdemeanor stealing/theft of property, including computers and related equipment, in an amount under \$750.
- Display of disrespect toward school personnel or campus visitors
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report



- Changing/and or falsifying school records or documents or signing a parent, teacher, or administrator's name on school documents
- Harassment (see HISD Code of Student Conduct [www.houstonisd.org](http://www.houstonisd.org) Bullying and Other Types of Prohibited Conduct, Including Harassment Not Covered under Title IX)
- Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression
- Bullying includes a single significant actor pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct. (see HISD Code of Student Conduct Level III [www.houstonisd.org](http://www.houstonisd.org) for additional information)
- Participation in activities by groups such as gangs and cults
- Visual display of gang-related signs or symbols on the body, notebooks, book covers, journals
- Failure or refusal to cover up while on campus or at a school-related activity any tattoo that is inappropriate, obscene, offensive, vulgar, or gang-related
- Possession of laser pens or laser pointers
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment
- Use of school computers, or other electronic devices, including cell phones or digital cameras, to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media
- Possession or use of any prescription or nonprescription drug
- Refusal to cooperate in, or interference with, a random metal-detector safety search
- Smoking, vaping, using, or possessing tobacco, tobacco products, smokeless cigarettes, e-cigarettes, any other nicotine delivery device, or any substance for consumption containing nicotine
- Failure to adhere to terms of behavior contracts
- Selling any merchandise on school campus without authorization of the Principal
- Graffiti, derogatory comments, and obscene writings and drawing in bathrooms, desks, etc.
- Threatening with a gun or other form of violence at the school. All threats will be taken seriously even if the student claims the weren't serious threats and were just playing around.
- Other infractions outlined in the HISD Code of Conduct ([www.Houstonisd.org](http://www.Houstonisd.org))

### **Level III – Out of School Suspension (OSS)**

**A student can receive a 1, 2, or 3 day OSS. An OSS Report is sent to HISD and is a part of the student's permanent discipline record.**

- Fighting without bodily harm. All students involved in the fighting will receive an OSS. This includes a student who hits back.
- Other infractions that the administration deems is necessary to maintain order in the school.

**\*\*\* Threatening with a gun or other weapon at the school or on social media will be taken seriously even if the student claims they weren't serious threats and were just playing around. Police will be called and the punishment could result in being removed to a Disciplinary Alternative Education Program (DAEP) or Expelled from the school.**

### **Level IV: Required Removal to a Disciplinary Alternative Education Program (DAEP)**

MCA does not expect that any of its fine students will be involved with the following behaviors. However, should they occur, the student will be removed to a DAEP for a minimum of 90 days and a maximum of the end of the school year. Students who are removed to DAEP will not have their contracts renewed the following school year.

- Severe chronic disciplinary infractions. After a student has been assigned 10 days of either ISS and/or OSS, the student will be removed to DAEP.
- Engaging in assault, which is defined as intentionally, or recklessly causing bodily injury to another and which may include causing bodily injury by recklessly or intentionally pointing a laser pointer or laser pen at another student or staff member. This included causing bodily harm in self-defense.
- Selling, giving, delivering to another person or possessing, using, or being under the influence of marijuana, a controlling drug, or other controlled substances.
- Engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical or delivery to a minor or possession of paraphernalia.
- Possessing, selling, giving, delivering, using, or being under the influence of designer drugs, synthetic marijuana, synthetic cannabinoids, stimulants, etc.
- Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure.
- "Hacking" or other use of computers to gain unauthorized access to District or other databases.
- Burglary of an HISD facility.
- Defacing of school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000.

- Conduct involving a public school that contains the elements of an offense of false alarm or report or terroristic threat. (See HISD code of Student Conduct [www.houstonisd.org](http://www.houstonisd.org))
- Engaging in the offense of retaliation against any school employee by engaging in conduct such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level V.
- Possession of knives, BB guns, stun guns, replicas of guns, or any type of weapon
- Other infractions outlined in the HISD Code of Student Conduct ([www.houstonisd.org](http://www.houstonisd.org))

### **Level V: Expulsion and TITLE 5 Expulsions**

A student may be expelled from HISD and placed in the Harris County Juvenile Justice Alternative Education Program for engaging in the conduct listed in the HISD Code of Student Conduct. For a complete listing go to ([www.Houstonisd.org](http://www.Houstonisd.org)) , click on the **Parent and Student** tab, scroll down the listing to **Code of Conduct**.

## ADMINISTRATIVE POLICIES

### **Acknowledgement of Student-Parent Handbook, HISD Code of Student Conduct, Activities Fee Form, Dress Code, Socioeconomic Information Form, etc.**

All of the above forms must be completed, signed by the student and parents, and submitted at the required deadline.

### **Announcements**

Announcements for the public address system must be written on the printed forms provided in the Main Office. Announcements will include club meeting reminders, athletic activities social events, etc. Everyone is to be quiet during the announcements.

### **Assemblies**

Assemblies are scheduled as necessary during the regular school day.

### **Attendance Policy and Procedures**

MCA is charged with the responsibility of ensuring that all registered students attend school during normal school hours. Students with perfect attendance for the semester will be acknowledged in a special way. It is particularly important that the student be at school at 9;25 a.m. so the student will be counted present at the official attendance time that is turned in to the State. This affects student records and school funding. **The school does not receive funding for students not present at ADA time.** *Please try to schedule appointments after ADA TIME.*

Consistent, punctual, daily attendance is essential to the learning process. Any absence from class jeopardizes the amount of instruction tie and development, understanding of material, and acquisition of knowledge. MCA, in compliance with the Texas State Department of Education, has established the following policies concerning attendance. Adherence to these policies and procedures is mandatory for the students and parents/guardians to ensure the students' safety and well-being.

- Exceptions to attendance policy due to special circumstances will be made ONLY by the Principal.
- Students who are absent from school for any reason may not participate in sports or extracurricular events scheduled that afternoon or evening.
- All students must be present for every class. All absences, regardless of the circumstances, become part of the student's permanent record. The permanent record, including attendance records, is used when providing references to colleges and prospective employers.

### ***Procedure for reporting an absence or tardy***

- If a student becomes ill during the day, a parent/guardian or other pre-designated emergency contact individual must come to the school to pick up the student.

- Upon returning to school, the student must bring a medical note signed by a doctor or by a parent/guardian. The note must include the student's first and last name, the date of absence, and the reason for the absence. Excuses must be submitted by the 3<sup>rd</sup> day following the student's return to school. After three days, the absence will be recorded as **UNEXCUSED**. **THE EXCUSE CANNOT BE TURNED IN AFTER THREE DAYS.**

**Approximately five (5) absences in any class will result in the school receiving an *NG (NO GRADE)* for that class for that semester, regardless to the subject.**

### ***Absences – Excused***

Although all absences are considered serious, the school recognizes that certain circumstances may prevent a student from attending school, including:

- Students who are ill and should stay home
- Students with communicable health problems, such as head lice, who have been sent home. Students sent home from MCA because of head lice will not be allowed to re-enter class without a note to MCA from the doctor or health unit declaring that the student is free of lice
- Students who are hospitalized
- Death in the family
- Impassable roads, i.e., during severe weather conditions
- Two college visits (juniors/seniors only – must present verification from colleges)

### ***Absences – Unexcused***

An absence is considered unexcused if it is not for one of the above reasons, or a note is not sent in by the third day. The following are considered unexcused:

- Parent neglect
- Car Problems
- Oversleeping
- Employment
- Babysitting

### ***Consequences for excessive unexcused absences***

An **NG\*** on the report card will denote that the student did not receive credit for the semester even though the student passed the course. It will also show **0** under credit received. Students may be able to recover the credit by presenting a ***request for a recovery plan to the Principal.***

### ***Requesting Assignments when Absent***

Upon returning to school following an absence, students have the responsibility to ask their teachers to arrange for make-up work, tests, and a schedule for completion of all work. All work must be completed by one week after the absence.

### ***Authorization to Leave Campus***

Parents/guardians are the only individuals who may request that a student be excused from class prior to the end of the school day. The parent/guardian must appear in person (with identification), send a letter or note with an authorized signature and contact, or be able to fax or email a document from the email address on file in a document authorizing the release with appropriate signature and contact number. Telephone permission alone cannot be used as an identifier. ***Students may not leave the school campus except with written permission from their parent/guardian.***

### ***Bell Schedule***

The Bell schedule is attached as Appendix B.

### ***Cafeteria***

Students may congregate in the cafeteria starting at 6:45 a.m. Breakfast is available at no cost to all students. HISD catered lunches are available for students at no cost. Students are expected to be respectful toward one another, the cafeteria staff, and cafeteria furnishings. Rude or discourteous behavior and any defacement or destruction of school property will not be tolerated.

Students will:

- Eat in the cafeteria or approved designated area **ONLY**.
- Place all refuse in the proper receptacles
- Students are **not** allowed to have outside food brought on campus by parents/guardians
- Students are not allowed **TO EAT** in any other area of the school, except the cafeteria, the lawn outside the cafeteria, or the basketball area if permission is given. Students are not permitted to roam the halls, loiter in the office or classrooms, etc.

### ***Care of School Property***

Students are expected to take pride in MCA by taking care of all property on the MCA campus, including the cafeteria, Hall of Nations, classrooms, desks, books, restrooms, and grounds. Littering is prohibited and will result in detention. Students who write graffiti, derogatory statements, and obscene drawings on the bathroom walls, desks, etc., will be suspended.

### ***Cell Phones (for additional information see Telephone calls)***

Students are not permitted to have their cell phones visible during class periods. All cell phones should be placed in the telephone holder located in each classroom. If a call needs to be made, students should report to the office.

### ***Clubs***

Many clubs are available after school: Cooking, Arts & Crafts, Video Game, Board Games, Spiritual, Athletic, Book, Debate, Fine Arts Competition, and others as formed. Please call the office for details and days.

### ***Distribution of Medicine***

Students should never have medications (prescription or nonprescription) with them on the MCA campus for self-administration. The teachers and administrative staff will confiscate such medications, contact the parent/guardian, and issue an **ISS**. The following rules apply to the dispensation of medications:

- The medication must be brought to the nurse's office in the container in which it was originally packaged.
  - The medication itself must be clearly labeled – unlabeled medication cannot and will not be dispensed, this includes prescriptions, inhalers, and over-the-counter medications.
  - The label must have the name of the student, name of the medication, dosage, and the specific time it is to be given.
- The medication must be accompanied by the HISD's medication form – which gives the nurse permission to administer the medication –signed by the parent/guardian. The form must be completed, including the student's name, prescription number, name of medication, and specific time and dosage to be administered.
  - To circumvent potential abuse, the medications will be kept in the nurse's office.
  - All necessary paperwork must be obtained, completed, and returned to the school before medication can be administered.

### ***Dress Code***

The MCA dress code exists to standardize the student's appearance, to adhere to a sense of modesty, and to foster a sense of MCA pride and unity. The MCA uniform must be worn **every day**, unless otherwise announced. Students may wear jeans and a spirit short on Fridays. Students are to be in full dress while on campus, including before and after school unless completely out of uniform. MCA believes that appropriate dress positively affects the school climate, assists with maintaining a well-structured and safe school, and enhances the learning environment for all students.

The MCA uniform must be purchased from the sources provided by MCA. Students must purchase pants, shorts, and skirts in the style and color from an authorized supplier. Students will be given detention every time they are out of dress code. The dress code is repeatedly reviewed with the students, so there is no need for a warning. Students and parents should become familiar with and adhere to the dress code. ***The dress code is Appendix C.***

The rules are fairly simple and easy to follow. There is a school uniform and anything that deviates from the uniform is a dress code violation. MCA has attempted to list the deviations, but students will invariably come up with new ones. If it is not on the uniform list, it is not allowed. ***Not having clean clothing is not an excuse for a dress code violation.***

***The Administration will assess the appropriateness of the dress. Dress codes are subject to change during the school year when the administration deems it appropriate to ensure the safety and climate of academia. Unless it is a major change or involves a purchase, the parents will not be notified since new trends happen daily and can't be anticipated in advance.***

Dress Code Violations are an HISD Level II violation (HISD Code of Conduct) and result in detention (NO WARNINGS). Repeated detentions are HISD Level II violations and can result in an ISS. ***A copy of the Dress Code is attached to the back of this handbook as Appendix C. It is to be signed and returned to the office.***

Non-regulation clothing items, including jackets, hats, jewelry, etc., will be taken up and a parent/guardian must come to retrieve them.

### ***Special Dress Days***

Students will occasionally be given special dress days. On those days, the same piercing, hair, shoes, jewelry, etc., rules are still in effect. Special dress only affects their uniform. **HOODIES ARE NEVER ALLOWED ON CAMPUS. STUDENTS MUST REMOVE HOODIES ONCE IN THE SCHOOL.** Small lockers are in the cafeteria for their use for only \$5 a year. Go to the office to obtain a lock. Only MCA locks are allowed.

**Spirit Day:** Students may wear appropriate jeans (no rips, holes, frayed, or sagging pants) with a Mount Carmel shirt of any kind (uniform, track, t-shirt, etc., and (NO HOODIES). The fee is \$3.

On Spirit day, the outfits must still be appropriate. The girls cannot wear low-cut shirts, spaghetti straps, strapless, short skirts, skinny jeans, warm-up pants, sweat pants, skirt slits that are too high, or skin tight pants. Girls tight pants include stretch jeans, skinny jeans, and leggings. The boys cannot wear rap type clothing or sagging pants, or cargo pants, warm-up pants, or sweat pants. Students cannot wear pajamas unless it is a school sponsored event. New fads come up daily and the list would be too long to list everything. ***Therefore, the Administration has the final say on what is inappropriate.***

### ***Drug Search Procedures***

In order to maintain a drug-free school, practices and policies must be enforced. Please refer to HISD's Student Code of Conduct (**Search of Property and Students**). Several times a year, MCA has a canine unit search the school for drugs and alcohol. The searches are unannounced and schoolwide. The students are asked to place their backpacks and belongings on the floor. The students are then removed from the classroom while the dogs pass through the room. The students are never in contact with the dogs. When everything is deemed clear, the students are permitted back into their classrooms. A callout will be made to the parents advising them that we had a search and the results of the search. If there is probable cause that a student may have drugs or be under the influence, the MCA Administration may search students backpack and pockets. The Administration may also call the HISD Police.



### ***Emergency Card Information***

Emergency cards must be completely filled out at the beginning of each school year. If there is an emergency at the school, or if a student is ill or injured, MCA must be able to contact the designee. Parents/guardians are responsible for keeping this information current at all times. In the event phone numbers, addresses, e-mail addresses, places of employment, or family information changes, **please notify the Main Office Immediately.**

### ***Emergency Dismissal***

MCA follows the HISD directive in regard to inclement weather and other emergencies. Therefore, MCA students will adhere to HISD announcements made via public radio or television. In case of an emergency dismissal, parent/guardians or authorized persons are requested to come immediately to the school or designated area to pick up their students.

### ***Emergency Procedures/Fire Drills***

The safety of MCA students is of primary importance. In the unlikely event of an emergency evacuation of the school, the full cooperation of students is expected. All drills require the same level of seriousness as a real event. A floor plan is displayed in each classroom to show the shortest route to the nearest fire exit. Upon hearing the fire signal, all students are to exit quickly out of the classroom.

The first student to reach the exit door is to hold the door open until the other classmates have left the building. The student holding the door should then secure the door to join with classmates at the designated safety zone. Designated Rally Points are posted on the floor plan in each room.

When the students have reached the designated Rally Point, they are to face the school and stand silently in a single line facing their teachers. No student is to return to the building until the "All Clear" signal has been given.

### ***Extracurricular Activities***

MCA provides students with the opportunity to participate in numerous extracurricular activities. Parents/guardians are asked to discuss these possibilities with their students. When students become members of an extracurricular activity, i.e., National Honor Society, Student Council, sports, they are making a commitment to that activity. Students should honor that commitment and activity participate. The students are expected to attend scheduled practices and meetings. If an absence is necessary, a written excuse from the parent/guardian and/or physician must be provided to MCA Athletics. Specific guidelines are distributed by the sponsors to all participants in the specific activity. Many extracurricular activities involve a fee to pay for the instructor. **No refunds** will be given if a student is removed, dismissed, or resigns from an extracurricular activity. Sports are addressed under "**Sports**" for fees, supplies, etc.

### ***Field Trips***

During the school year, students may have the opportunity to go on a variety of field trips. It is a privilege to participate in these trips. Students who are significantly behind in their class work may not be allowed to participate. Permission slips must be turned in at least one day prior to the trip.

On the day of a field trip or extracurricular activity, students with a failing grade or an unacceptable conduct grade will not be permitted to travel.

MCA students who travel on school-related activities are considered MCA ambassadors and are expected to adhere to the behavioral guidelines outlined in this Student/Parent Handbook. Adult sponsors and chaperones are considered extensions of the faculty and staff at MCA and students are expected to obey them.

The following guidelines apply to all students who are eligible to participate in MCA events:

- All students in the group will depart and return to school with the sponsor, coach, or chaperone(s).
- Students may not drive their personal vehicle to these events.
- Parents/guardians must submit a signed permission slip. Telephone calls will not be accepted in lieu of permission slips.
- Any associated fees for the event must be paid prior to departure.
- Students are to be in uniform for all field trips unless an exception has been made in writing by MCA.
- Students must not leave the group at any time.

### ***Family Volunteering (HISD VIPS approved)***

MCA volunteers make a difference and are a vital part of our students' education and total school enrichment. Volunteering also brings the students' families close together with other families. Although family service hours are not required, it is requested and suggested that each family participate in school volunteer opportunities. Family volunteers will help us to maintain a balanced budget by not hiring additional people.

The following are examples: (All must be HISD VIPS approved)

- Substitute teach
- Tutor
- Supervise lunch and after school
- Call parents/guardians
- Chaperone at dances and other events
- Help coach
- Assist in the concession stand/gate
- Make repairs, paint, clean, etc.

- Work on fundraising activities
- Serve food at events
- Translate
- Do patrol of grounds before school, lunch, and after school

### ***Volunteer Requirements***

Anyone who plans to volunteer at activities involving MCA students must undergo a background check and fingerprinting. **No exceptions will be made. (HISD VIPS approved)**

### ***Fund Raising***

Since Mount Carmel Academy is an HISD Charter School, it does not receive all the funding required to operate the school. Being a charter school allows the school to have freedoms that conventional public schools do not have (like being a “school of choice” and setting our own policies as long as they are in compliance with state regulations). Students and families enjoy the advantages of charter schools, but they should keep in mind that these advantages and freedoms need to be funded. What we do not receive is a school building, utilities, local property tax funding, and other things that an HISD school receives. Therefore, fundraising activities will be held during the school year. The school encourages all parents to participate in our fundraising efforts to provide a high-quality education in a small, safe, moral environment.

Fall Semester: Raffle and World’s Finest Candy or Other Events  
Spring Semester: World’s Finest Chocolate and other fun activities

### ***Hall Passes***

MCA students are discouraged from leaving their classrooms, including bathroom breaks. By high school, students should be able to take care of all of their needs before school, between classes, at lunch, or at the end of the day. A school-wide Hall Pass System is now in effect and students and faculty must follow that system. Students who abuse the hall pass by meeting with other students, visiting another lunch, etc., will have hall pass privileges revoked. Students must leave their phones in class before being excused. No water breaks will be allowed except in an emergency.

### ***Immunizations***

All immunizations must be current in accordance with Texas laws. An updated student health form must be returned to the Main Office at the beginning of each school year, or the student will not be permitted to attend school.

### ***Lockers***

Students may rent a locker for their personal use. The school will provide locks for a rental fee of \$5 a semester. No outside locks can be used. The school administration reserves the right to open and inspect the contents of any student locker at any time. Students participating in a sport and PE should keep their belongings in a locker when participating in their activity. Current PE students will receive free lockers.

### ***Lost and Found***

The school is not responsible for lost or stolen property. Personal items should be clearly marked with the student's name. Items that have been found anywhere on the campus will be kept in the "Lost and Found" box in the main office. At the end of each semester, unclaimed items will be donated to the needy.

### ***Lunches***

Lunch service is provided by HISD Food Services. Free and reduced lunch programs are available to our students. Students may bring their own lunches from home, but cannot have group items (like pizza for their friends) in the cafeteria during the lunch period. This is in violation of MCA's contract with HISD food services. **No** outside food brought by a family member or friend can be brought to the office for the student to pick up and/or consume. **No one** is allowed to go directly into the cafeteria to deliver food. Students are **not** allowed to go outside to accept food from anyone and students cannot go to the fence to get food. **This is for student safety.**

### ***Newman Club (Ecumenical Religious Based Club)***

The Newman Club has an activity every week. A variety of character building, spiritual, community service, and wholesome activities will be planned. Every activity is strictly voluntary and is held after-school hours. Newman Club is an inclusive group and parent/guardian involvement is needed and encouraged.

### ***Other Clubs***

Many other clubs are offered like Computer Game Club, Cooking Club, Camping Club, Reading, and Board Game Club, etc.

### ***Parent-Teacher Conferences***

Appointments should be scheduled with the teacher at least one day in advance via e-mail with the teacher. If a conference is needed with more than one teacher, then you may contact the office to schedule the conference. Additionally, conferences with the Administration must be scheduled via the office at least one day in advance.

### ***Parking***

In order to park in the MCA parking lot, students must possess a current MCA Parking Permit. In order to get a permit, the student must have a valid driver's license, proof of insurance, a \$35 fee, and a parent/guardian signature on the school supplied parking permit. No on-street parking will be permitted. Parent/guardians will be sent a warning, which must be signed and returned in 3 days. **AFTER THE WARNING, THE CAR WILL BE TOWED AT THE PARENT'S EXPENSE.**

### ***Return to School Following Communicable Disease***

All medical excuses for student absences, as well as statements from doctors about restrictions from activities or diets, will be referred to the main office. A Return-to-School permit is required after illnesses caused by communicable disease. A student should be free of symptoms for 24 hours before re-entry to class.

### ***Returned Check Policy***

A \$40 fee will be charged the first time a bank returns a family's check for insufficient funds. After one returned check, personal/business checks may no longer be accepted. This applies to all checks made payable to Mount Carmel Academy.

### ***School Events***

A number of school-wide events are held throughout the year which build the MCA spirit. The following are examples of the types of events MCA may hold this year. All MCA students and families are encouraged to participate in these events to keep the MCA spirit alive.

- Sports Awards
- Homecoming
- Fundraising Events
- Academic Awards

Students are encouraged to attend athletic events and other school activities. The same code of conduct is expected from students on or off-campus as is expected during the regular school day. This code of conduct becomes effective upon acceptance into MCA. Please remember that all students are ambassadors to the community.

## ***School Hours***

Arrival and departure times for students are as follows:

- Students may enter the school building and report to the cafeteria at **6:45 a.m.**
- The school hours are  
**7:25 am to 3:10 pm Students must be in their seats at 7:30 am. Students arriving after 7:30 am are considered tardy.**
- **Attendance is taken at 9:30 am and it is critical that all students be in attendance during that period because funding is based on attendance at that time.** The funding for each student is in the MCA annual budget and necessary to operate MCA. Please make every effort to schedule appointments that will allow for your student to be at school until **9:30 a.m.**
- Students must be picked up or leave the school grounds by **4:00 pm** unless they are involved in an activity that ends after that time. There is no one to monitor them after that time and the school cannot be responsible for them.
- Parents/guardians are responsible for ensuring their students arrive and depart the school grounds and/or are picked up promptly after special events, such as an athletic event.  
Coaches, teachers, and school personnel's time must be respected.
- No student is to leave the school campus after they arrive in the morning.
- Students cannot go to their car for any reason during the school day unless accompanied by a school employee.

## ***After School Supervision***

After school tutoring, detention, and clubs are over by 4:15 pm. If a student must stay after 4:15 pm because of parents' work schedules or other reason, the parent/guardian must inform the administration to agree on an appropriate solution. The student must be picked up by 4:00 pm unless they are in a supervised school activity like sports, theater, choir, or cooking. For the safety of students, they cannot be left at the school unless they are supervised by a staff member. **If students are on campus after 4 pm and are not in a supervised school activity, the school will call HISD Police to have them taken to an HISD authorized location. The parent will be notified by the HISD Police as to the pickup location.** They cannot sit outside the school property even though they think they are safe. Please make arrangements for them to go to a supervised location and wait to be picked up.

## ***Senior Early Dismissal***

Seniors are eligible for **Early Dismissal** if they are not scheduled for **A5** or **B5** period classes and are classified as "College Ready". "College Ready" means that they have demonstrated their College Readiness, which can be gotten through various pathways. They cannot loiter on the campus. They are only allowed in the counselor's office or an authorized classroom. Students who leave campus cannot return during school hours. If they have an after-school activity, they

must be at the after-school activity. Students who do not observe this rule will be taken directly to detention. Students who continue to go to unauthorized areas will have their early dismissal privilege revoked. Seniors cannot have their cell phones visible or audible until 3:10 pm.

### ***Sports***

A variety of sports are available at MCA. All students are encouraged to participate. MCA athletes are student/athletes, with student being the first priority. Students will be ineligible to play if they fail a class on the progress/report card following the HISD calendar. They become eligible if they are passing on the next progress/report card and do not have any unserved detentions at the time they receive their progress or report card. Grade and behavior standards determine if a student is eligible or ineligible every three weeks. Students who are ineligible cannot play in any games and have limited practice opportunities. They should concentrate on tutoring and doing homework, so they will be eligible on the next progress/report card.

A fee will be charged for everyone participating in any sport. Sports are a privilege and not an entitlement. All funding for the school is put into academics and sports are to be self-supporting. ***Sport expenses that need to be covered are referee fees, facility rental fees, coaches' stipends, equipment, etc.*** Most teams will have fundraisers to help with the sport cost. Athletes are responsible to pay the sport/activity fee on the scheduled date or be ineligible to play until their sports fees are up to date.

A physical and permission slip are required to participate in school sports. Athletes may not practice or play until these forms are turned in. Possible teams are listed below dependent on interest, coach availability, and facilities availability.

- **Fall:** Football, volleyball, cheerleading, basketball, soccer
- **Spring:** Basketball continues, baseball, softball

### ***Student Records***

Special requests for student records or other information are to be directed in writing to the Main Office. Student's records are confidential and will only be released to parents, legal guardians or the custodial parent. Only one copy of common records, such as tests and parent handouts, may be sent home.

### ***Student Responsibility for Coursework***

The student is expected to:

- Complete all work within the assigned time
- Attend all classes on time, except when excused for illness or extracurricular activity
- Ask about all missed assignments
- Be attentive and respectful in class at all times

- See the teacher for extra help, as needed
- Attend tutorials
- Ask questions and participate actively in class
- Bring all required texts and materials to class
- Assume full responsibility for work missed due to illness
- Schedule make-up tests at the teacher's convenience, which should not take away from class time
- Be responsible for texts and materials; loss is not an acceptable excuse for missing an assignment

### ***Student Service Hours***

In keeping with the spirit of community, MCA students are required to complete a minimum of **25** hours of community service each year so they learn the importance of providing service to others. Students not completing their 25 hours during the school year must complete the difference before the new school year begins. Seniors are required to turn in all hours by **March 1** of their senior year. No student will graduate without the completion of all service hours. All service hours will be recorded on the appropriate form located in the Main Office. Seniors who are deficient in service hours must stay after school to complete them so that they are eligible for graduation.

### **Telephone Calls**

#### *Cell Phones and Electronic Devices*

Students are not permitted to use cell phones or other personal electronic devices, electronic pagers, iPods, Mp3 players, Earbuds, personal radios, or personal music devices – during the day, except before and after school and lunch time. Cell phones should be turned off and kept in their backpacks or out of sight. If the electronic device is **VISIBLE** or **AUDIBLE** (including taking it out to turn it off, check the time, etc.), it will be confiscated by the teacher who saw it, who will turn it in to the office. Parents must pick up the device.

- |                           |                                                                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> violation | A \$15 fee, detention, and the parent may pick it up that day                                                                                       |
| 2 <sup>nd</sup> violation | A \$15 fee, detention, parent pickup, and must turn it at the office before 1 <sup>st</sup> period and pick it up after school each day for 2 days. |
| 3 <sup>rd</sup> violation | A \$15 fee, detention, parent pickup, and must turn it at the office before 1 <sup>st</sup> period and pick it up after school each day for 3 days. |
| 4 <sup>th</sup> violation | A \$15 fee, detention, parent pickup, and must turn it at the office before 1 <sup>st</sup> period and pick it up after school each day for 1 week. |

Further violations will continue up the scale

Devices not claimed by the end of each semester will be sent to Property Management for disposal.



### ***Emergency Calls***

PARENTS/GUARDIANS: Please do not expect your child to respond to your texting or messaging during school time. They can return your message at lunch or after school. Make this clear to your student so they do not have their phone confiscated because they say they have to return your call immediately. If you must get in touch with your student after school starts and before lunch or after school, you may call the office and the message will be given to your child or the student will be called to the office to receive your call.

### ***Visitors***

For the safety of our students, all visitors, including parents/guardians must report to the Main Office to sign in and out and receive a visitor's pass. Students may not have friends visit them at the school, at lunch, or after school.

### ***Withdrawal***

When a student withdraws from MCA, parents/guardians can go to the Main Office to complete a Student Withdrawal Form at least three days prior to the student's last day of attendance. All textbooks, athletic uniforms, etc., must be returned to the school before the transfer will be authorized.

## Appendix A

### National Honor Society

#### Selection Criteria

**Scholarship:** Candidates must have a cumulative scholastic GPA of 3.75 or higher through the end of their sophomore or later years.

**Character:** Candidates must be a role model to all students and demonstrate this behavior by their compliance to the Mount Carmel Academy policies as outlined in the MCA Student Handbook. Students receiving six (6) or more detentions in the preceding semester leading up to candidacy will not be considered.

**Service:** Candidates must be on schedule for completing the number of service hours required for graduation. For example, entering juniors must have completed 50 hours of service; seniors must have completed 75 hours of service; and transfer students must have completed 13 hours of service. Failure to meet this requirement will postpone the opportunity to be considered for membership.

**Leadership:** Candidates must obtain two (2) letters of recommendations from non-Mount Carmel Academy affiliated personnel. The letters may be from pastors, church leaders, community leaders, volunteer organization coordinators, coaches, past teachers, and employers. (Exceptions to this list may be made at the discretion of the Faculty Advisor.) these letters should be no longer than one page in length. The letters should address why and how the candidate demonstrates character, service and leadership.

**Other:** NHS members, who were in good standing at their previous high schools, may become members of the Mount Carmel Academy Chapter with letters of recommendation from their previous principals or sponsors.

Candidates must be in attendance at Mount Carmel Academy the equivalent of one semester and meet the criteria as outlined above.

Induction into the Mount Carmel Academy Chapter of the NHS will occur in early October and early February in order to allow students time to obtain two letters of recommendation as listed under Leadership.

## **On-going Membership Requirements**

**Scholarship:** Members must maintain a 3.6 GPA as determined by the class ranking at the end of each semester.

**Character:** Members are required to attend all chapter meetings unless the member provides advance notice in writing to the Faculty Advisory of a prior commitment. The written notice must document the emergency situation causing the conflict.

Members may miss two meetings per school year without penalty if the written notice is provided.

Each candidate must be a role model to all students and demonstrate exemplary behavior through the compliance to Mount Carmel Academy policies (e.g. dress code, tardy, etc., as listed on the official MCA Detention Notice) as outlined in the MCA Student Handbook. A member's behaviors that cause the receiving of 3 or more detentions for any reasons in a grading cycle (6 weeks) will be deemed unacceptable and disciplinary action will be initiated.

**Service:** Active members are expected to complete a minimum of 3 service hours for each month of membership. In addition, members are expected to participate in NHS service projects (i.e. tutorial support to Our Lady of Mount Carmel Catholic School and Garden Villa Elementary School, Carmel Carnival, raffle ticket sales, Denim and Diamond setup, candy sales, and other service projects at the discretion of the Faculty Advisor and Faculty Council) that support Mount Carmel Academy.

Members are responsible for ensuring their service hours are logged according to the instructions of the Faculty Advisor.

New members are responsible to begin their service hours immediately upon induction.

**Leadership:** This criterion is not necessarily demonstrated by an officer in a club, captain of a sports team, or other activity. This criterion is demonstrated by the member as a role model (academically and behaviorally) for other students, what type of leader role they demonstrate in the classroom, in a club, on a sports team, etc.

Failure to meet these requirements will result in official disciplinary action up to and including the request to resign from the Mount Carmel Academy Chapter of the National Honor Society.

In addition, the final and binding decision whether a member is in good standing and whether the member will be allowed to wear the NHS stole and tassel at graduation will be made two weeks before the graduation date.

## *Bell Schedule*

<b>Mount Carmel HS 2022-23 Bell Schedule</b>		
<b>ADVISORY</b>	7:30 - 7:55A	25 min
<b>1st/6th</b>	8 - 9:15A	75 min
<b>2nd/7th</b>	9:20 - 10:35A	75 min
<b>3rd/8th</b>	10:40 - 12:30P	75 min
<b>A Lunch</b>	10:40 - 11:10A	(30 min)
<b>A Class</b>	11:15 - 12:30P	75 min
<b>B Class-split</b>	10:40-11:15A	35 min
<b>B Lunch</b>	11:20-11:50A	(30 min)
<b>B Class-split</b>	11:55-12:30P	35 min
<b>C Class</b>	10:40 - 11:55A	75 min
<b>C Lunch</b>	12 - 12:30P	(30min)
<b>4th/9th</b>	12:35 - 1:50P	75 min
<b>5th/10th</b>	1:55 - 3:10P	75 min

