

Montgomery Catholic Preparatory School

Student Handbook 2023-24

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Archdiocese of Mobile Philosophy Statement

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others, and commit to excellence in their chosen vocations.

Montgomery Catholic Preparatory School admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. Montgomery Catholic Preparatory School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

Montgomery Catholic Preparatory School Mission

Montgomery Catholic Preparatory School is an integral part of the Catholic Church's mission to proclaim the gospel of Jesus Christ. As an adult community, we share in the responsibility to prepare students for college and beyond while helping them grow to become persons of faith, virtue, and wisdom.

WHO WE ARE:

MCPS is a K3-12 school in the Archdiocese of Mobile, under the authority of the superintendent of Catholic schools and ultimately the Archbishop of Mobile. An advisory committee, comprised of representatives of each Catholic parish in the Montgomery Tri-County area and representatives from each campus, sets local school policy. Administratively, a president with long-term and financial responsibility for the K3-12 school leads MCPS; however, each campus is led by a principal with responsibility for the day-to-day operations.

MCPS is proud of its long history, dating back to its founding by the Sisters of Loretto in 1873. This makes us the oldest, continuous, non-public institution in the state of Alabama. Originally called "St. Mary of Loretto," we became "Montgomery Catholic High" in 1952. In 2004, we combined with St. Bede and Our Lady Queen of Mercy Elementary, created a separate middle school, and became "Montgomery Catholic Preparatory School." In 2012, Holy Spirit Elementary opened as part of Montgomery Catholic Preparatory School.

BELIEFS WHICH GUIDE US:

ROOT BELIEFS

- Our school community believes that the Gospel of Jesus Christ is the fullness of truth.
- Our school community believes that each person is uniquely made in the image and likeness of God.
- Our school community believes that discipleship is contagious.
- Our school community believes that parents are the primary educators of their children.
- Our school community believes that reciprocal relationships form us.
- Our school community believes that excellence is intentional.

FREQUENTLY ASKED QUESTIONS ABOUT MCPS:

1. *When does school begin and end each day?*

Times vary by campus:

ELEMENTARY SCHOOL (8:00 AM- 3:15 PM)

The bell rings at 8:00 AM, and all students arriving **after that time** will be marked **tardy**. School is in session from 8:00AM until 3:15 PM each day. Tutorials occur before or after school and are scheduled by individual teachers.

Students may be dropped off at the elementary campuses as early as 7:15 AM for an additional charge (\$2.00 per family/ per day and **payable upon early arrival**) and as early as 7:30 AM for no charge.

Dismissal: Students must be picked up by 3:35 PM each day, or late pick up fees will be assessed. The fee for a late pick up (per family/per day and **payable upon late pick-up**) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (per semester), the student **MUST** be registered with the YMCA *Goodtimes Program* or after school care program.

K3/K4 Drop-off and Pick-up:

All K3/K4 students MUST be signed in and out daily. Parents **MUST** come **inside** to sign-in their student and **MUST** come in to sign-out their student.

Early dismissal time for Elementary students is 12:00 PM.

MIDDLE SCHOOL (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon **tutorials/homework hall** are held Monday through Thursday from **3:03-3:35 PM**. Students must go directly to tutorials/homework hall at 3:03PM.

Students may be dropped off at the Middle School at 7:20 AM. There is no charge after 7:20 AM. At 7:45 AM, all students will be allowed to go to their lockers and report to their 1st period class. **There is no supervision before 7:20 AM.**

Dismissal: Students not participating in afterschool activities or tutorials must be picked up by 3:20 PM each day, or late pick up fees will be assessed. The fee for a late pick up (per family/per day and **payable upon late pick-up**) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (per semester), the student **MUST** be registered with the YMCA *Goodtimes Program*.

Students should be dropped off and picked up at the Middle School only.

Early dismissal for Middle School is 12:30 PM.

HIGH SCHOOL (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon tutorials are held daily from 3:05-3:35 PM. Students will be supervised beginning at 7:20 AM and should not arrive prior to that time. All students **MUST** be off campus by 3:40 PM.

Early dismissal time for High School students is 12:30 PM.

2. *What are the homework expectations at MCPS?*

Although students work at their individual pace and take different classes with specific demands, the following guidelines apply:

Early Elementary: 15-30 minutes/night

Later Elementary: 30-60 minutes/night

Middle School: 60-90 minutes/night (30 minutes per night / per subject for those in honors classes)

Early High School: 60-90 minutes/night (30 minutes per night / per subject for those in honors classes)

Upperclassmen: 90-180 minutes/night (2-3 hours/night is expected for those in A.P. and honors classes)

Parents can assist younger students with their homework by establishing patterns and routines for work in their households and inspecting the quality of the work completed. By the upper grades, students should be responsible for their own work, but parents may helpfully insist work is done prior to other activities.

3. How often are grades reported?

K3-6th grade students receive a printed report card every nine weeks, and 7th-12th grade students can review the report card online every nine weeks (*except in the case of families who are delinquent in tuition and/or other fees, in which case, grades are held by the business office*). Families in good standing can access the Parent Portal anytime except when closed per the administration. **Teachers are required to update grades weekly.**
Report cards in grades 7 and 8 will be mailed for 1st and 2nd semesters.

Elementary School: *Grades are in process and not locked in until the end of the quarter. These four quarter reports then average at the end of the year to a final yearly grade.*

Middle School: **Grades for the quarters are snapshots of progress for the semester. Semester grades, once recorded, are locked and used for determining promotion and grade point average.** Both semesters are then averaged at the end of the year to a final yearly grade.

In the middle school, the **semester average** is the average of the semester daily work (*homework, quizzes, projects, tests, etc.*) 90 percent (*45% is locked at the mid-semester*), and the semester exam 10 percent, with the exception of Honors Algebra I which is 20 percent. Only the semester averages are archived for transcript purposes.

High School: Mid-semester reports will be available on the Parent Portal (*these grades are locked*); semester final grades are given every 18 weeks. The **semester final grades** are comprised of 80% *homework, quizzes, projects, tests, etc.* (40% is locked in at the 1st quarter and 40% locked in at the 2nd quarter) and 20% for the final exam.

Semester averages appear on the transcript. Extra Curricular/Athletic eligibility will be determined per team/club policy. **Grades for the quarters are snapshots of progress for the semester. Semester grades, once recorded, are locked and used for determining promotion and grade point average (and for high school, credit received.)**

4. What is the proper procedure for handling problems which arise since we have a president and each campus has its own leadership?

The president is primarily responsible for the long-term growth and financial matters for our K3-12 school, and principals are responsible for day-to-day operations of the school. Therefore, questions concerning tuition, financial issues, or matters pertaining to the MCPS system as a whole would be directed to the president. One of the basic tenets of Catholicism is the principle of subsidiary, which says that things are best handled at the most local level possible. Utilizing this principle, the following protocol is expected for questions regarding grades, discipline, and other student matters. Older students should approach the teacher first; parents of younger students should call the teacher. We find that MOST issues can be resolved at that level. For Middle/High School academic issues, should a resolution not be reached by the parents and teacher, parents may then request a meeting with the principal or assistant principal.

5. On which days of the week do the students celebrate Mass?

Students at each campus celebrate Mass together at least once a week. The MS/HS students celebrate Mass on Wednesday and every 1st Friday of the month. The Holy Spirit students celebrate Mass on Thursday and every 1st Friday of the month. St. Bede students celebrate Mass on Friday. All campuses celebrate Mass on Holy Days of Obligation of the Catholic Church. Specific Mass uniforms for **all students** (*with the exception of K3, K4, and K5*) **must** be worn on Mass days. **There are no loaner uniform items available for students on Mass days.**

6. How are the PTC and the School Advisory Council different from each other?

Our School Advisory Council is comprised of representatives chosen by the pastor from each Catholic parish in the Montgomery Tri-County area who serve four-year terms and representatives from each campus who are elected for a two-year term. The Episcopal vicar, or his appointee, is an ex-officio **non-voting member** of the School Advisory Council. The school president serves as the executive secretary and is a **non-voting member**. School policies are presented by the Montgomery Catholic Preparatory Advisory Council to Superintendent Gwen Byrd and Archbishop Rodi for final approval. Implementing school policy is the responsibility of the principals and the president.

The Parent Teacher Council is a key component of our school. This organization provides support for the students, faculty, staff and administration of each campus. Almost every aspect of school life is enhanced because of the dedication and commitment of this group. In order to be more effective in fundraising and more unified as one PTC for Montgomery Catholic, one umbrella PTC structure has been created, led by a representative from each campus. One major school fundraiser will be held in the fall and one in the spring. Each local organization will continue to support their individual service projects.

Proceeds from fundraisers will be distributed among the various campuses according to need and at the discretion of the PTC representatives in consultation with MCPS administration.

POLICIES AND PROCEDURES:

A RIGHT TO AMEND: MCPS reserves the right to amend this handbook. Notice of amendments will be sent to parents in the weekly Friday email or as a stand-alone email to each family by their montgomerycatholic.org email address.

ACADEMIC INTEGRITY POLICY: *VERITAS*, our Academic Integrity Policy, means truth in Latin. Students learn self-discipline by living in a community that sets high moral and ethical standards, explains and teaches those standards, and models them for the students. Students also learn self-discipline by accepting responsibility when they fail to meet the community's standards of action and work to regain the trust of parents, teachers, and fellow students.

Students are always expected to complete assignments in accordance with the *Veritas* expectations set by each teacher. Students in grades 7-12 will write the following pledge on all course assessments: "I pledge before God and man that ALL work is my own, and I have neither given nor received undue aid on the assignment." Students in grades 3-6 will write the following pledge: "I pledge before God and man that ALL work is my own," on all tests.

The *Veritas* policy comprises three components of student integrity: *Veritas* in Conduct, *Veritas* in Academic Study, and *Veritas* in Attribution (*plagiarism*).

Except as noted below, students who violate a *Veritas* policy will receive a behavioral and/or academic consequence as determined by the Principal. Parents/guardians will be notified in writing. A second academic violation in the same course for the same semester will result in a failure for that course for the quarter in which the second infraction occurred. The failing grade will be recorded as the lower of 55 or the student's actual grade at the end of the quarter.

Veritas in Conduct

Students are expected to maintain high personal standards in their decisions and actions. Lying or stealing violates the trust placed in each student and is considered a violation of the *Veritas* policy. For the purposes of this policy, lying and stealing are defined as:

- **Lying:** knowingly giving or withholding information pertaining to a school related matter to a teacher, administrator, or staff member.
- **Stealing:** taking or borrowing another person's possession without his/her explicit permission, or assisting someone in doing so.

Violations in Conduct may result in Saturday Detention, suspension or expulsion, as deemed necessary by the principal.

Veritas in Academic Study

Students learn academically through teacher-led classes and activities as well as out-of-class homework, projects, and papers. Completing any in-class or out-of-class assignment using undue aid undermines the integrity of our classes and is contrary to the school's mission. Such undue aid is considered cheating and violates the *Veritas* policy.

For the purposes of this policy, cheating is defined as obtaining, attempting to obtain, or aiding another to obtain credit for coursework or any improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes, but is not limited to, copying from another's test or assignment; discussion at any time of answers or questions on an examination, test, or quiz without specific permission from the teacher; reading, taking, or receiving copies of a quiz, assignment, test, or examination without the specific permission of the teacher; using or displaying—written or digital—notes; "cheat sheets," or other information inappropriate to the prescribed assignment, quiz, or test conditions; allowing someone other than the officially enrolled student to represent the same; and providing or benefitting from any source of undue aid.¹

The middle/high school *Veritas* pledge specifically prohibits giving or receiving undue aid. Violations of the undue aid provision, even when inadvertent, constitute a serious violation of the *Veritas* policy. Common sources of undue aid violations include, but are not limited to,

- Accessing a teacher edition text or other source—including web sites and cell phone apps—providing solutions or answers beyond those already provided in the student text. (*Odd-numbered answers in the back of a math text,*

for example, are not undue aid, but any source providing even-numbered answers or additional detail is.)

- Getting well-intentioned assistance (*e.g., from tutors, peers, parents, or other resources*) that consistently produces higher grades on out-of-class work that the student cannot explain or replicate in the classroom. Aid that benefits a student's grade but not their learning is considered undue aid; students are expected to be able to explain and replicate in class any work completed outside of class. A pattern of work that greatly exceeds what the student can explain or reproduce in class is considered ample evidence that undue aid has been accessed.

Violations in Academic Study may result in a zero on that assignment and further disciplinary action, as deemed necessary by the principal.

Veritas in Attribution (Plagiarism)

Plagiarism is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways (*though there are others*):

1. not citing ideas taken from outside sources (*even when not taking direct quotations*)
2. not putting quotation marks around information word for word from a source (*even with a citation*)
3. copying someone else's work (*or part*) and calling it their own.

All first-time incidents of plagiarism will receive a 0 and may (*at the teacher's discretion*) receive an opportunity to revise for a reduced grade. A repeat instance of plagiarism (*in that same class or any other*) will receive a 0 and an office referral. No opportunities for revision will be given in the case of repeated instances.

Note that incidents of plagiarism or academic dishonesty will be tracked across the curriculum and that repeat incidents may not occur with the same teacher. A second instance of plagiarism (*with any teacher or in any class*) will result in the office referral and more serious consequences.

Teachers will discuss plagiarism with students and how to avoid it. Repeat offences in a single class may result in failure for the quarter.

ACCREDITATION: MCPS is accredited by *Cognia (formerly AdvancEd)* as a part of the district of the Archdiocese of Mobile. *Cognia* represents the unified policies and procedures for accreditation and certification from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

ADVERTISING: The use of the name "Montgomery Catholic Preparatory School" (MCPS), or any variation of that name, or identification of any MCPS campus site in any advertisement, brochure, mailer, or similar item is not permitted without authorization from the president, or public relations director, or their designee. Any and all marketing materials, advertisements, logos, brochures, announcements, apparel, or other publicity that references MCPS must also be approved by said administration, or their designee, before publication to insure that Montgomery Catholic and its mission is accurately represented.

No individual or organization may use the institutional name or its likeness in the solicitation of gifts or in buying or selling merchandise of any kind, either on or off campus, without written permission.

AFTER/BEFORE SCHOOL CARE:

Elementary School (8:00 AM- 3:15 PM)

The bell rings at 8:00 AM, and all students arriving **after that time** will be marked **tardy**. School is in session from 8:00AM until 3:15 PM each day. Tutorials occur before or after school and are scheduled by individual teachers.

Students may be dropped off at the elementary campuses as early as 7:15 AM for an additional charge (\$2.00 per family/ per day, **payable upon arrival**) and as early as 7:30 AM for no charge.

Students must be picked up by 3:35 PM each day, or late pick up fees will be assessed. The fee for a late pick up (*per family/per day and payable upon late pick-up*) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (*per semester*), the student **MUST** be registered with the YMCA Goodtimes Program or after school care program.

K3/K4 Drop-off and Pick-up:

All K3/K4 students MUST be signed in and out daily. Parents MUST come **inside** to sign-in their student and MUST come in to sign-out their student.

Early dismissal time for Elementary students is 12:00 PM.

Middle School (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon **tutorials** are held Monday through Thursday from **3:05-3:35 PM**. Students must go directly to tutorials/homework hall at 3:05 PM.

Students may be dropped off at the Middle School at 7:20 AM. There is no charge after 7:20 AM. At 7:45 AM, all students will be allowed to go to their lockers and report to their 1st period class. **There is no supervision before 7:20 AM.**

Dismissal: Students must be picked up by 3:20 PM each day, or late pick up fees will be assessed. The fee for a late pick up (*per family/per day and payable upon late pick-up*) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (*per semester*), the student **MUST** be registered with the YMCA Goodtimes Program.

Students should be dropped off and picked up at the Middle School only.

Early dismissal for Middle School is 12:30 PM.

High School (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon tutorials are held daily from 3:05-3:35 PM. Students will be supervised beginning at 7:20 AM and should not arrive prior to that time. All students MUST be off campus by 3:40 PM.

Early dismissal time for High School students is 12:30 PM, excluding exam days.

ALCOHOL/TOBACCO PRODUCTS: The possession, use, distribution of, or pictorial display of alcohol, tobacco, and nicotine in any form, including vaping, and possession of any paraphernalia, is prohibited on or off campus and/or under jurisdiction of MCPS, and disciplinary action will be at the discretion of the administration.

ASBESTOS: The 1987 Asbestos Hazard Emergency Response Act (AHERA) required the inspection of every school in the United States, public and private, for asbestos containing material. An asbestos management plan, based on inspection findings, was prepared and is available in the school office for your information. Should you have any questions about this plan, please contact the school. We will be happy to answer your questions and/or obtain answers to the questions from appropriate persons.

ATTENDANCE AT MCPS: All research confirms that a child's attendance record is a significant predictor of academic performance, for good or for bad. For these reasons, we ask that families ensure their children are in school and on time each day and ask that medical appointments, physical therapy, vacations, and other interruptions to the child's daily schedule be minimized to the greatest extent possible.

Definition of Attendance Codes in Powerschool:

- TX – Tardy Excused (*parent note submitted*) **3 tardies = 1 absence**
- TU – Tardy Unexcused (*no written note or reason submitted*) **3 tardies = 1 absence**
- TM – Tardy Medical (*doctor's note submitted*) **Does not count toward total days absent/exam exemption**
- T20 – Tardy, 20 or more minutes late (*no written note or reason submitted*)
- A – Absent Unexcused (*no parent note submitted*)
- ME – Medical Excused (*doctor's note submitted*) **Does not count toward total days absent/exam exemption**
- FAM – Family (*note from parent for wedding, retirement, graduation, etc.*)
- ILL – Sick (*parent note received for sick child*)
- EXEMPT – (*Exam exemption*)
- DF – Death / Family (*Death in family, excused*) **Does not count toward total days absent/exam exemption**
- DN – Death / Non-Family (*Death of family friend, excused*)
- DL – Driver's License (*Excused ½ day*) **Does not count toward total days absent/exam exemption**
- COL – College Visit (*Excused*)
- CO – Checked Out Early
- ISS – In-School Suspension

- OSS – Out-of-School Suspension
- OU – Office Unexcused (*in office for discipline issue*)
- OE – Office Excused (*in office for non-discipline issue*) **Does not count toward total days absent/exam exemption**
- SACT – School Activity (*missing class for a school event*) **Does not count toward total days absent/exam exemption**

MCPS Absence and Tardy Policy: Student's who miss more than 9 classes in a semester, excused or unexcused (*Middle/High School*), are liable for loss of credit in that class for the semester. At the elementary level, students who miss more than 18 total days/year, excused or unexcused, are liable for retention for the following year. **Three tardies or early checkouts** count as one absence; at the elementary level, tardies or checkouts of more than one hour are counted as "half-day" absences. Students who are more than 20 minutes late per class will be counted as absent for that class at the Middle and High School.








Medical excuses and death in the family are not counted in the 9 absence per period limit until the student reaches 18 total absences. After the 18 total absences, loss of credit may occur.

Excessive tardies may result in denial for enrollment the following year.

Family Absences or Tardies: Students who miss work for family absences or tardies will be allowed to make up missed work; for each day absent, the student will be allowed two days in which to submit the missed work, per the number of days absent, up to a maximum of 5 days. If a student is absent the day of an announced test, the student may be required to make up that test on the day he/she returns to school. **At MCPS, it is the student's/family's responsibility (not the teacher's) to find out what was missed and to make arrangements with teachers to make up work**, and teachers will then assist students with the work. Failure to do so will result in a zero for missed work. **Family absences DO count toward exam exemption requirements in the High School.**

Medical Excused Absences or Tardies: Students returning with a doctor's note will be given 2 days to make up work for each day of the absence.

I NEED TO STAY HOME IF ...

I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye Infection	I have been in the Hospital
						
Temp. of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit
I AM READY TO RETURN TO SCHOOL WHEN I AM ...						
Fever free for 24 hours w/out the use of fever reducing medication.i.e., Tylenol, Motrin	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor, if needed.	Treated with appropriate lice treatment at home and proof is provided.	Evaluated by my doctor and have a note to return to school.	Released by my medical provider to return to school.

Absences are routinely excused for the following reasons: student illness, serious illness, medical emergency, or a wedding or death within the immediate family. A parent or doctor's note must be submitted to the office **within two days** of the return to school.

All seniors are required to attend the Baccalaureate Mass.
Sophomores are required to attend the Chrism Mass field trip in Mobile with the class.

Saturday Academic School: In the event that a student misses more than 9 classes per subject (*excused or unexcused*) in the Middle/High School per semester, he or she will be expected to attend Saturday Academic School. Students will attend a minimum of two hours per class and no longer than a regular school day. The fee for Saturday Academic School is \$50.00 per subject not to exceed \$150.00 payable the Friday before the Saturday School. Students are to attend in their school uniform and bring their lunch if necessary. All the usual school rules apply. Families will be notified by mail of the dates for these Saturday sessions, and each Academic Saturday voids **ONLY** one day's absence over the 9 class limit. (*i.e. Each day absent over the 9 for High/Middle School requires 1 day Saturday Academic School*). Medical excuses and death in the family are not counted in the 9 absence per period limit until the student reaches 18 total absences. After the 18 total absences, loss of credit may occur.

College Visitations: (*High School Sophomores/Juniors/Seniors only*): To help students choose colleges, with the **prior approval** and completion of required forms from the high school guidance counselor, juniors and seniors are allowed to make two visits each year to attend college orientations. With proper documentation, (*on the day they return to class*) from the college or university visited, this absence will not count against the students exam exemptions but will count toward the cumulative absences.

Driver's Permit and License: Students will be permitted to take a one-time 1/2 day for permit and 1/2 day for a driver's license which will not count against a student's exam exemption but will count toward the cumulative absence.

Procedures when a child is sick: Parents **MUST** call or email the campus office before 8:30 AM on the day a child is sick to let the office know. The office reserves the right to call home or place of work to determine the nature of the student's absence if a call has not been received by 8:30 AM. When the child returns to school, he or she should bring a note from the parent explaining the reason for the absence. Absences are considered "unexcused" unless a note is submitted within **two days** of the absence.

Please note: To ensure the health of **all of our students and faculty**, students must be **fever free** (*with no medication*) and **no vomiting for 24 hours** before they will be permitted to return to school. Students with lice must be re-checked by office personnel prior to returning to school.

Procedures when a child is late: At the Elementary Schools, **students arriving late must be accompanied to the office by their parent or driver.** Students not signed in by a parent or driver will remain in the office until a parent is phoned and verifies the tardy. All missed classes will be counted as absences.

In the Middle and High School, a student must bring in a note from his or her parent explaining the reason for being late, or the parent may call the office.

Procedures when a child must leave school early: If it is known beforehand that a child will need to leave school early, the student should bring a note/email to the school office before school begins. This allows for prompt notification to the child's teachers of his/her absence. Only the child's legal custodian whose name is on file with the office can give permission for a child to check out of school.

At the Elementary, Middle, or High School, ONLY the approved person(s) listed on the student data sheet may come to the office to check out the child.

In the High School, the student must call the parent, and the school must receive verbal permission from the parent to allow that student to check out. The next day, he/she should bring in a note from the parent.

No student is allowed to leave the school without administrative permission, no matter what the intent.

Middle and High School Exams needing to be rescheduled **must be approved by the principal two weeks prior** to the start of exams.

ATHLETICS: Children in K5-6 have a number of options for athletics through programs sponsored by the YMCA, Hoops League, and parish-based teams. Students who play athletics in grades 7-12 do so under the auspices of the Alabama High School Athletic Association, and we are governed by both their rules and our own policies relative to eligibility, participation, and conduct during sporting events.

Transportation to/from Athletic events: Advanced notification will be given for the purpose of obtaining the written consent of parents on an official permission form as a prerequisite for leaving school grounds. **Telephone permission or handwritten notes will not suffice as a substitute for this official form.** Athletes will not be permitted to phone home on the day of the event to request the form.
Athletes that have not submitted the signed parental permission form by the due date may not attend the event.

Athletic Eligibility: Alabama High School Athletic Association (AHSAA)

As a member of the AHSAA, certain rules apply that affect athletic eligibility in the state of Alabama for all students. All middle/high school athletes must have the following on file in the student's DragonFly max account:

- A current physical evaluation form (*signed by an MD or DO*). This physical evaluation form is good for one calendar year.
- Athletes must complete the NFHS Sportsmanship program offered by the AHSAA, and a certificate of completion must be submitted on the student's DragonFly max account.
- A signed AHSAA concussion form. This concussion form is good for one academic year.
- A signed AHSAA consent form. This consent form is good for one academic year.
- A copy of the student's birth certificate.

1. Students who transfer from an AHSAA member school to Montgomery Catholic Preparatory School (*or any other AHSAA member school*) are ineligible for one year from the date of transfer. This is true even if the previous school does not offer a sport your child plays at MCPS. There are three exceptions to this rule:

- a. The transfer is the result of a "bona-fide move" from the school which they previously attended. For private schools, a bona-fide move must be from outside the city limits into the city limits at a minimum. See the athletic director for moves as a result of divorce and other situations. The AHSAA has a long set of rules that apply to eligibility and bona-fide moves.
- b. The incoming student is a 7th grader.
- c. The student has completed the highest grade possible at the school from which he/she is leaving.

2. Students who transfer into MCPS (*or any other AHSAA member school*) but live outside the city limits of Montgomery must sit out their first year. All 7th grade students are eligible to participate.

3. Transfer students who receive financial aid are ineligible for their first year in our 8 - 12 school. Again, this does not apply to 7th graders; however, this does apply to 7th grade students who transfer after the school year has begun.

4. Exchange students are allowed to play in the AHSAA for their first year as exchange students, provided they are enrolled in an approved exchange program. In the second year, however, they are ineligible. They become re-eligible in their third year.

Athletic Eligibility: MCPS

Academic Eligibility: Students eligible for High School Extracurricular and Athletic activities must have obtained a composite numerical average of 70 in all 7 classes for two consecutive semesters, including summer school, if applicable. This will be evaluated at the end of each semester to determine eligibility for the following semester. This does not preempt individual coaches or sponsor's academic requirements for participation.

Students eligible for Middle School extracurricular and athletic activities must have obtained a composite numerical average of 70 in all 7 classes. Stand-alone quarter electives will be averaged together to obtain a quarter grade, (*i.e. cooking, archery*)

We expect certain behavior from our athletes.

- We expect athletes to be good students. Keeping one's passion for athletics in balance with one's commitment to studies is critical.
- We expect athletes to be committed to the team and their teammates. Athletics demand a large commitment of time and energy. Athletes are expected to make all practices, work hard, take constructive criticism from their coaches, put the team before individual statistics, and finish what they started.
- We expect athletes to represent our school, their team, and themselves with dignity and class befitting a school that professes to put the gospel of Jesus Christ before all else.

Students who quit the team during a season **will not** be allowed to participate, practice or play on another MCPS team during that same season without the permission of the principal and athletic director. For example, a student may not quit basketball during the winter and begin a spring sport until the winter season ends.

Students are expected to exhibit good sportsmanship at all times. Public and flagrant displays (*such as fighting or ejection from a game*) may result in a minimum one game suspension and payment of a fine levied by the AHSAA. Additional suspension and/or disciplinary action by the coach and/or principal may be appropriate depending on the particular incident, including removal from the team if warranted.

Students must be present by the end of 2nd period and stay the remainder of the day in order to practice that day or play in games, except in very unusual circumstances pre-approved by the principal and/or the athletic director.

Students who wish to try out for athletic teams for the following school year **must be fully enrolled at Montgomery Catholic Preparatory School** for the following school year at the time of the tryout and not have any past due accounts with the business office.

AHSAA Academic Requirements

- Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
 - Four core curriculum courses must be included in those units passed and averaged. (*English, Mathematics, Science and Social Studies are core curriculum courses. Any combination of these courses is accepted.*)
 - Any student that accumulates more than four units of core courses per year may earn less than the required four courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
- Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those four subjects and must have been promoted to the next grade.

Parental Responsibility: During athletic events held at MCPS, parents of each athlete will be responsible to work at the gate and/or concession stand. Team Parents will coordinate with each parent to schedule a time for the parents to assist. When parents do not make it to their assigned shift or arrange (*through the team parent*) for someone to take their place, it places a heavy burden on all of those who are already giving of their time.

Athletic Fundraising

All athletic teams are allowed to conduct one fundraising event per school year. In order to do a fundraiser, the team is required to submit a formal written request form to the athletic director. The athletic director will review the request and present it to the MCPS Administrative Team for approval. Request forms are available on the school website or in each principal's office.

BLOGGING AND SOCIAL MEDIA:

Archdiocese of Mobile Policy for Electronic Communication with Minors

Effective April 1, 2011 (*Revised April 21, 2016*)

All who serve the mission of the Catholic Church within the ministries of the Archdiocese of Mobile must comply with this "Policy for Electronic Communication with Minors" and with the "Child Protection Policy" issued by the Archdiocese. In case of conflict between the two policies, the "Child Protection Policy" shall govern. As dictated in the Child Protection Policy, a minor is an individual who is 18 years of age or younger.

This policy covers all forms of electronic communication, including but not limited to: social media platforms, blogs, websites, phones and related devices, e-mail, texting, video conferencing and/or streaming, etc.

When communicating electronically with minors:

- *The pastor, principal or supervisor (in non-parish or school entities) must approve of all methods of communication utilized for communication with minors. The primary purpose of any approved platform is for providing information and communication related to a ministry or event and not for socialization or other personal interaction.*

- *Parents must be notified of all methods of communication that are used in each particular ministry and must be granted access to participate in such communications.*
- *When communicating in mass, another adult within the ministry must be included in the recipient list. The originator and the other adult cannot be related.*
- *No one-on-one communication between an adult and a minor can take place. In the case where a minor contacts an adult and a response is necessary, the adult must include another unrelated adult within the ministry on the response.*
- *Acceptable delivery time span for all forms of electronic communication is 6:30am to 9pm. Communication outside of these acceptable delivery hours may be used only in emergency situations or to communicate time-sensitive information related to the ministry or event.*
- *Avoid any communication which might be construed as having sexual overtones. Do not reply to any such communication received from minors; notify your pastor/principal/supervisor immediately, make and keep a copy of the inappropriate communication, and share the copy of the inappropriate communication with your supervisor within 24 hours.*
- *Communication from minors which conveys the potential of harm to themselves or others can be attended to immediately, regardless of the hour. Notify your pastor/principal/supervisor immediately. Counseling is not appropriate for electronic communication.*

Policies specific to platform types: Via Social Media and other web-based platforms:

- *All interactions must be through ministry accounts, never personal accounts.*
- *Accounts must be monitored by at least two adults of the organization, one of which must be an employee of the parish, school, ministry or archdiocese. Names of sites used, usernames and passwords/codes for access to the site must be given to the pastor, principal or supervisor and/or their designate.*
- *Identifying information and/or photo or video depiction of minors web-based platforms may only be used with parental permission.*
- *Age guidelines established by the web-based platform must be followed.*
- *Platforms which allow content to “disappear” are not permitted.*
- *Care must be exercised when utilizing platforms which allow for streaming video in real time, with respect to privacy issues and possible conflicts with Catholic belief and values.*

Via phones and related devices:

- *Parents of students 8th grade and younger must give prior written permission for their children to be included in group ministry communication.*

In regards to personal social media accounts:

- *If an employee, cleric or volunteer identifies himself/herself with a ministry of the Archdiocese, the following must be reasonably prominent:*
 - *“The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Mobile and all its entities.”*
- *Any information that causes embarrassment to the Archdiocese and all its entities must be avoided.*
- *Archdiocesan, parish and school trademarks or logos may not be used as personally identifying features.*
- *Employees or volunteers of the Archdiocese and its entities may not initiate or respond to personal social media requests involving minors where no relationship outside of the ministry had been previously established.*

Any information on their Personal Social Media website that causes embarrassment to the Archdiocese must be avoided. Archdiocesan trademarks or logos may not be used on personal websites.

Student and parents should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Montgomery Catholic Preparatory School. This includes any activities conducted online, before, during, or after school hours.

Potential employers, colleges and universities, and scholarship committees now search these sites to screen candidates and applications. Please keep the following guidelines in mind as you participate on social networking web sites:

Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online - even if you limit access to your site.

You should not post information, photos, or other items online that could embarrass you, your family, your team, or Montgomery Catholic Preparatory School.

You are personally liable for any copyright violations committed, such as posting photographs, audio, or video that is not your personal property. This includes the use of any logos pertaining to Montgomery Catholic Preparatory School.

You are personally liable for any violations of another student's privacy rights, especially those that fall under federal privacy laws (*FERPA* or *HIPPA*) or that violate Montgomery Catholic handbook guidelines.

You should not post your home address, local address, social security number, phone numbers, birthday, or other personal information such as your whereabouts or your plans. You could be opening up yourself to predators.

The malicious use of online social networks such as derogatory comments about any member of the Montgomery Catholic Preparatory School (*community, parents, faculty, staff, administration, or extended family*) demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or other inappropriate behavior will be subject to disciplinary action by the president, principal, or a member of the administrative team if they gain knowledge of such violations.

Sanctions may include verbal or written notification requiring the unacceptable content be removed, loss of tuition assistance, temporary suspension and/or dismissal from the school, or other punishments as seen fit by the administrative staff at Montgomery Catholic Preparatory School.

BULLYING/HARASSMENT/THREATS OF VIOLENCE POLICY:

Threats of Violence (*Archdiocese of Mobile Revised 2019*)

Students who make threats either verbally, via social media or physically may be suspended, removed from extra-curricular activities, asked to withdraw or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

Archdiocese of Mobile (*Revised October 2015*)

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. Montgomery Catholic Preparatory School (MCPS) is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of MCPS to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

MCPS will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is **repeated**.*

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms (found on page 47) will be retained at school until the students involved leave the school.

Disciplinary Action

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students at MCPS, educating students, teachers, and parents about the policy must take place annually. Therefore, MCPS will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

CELL PHONES / ELECTRONIC DEVICES: We understand that parents want their children to own cell phones as a means of keeping in touch in case of emergencies. Due to the potential abuses of technology, which include but are not limited to iPods and **cell phones**, and the distraction that each causes to the instructional process, all personal electronic devices with the exception of calculators and electronic readers (*for instructional purposes only*) are not permitted to be used, seen, or heard when entering the building in the morning until the dismissal bell, **or while attending tutorials. Headphones or earbuds are not allowed** when entering the building in the morning until the dismissal bell, **or while attending tutorials.** The only exception for use of headphones or earbuds would be the rare instructional need of a teacher for students to individually view media with sound.

Montgomery Catholic Preparatory is not responsible for lost, stolen or damaged electronic devices that are brought on campus.

At the Elementary Level, smart watches and other non-school electronic devices are not to be worn or used during the school day. It is advised that these devices be left at home. If an electronic device of any kind is brought to school, it must remain turned off and inside the child's backpack. Montgomery Catholic Preparatory is not responsible for lost, stolen or damaged electronic devices that are brought on campus.

Recording of interactions in the classroom without permission of the principal or teacher is not allowed, unless it is a resource accommodation.

Elementary students using their cell phones after school hours must do so with permission and in the presence of a faculty or staff member.

At the MS/HS Level, students are asked to not bring smart watches or wrist-worn communication devices to school. While highly discouraged, these devices are not prohibited to be worn. Please understand, USE of these devices as a one or two-way communication device at any time during the school day IS prohibited. Teachers in the middle and high school will also require students to remove these wrist-worn devices during all in-class assessments or at the teachers' discretion. The ability of these devices to send and receive messages makes them a major and viable threat to the integrity of the classroom learning environment.

Recording of interactions in the classroom without permission of the principal or teacher is not allowed, unless it is a resource accommodation.

Cell phones may not be used to take pictures, videos, for playing games, **texting**, accessing Internet or e-mail, gambling, or making purchases of any kind. No harassment or threatening of individuals via the cell phone is permitted.

Sexting, a combination of the words "sex" and "texting", is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature. Sexting includes sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer, or other electronic means. All sexting is punishable under State and/or Federal law and is subject to disciplinary action by the administration.

If seen, used, or heard during normal school hours, including tutorials the item will be confiscated, turned in to the office, and the following rules apply:

- **On the first violation, the student** can retrieve the item from the office for a \$10.00 donation to the Burse Club and the parent will be notified by email.
- **On the second violation, the students** can retrieve the item from the office for a \$25.00 donation to the Burse Club and the student will serve the next administrative detention.

- **On the third violation, parents only** can retrieve the item from the office for a \$50.00 fee, and the student will serve the next Saturday Detention. Failure to report to Saturday Detention will result in further disciplinary action as deemed necessary by the administration.

Parents are asked to refrain from calling or texting their student via the student's personal cell phone, computer, or school device during school hours.

The reasoning for this action is to assist our students in curbing their phone usage and text messaging. Students may use the office phone in the case of an emergency, illness, or other instances deemed necessary by the office personnel. For emergency preparedness, faculty members will keep their cell phone on their desk.

CHANGE OF CAMPUS: Elementary students must receive prior approval from the administration to change elementary campuses.

CHANGE OF CLASS SCHEDULE: High School students enrolled in honors or AP classes must go through a determining process with the high school principal and counselor in order to evaluate the necessity of a class change.

Elementary band students are required to stay in band for the full semester.

CHILD ABUSE REPORTING: We are required by laws governing the state of Alabama and the Archdiocese of Mobile to report to state authorities even the suspicion of child abuse.

CHILD PROTECTION POLICY: As per the Office of child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescents Protection Program (CAPP) training and the annual on-line retraining thereafter.

This training should take place prior to the person's first day of ministering, working, or volunteering for the Archdiocese. This training can be accomplished in the Montgomery area by attending *(one)* class which is offered the 4th Wednesday of each month (*excluding December, June, and July*) at 6:30 PM in the High School (*Schedules can be found on the Child Protection page of www.mobilearchdiocese.org website.*)

Initial Child Protection Training REGISTRATION

1. Go to <https://mobile.cmgconnect.org/>
2. Complete the required information. (*Fill in red star items completely.*)
3. Select the Live Event. (*the blue box.*)
4. Start the Curriculum – Follow steps and review the Archdiocesan policies
5. Pre-register for the training class – Review the list of available trainings and RSVP for your event.
6. Complete background check information – This must be completed in order to be approved.
Note: *Please make sure you provide your legal name when completing the background check information.*
7. Attend the training class

If you have any trouble, please contact the Office for the Protection of Minors and Adults at (251) 434-1559 or childprotection@mobarch.org.

These religious, employees, and volunteers are also required to complete annual retraining. **Retraining** can be done by logging on to www.mobilearchdiocese.org and selecting the Child Protection page. There the person retraining can read articles and take the corresponding short quiz. *All annual retraining should take place between August 1 and October 31 of each year, regardless of the date of the initial training.*

All school employees (*including custodians, secretaries, and cafeteria workers*) are required to submit fingerprint impressions to the State of Alabama Department of Human Resources and to undergo an Alabama Bureau of Investigation (ABI) and FBI background check.

All other Archdiocesan employees (*including youth ministers, DREs, CREs*) are required to have background checks. These are completed through Mind Your Business, Inc. This check consists of a statewide check of felonies and misdemeanors, a social security trace, and a check against the national register of criminal offenders.

All volunteers with direct contact with children are required to have a background check which is also completed through Mind Your Business, Inc. It consists of a social security trace and a check against the national register of criminals.

All priests, deacons, religious, seminarians, and paid lay persons are required to submit fingerprint impressions to the Federal Bureau of Investigation (FBI) and to undergo an FBI background check.

COMMUNICATION: The following methods of communication are used by MCPS:

- Subject Syllabus
- Online Communication
- Friday folder for K3-6 students with graded work, behavior notices, and general information.
- Weekly emails to all *montgomerycatholic.org* family email addresses and *students.montgomerycatholic.org* student email addresses.
- *PowerSchool* Parent Portal to review student grades, *Planbook.com* for teacher lesson plans.
- In order to respect our teachers and their time with their families, teachers will not respond to parent communications after **5:00 PM**; however, teachers will make every effort to respond to emails/phone calls from parents within 24 hours of receiving.

COUNSELING: We are blessed to have school counselors at each campus of MCPS. Students and faculty may see the school counselor on an as needed basis. In addition, families are invited to call the school counselor to discuss any matters pertaining to their children. Matters discussed with counselors are confidential unless the health and safety of the student or others may be in jeopardy. Refer to our family directory or website for contact information for campus counselors.

CURRICULUM: The diocesan curriculum guidelines are followed for the teaching of all secular subject areas. Additionally, a major emphasis is placed on the teaching of religion.

The school's religion program addresses Catholic doctrine and tradition, Church history, Bible study, the sacraments, Catholic morality, and social ethics, as well as preparation for the reception of the sacraments of First Holy Communion, First Reconciliation, and Confirmation. Enrollment and participation in a program sponsored by the child's particular parish is required for actual reception of these sacraments.

DANCES:

- **For high school dances, all guests must be pre-approved through the high school office and all students and guests will be breathalyzed upon entrance and before exit.**
- No alcoholic beverages or narcotics are permitted.
- Once a student leaves the dance, he/she will not be re-admitted. No loitering in the parking lot.
- No smoking or vaping (*All tobacco products are prohibited.*)
- Shoes must be worn to the activity.
- Designated arrival and departure times will be scheduled prior to each event.
- At a Middle School dance, only Montgomery Catholic Middle School students are admitted and may leave only when accompanied with the pre-approved parent/guardian.
- Poor conduct will not be tolerated. Failure by students/guests to conduct themselves in an appropriate manner will result in disciplinary action as deemed necessary by the school administration.
- At all times, students are expected to dress and behave in a manner that is consistent with our Catholic mission.

Dress code requirements for girls:

- *No visible cleavage*
- *Cutouts in dresses are only acceptable in the back and must not go below the natural waistline. No other cutouts are acceptable, this includes cutouts with mesh. See-through fabrics (including mesh, tulle or "illusion") are considered the same as bare skin. Open backs can go as low as the natural waistline ONLY.*
- *Sheer fabric is only allowed on top if you have another fabric under it*
- *Two-piece dresses are only allowed if there is not visible midriff.*
- *The bottom of the dress, or slit length, must reach your finger tips when arms are placed by the side*
- *No excessively tight clothing*

Dress code requirements for boys: Suit and tie/tux. No revealing clothes

- *This dress code applies to everyone – even those who do not attend Montgomery Catholic.*

- An adequate number of chaperones must be present at functions/meetings.
- Chaperones must be responsible adults approved by the principal and have met all Child Protection requirements. Dances are subject to cancellation if an adequate number of chaperones are not secured.
- **Entrance and dismissal times** must be adhered to and appropriately communicated prior to the dance.
- **Those not following these guidelines will be asked to leave, and no refunds will be given.**

DEFACEMENT OF SCHOOL PROPERTY AND VANDALISM: Defacement, theft, or vandalism of school property violates the rights of our entire school community. The administration will handle any instances of vandalizing, damaging, or losing school property. Students involved in these serious acts of behavior will be subject to disciplinary actions which may include expulsion, financial restitution, suspension, or other actions as deemed necessary by the administration. **The school will fully cooperate with law enforcement agencies.**

DISCIPLINARY ACTION: Students are always to conduct themselves as Montgomery Catholic Preparatory School students and to exhibit the behaviors expected of such students.

Disciplinary action will be taken with students who disregard policies and regulations. For routine matters handled by teachers, the customary consequence is to require the student to refrain from recess, stay after school, serve after school detention, or assume some other appropriate penalty. The teacher will assign the day and the consequence. For more serious disciplinary matters handled by school administrators, students may receive lengthier detentions, in-school suspensions, out-of-school suspensions, Saturday detention, or be asked to withdraw from the school, dependent on the discretion of the school administrator.

Inappropriate off-campus behavior may result in disciplinary action by the administration.

For **all** suspensions, the student may not participate in any extra-curricular activity or practice that day and will receive a "0" for participation grade in each class they miss. No credit will be awarded for any assignments missed on the day(s) of suspension. All assessments **must be** made up on the day the student returns to school. It is the responsibility of the student to schedule make-up work with the teacher.

Disciplinary plans for each campus will be addressed at the Parent Orientation. A copy of the disciplinary plan can be found in the office of each campus.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

DISCIPLINARY SATURDAY DETENTION: A four-hour Saturday detention has been created as an alternative to out-of-school suspension. Students may be assigned Saturday detention for repeated minor administrative referrals as well as for a single major administrative referral. Detention is scheduled no more than once in any single month. Students who violate detention rules or are a discipline problem during Saturday detention will be asked to leave and will be suspended; these students may no longer be eligible for Saturday detention.

Saturday detention is scheduled by the administration and late students **will not** be admitted. Students are to wear work clothes and, if possible, bring work gloves. Students will either do grounds-keeping or cleaning in the building.

DISPLAYS OF AFFECTION: The school administration understands that dating and social relations occur among students who attend MCPS. However, overt public displays of affection cannot be tolerated because they detract from the cohesiveness of the learning environment and can make other people uncomfortable. Instances of inappropriate public affection will be discussed with the students involved and addressed by the administration, if necessary.

DRESS CODE: MCPS requires students to wear uniforms; styles differ at Elementary, Middle School, and High School campuses. Parents are required to purchase new uniforms from our official uniform providers: *Southern School Uniforms*, 1721 Eastern Blvd.

Used uniforms can be purchased through the Annual Used Uniform Sale held at the high school campus each summer. Please donate used uniforms to the school for distribution to our needy families.

What we wear reflects who we are as a community. Students should not present themselves in an extreme or unusual way. **Modesty and neatness are the standard**, and where there is an issue not addressed specifically in the rules, the school will decide on the appropriateness of the dress.

Uniform infractions: Students who have any type of uniform infraction will be sent to the office. At the elementary, parents will be notified and repeat offenses may merit consequences. In the middle/high school, uniform infractions merit behavioral consequences. Students may be asked to change clothes when applicable to meet uniform requirements.

The following apply to all MCPS uniforms when on campus AND during school related activities:

1. **Shirts** must be tucked in with the **belt visible** all the way around, except in the special case of those shirts that are designed to be worn on the outside.
2. **Length:** Girls' skirts, skorts, and jumpers should lay no more than 4" above the crease of the back of the knee when the waistband falls to the natural position between the waist and the hip. The hem or waistband should not be folded or rolled. Boys' shorts (*K3-6th*) should be no longer than the top of the kneecap.
3. **Condition:** Uniforms should be kept in good repair. No items should be tattered, frayed, or torn. All items must be hemmed and may not be marked or discolored.
4. **Undergarments:** Visible t-shirts for boys should be solid grey or white with no printing. No visible undergarments for girls or boys.
5. **Fit:** Uniforms should fit correctly. Excessively tight or loose clothing is not acceptable.
6. **Shoes and socks: Elementary** – All shoes should be closed toe and closed heel. Dress or casual shoes (*with rubber soles*) in SOLID black, brown, royal or navy. All athletic shoes should be black, white, navy, royal or gray; any trim (*including shoelaces and the sole*) must be black, white, navy, royal or gray. No part of the shoe can have any other color than the above. Boots, beach/pool footwear, Crocs, slippers, flip-flops, light-up shoes, or any facsimiles are not acceptable. Socks, tights, or ankle length leggings must be worn in solid white, grey, navy, black, or royal.
Middle/High School - All shoes should be closed toe and heel. Students may wear dress or casual shoes in **solid** black, white, gray, brown, buck, royal or navy in color, with a heel height (*for girls*) of not more than two inches. Tennis shoes may be worn provided they are in good repair and are **predominantly** black, white, gray, brown, royal or navy in color. Boots must follow the color code as listed and can only be worn under long pants. Beach/pool footwear, slippers, flip-flops, light-up shoes, and facsimiles are not acceptable. Socks, full-length tights, or ankle length leggings can be worn in solid navy, white, black, or brown colors.
Mass Day shoes must be dress or casual shoes in solid black, white, gray, brown, buck, royal or navy in color. NO tennis shoe is acceptable. NO fleece lined slipper type shoe. Shoes MAY NOT bear any semblance of an athletic shoe sole.
7. **Head Coverings:** No hats, caps, or other head coverings may be worn in the school building or during school hours. Exceptions may be made for particular field trips and field day. All hair accessories for K3-12 girls should be white, blue, yellow or uniform plaid. Headbands may be purchased at the uniform store or may be of the same color as the ribbons.
8. **Hair:** Students should keep their hair neatly groomed at all times. Radical hair styles unbecoming of a professional environment are not allowed. Hair coloring must be natural or of natural appearance. Boys' hair should be shorter than their shirt collar and not lay below their eyebrows. Hair should be clean, combed, and neatly trimmed or arranged. Ponytails are not acceptable for boys. All male students (7-12) must be clean-shaven. Administration reserves the right to suggest a haircut at anytime, and it must be done within one week of the notice.
9. **Jewelry:** Wearing expensive jewelry at MCPS is strongly discouraged. Students may wear unobtrusive jewelry, such as a small religious medal on a fine metal chain. Elementary girls may wear one post earring per ear and may not wear bracelets or rings of any form. Middle School girls may not wear dangling or hoop earrings and may only wear two bracelets. Middle and High School girls must choose jewelry befitting a professional work environment. MS and HS girls may wear **two POST earrings** per ear lobe. Boys may not wear earrings. Students are not allowed to wear jewelry in other facial piercings, such as gauged ears or bars on the upper ear.
10. **Tattoos:** No visible tattoos are allowed at MCPS.
11. **Belts:** Must be worn on all uniform pieces that require belts. They must be navy, brown, or black in color.
12. **Make-up:** Not allowed in K3-6. Make-up in 7-12 should be natural looking and appropriate as judged by the administration. **Fingernail polish for girls in K3-8, if any, should be clear in color.** Real or fake nails should not be longer than natural length.
13. **Outerwear:** All students (K3-12) will also have the option to wear outerwear purchased from the uniform store, our school sanctioned vendor (*BSN Sports*), and the online spirit store including sweaters, sweater vest, approved royal blue hooded sweatshirt (**for K3-6 ONLY**), navy/royal crew neck sweatshirt or gray soft shell jacket.

Additional outerwear options are allowed in Black, Blue, White, Gray, and Anthracite with any combination of the knight head logo, school name, and/or sport/activity. At no time will hoodies or front pockets be permitted in grades 7-12. Varsity athletes may wear the school letter-jacket.

On Mass day in the high school, the only acceptable outerwear to be worn into Mass is the blazer. No sweatshirts or jackets are permitted to be worn under the blazer to Mass. Middle School students are only permitted to wear the uniform sweater option or gray soft shell jacket into Mass. Elementary School students are only permitted to wear the uniform sweater option, navy crewneck sweatshirt, or gray soft shell jacket into Mass.

The following applies specifically to each campus:

ELEMENTARY CAMPUS:

K3/K4: Girls' uniform options:

- Yellow "Peter Pan" blouse or banded bottom shirt bearing the school insignia
- Navy shorts or long pants (*pleated or flat front*)
- Navy 3-pleat skort (#907) or navy front wrap skort (#23)
- Navy gingham dress with school insignia
- Navy polo dress with school insignia
- Plaid baby doll style or dropped waist style jumper with yellow blouse or banded bottom shirt bearing the school insignia
- Navy shorts or biker shorts must be worn under the jumper or dress at the acceptable length.

K3/K4: Boys' uniform options:

- Yellow polo style shirt bearing the school insignia
- Navy shorts or long pants (*pleated or flat front/poly cotton or performance*) No belts should be worn.

K5: Girls' uniform options:

- Light blue "Peter Pan" blouse, dri-fit or fem-fit polo or banded bottom shirt bearing the school insignia
- Navy shorts or long pants (*pleated or flat front*)
- Navy 3-pleat skort (#907)
- Navy or houndstooth front wrap skort (#23)
- Navy gingham dress with school insignia
- Navy polo dress with school insignia
- Plaid baby doll style or dropped waist jumper with the light blue blouse, dri-fit or fem-fit polo or banded bottom shirt bearing the school insignia
- Navy shorts or biker shorts must be worn under the jumper or dress at the acceptable length.

K5: Boys' uniform options:

- Light blue polo or dri-fit polo bearing the school insignia.
- Navy shorts or long pants (*pleated or flat front/poly cotton or performance*) No belts should be worn.

GRADES 1-6

Girls' uniform options:

- White "Peter Pan" blouse or banded bottom shirt with school insignia
- Gray, white, or navy dri-fit or fem-fit polo shirt with school insignia
- White knit banded-bottom shirt (*long or short sleeved*) bearing the school insignia
- Navy shorts or long pants with belt (*pleated or flat front*)
- Navy polo dress with school insignia
- Navy gingham dress (*1st & 2nd grade ONLY*) with school insignia
- Navy skort (#907)
- Navy or houndstooth front wrap skort (#23), or navy houndstooth skirt (#34)
- Plaid baby doll style or dropped waist jumper with the white blouse, polo or banded bottom shirt bearing the school insignia
- Navy shorts or biker shorts must be worn under the jumper or dress at the acceptable length.

Boys' uniform options:

- White or gray polo or dri-fit polo shirt bearing the school insignia
- White oxford shirt bearing the school insignia (*long or short sleeved*) bearing the school insignia
- Navy shorts or long pants (*pleated or flat front/poly cotton or performance*) must be worn with the belt
- Belts are required.
- MCPS Mass day tie (*for 5th and 6th grade boys*)

There will be no dressing out for P.E. at the elementary level.

ELEMENTARY MASS DAY UNIFORM:

- **K3-K5** students do not have a specific Mass day uniform and will wear the regular uniform for Mass.
- **GIRLS (1-6):** White “Peter Pan” blouse bearing the school insignia with the plaid baby doll style or dropped waist jumper, or navy skort, or houndstooth front wrap skort (#23).
- **BOYS (1-6):** White oxford shirt with the school insignia and long (*no shorts*) uniform pants.
- In **grades 5 and 6**, boys must wear the striped MCPS Mass tie with the white oxford shirt.
- Shoes must follow the uniform requirement for boys and girls.
- Hoodies or t-shirts are **not** permitted for Mass.
- Outerwear should be the uniform sweater, crewneck sweatshirt, or gray soft shell jacket with the school insignia.

Elementary dress down days: On dress-down days, students may wear non-uniform outfits, but no sleeveless outfits are permitted, and all items must be appropriate in fit and length. Leggings are only permissible if worn under a dress or skirt of appropriate length. Leggings should not be worn as pants. Shoes must still follow the regular uniform guidelines but do not have to be uniform colors.

Occasionally, we will have theme days where students will wear blue jeans or uniform bottoms with a t-shirt. The kind, color, or style of t-shirt will be indicated according to the theme of the day but will never allow offensive language or pictures.

Field Trip Dress Code will be defined in the permission form for each individual field trip.

Picture Day Dress Code: Students may **dress up** for pictures, but no sleeveless outfits are permitted and all items must be appropriate in fit and length. Leggings are only permissible if worn under a dress or skirt of appropriate length. Leggings should not be worn as pants. Shoes must still follow the regular uniform guidelines but do not have to be uniform colors.

Special event shirts with school uniform bottoms may be worn on the next school day following the event, providing it is not a Mass day. Special event or team shirts **may not** be worn on Mass days.

MIDDLE SCHOOL:

Middle School P.E. uniforms are required for Middle School students and must be purchased from our official school uniform vendor. No other t-shirt or shorts can be worn. Approved school outerwear may be worn as weather permits.

Girls’ uniform options:

- Light blue $\frac{3}{4}$ sleeve blouse bearing the school insignia (*with a camisole under the shirt*)
- Light blue knit banded-bottom shirt (*long or short sleeved*) bearing the school insignia
- Gray or Light blue dri-fit or fem-fit polo shirt bearing the school insignia
- Khaki or navy 3-pleat skort (#907), khaki or houndstooth front wrap skort (#23), or houndstooth skirt (#34).
- Khaki long pants (*pleated or flat front*) must be worn with the belt.

Boys’ uniform options:

- Light blue/white striped oxford shirt (*long or short sleeved*) bearing the school insignia
- Royal knit polo shirt bearing the school insignia
- Gray or royal dri-fit polo shirt bearing the school insignia
- Khaki pants (*pleated or flat front/poly cotton or performance*)
- Striped uniform MCPS tie or bow tie
- Belts are required.
- **Shorts may not be worn at any time.**

Mass day uniform:

- **BOYS:** Light blue/white striped oxford shirt (*short or long-sleeved*) with striped MCPS uniform tie or bow tie and khaki uniform pants.
- **GIRLS:** Light blue $\frac{3}{4}$ sleeve blouse (*with a camisole under the shirt*), khaki or navy houndstooth uniform bottoms.
- **Mass Day shoes must be dress flats in solid black, white, gray, brown, buck, royal or navy in color. NO tennis shoes are acceptable. NO fleece lined slipper type shoe. Shoes MAY NOT bear any semblance of an athletic shoe sole.**
- Crew neck sweatshirt, team shirts or outerwear are **not** permitted for Mass.

HIGH SCHOOL:

High School P.E. uniforms are required for High School students and must be purchased at Southern School Uniforms. High School P.E. uniforms are the same as the Middle School P.E. uniform and may be carried over to the High School for P.E. No other t-shirt or shorts can be worn.

Girls' uniform options:

- White $\frac{3}{4}$ sleeved blouse (*with white camisole*) bearing the school insignia
- White oxford cloth shirt (*with white camisole*) bearing the school insignia
- White or navy banded bottom shirt with the school insignia
- Navy dri-fit or fem-fit polo style shirt with the school insignia
- Khaki 3-pleat skort (#907), khaki or houndstooth front wrap skort (#23), or houndstooth skirt (#34).
- Khaki long pants (*pleated or flat front*)
- Navy blazer is required for Mass, field trips and all special events.

Boys' uniform options:

- Light blue oxford shirt (*long or short sleeved*) bearing the school insignia
- White or navy short or long sleeved knit polo or dri-fit shirt bearing the school insignia
- Khaki pants (*pleated or flat front/poly cotton or performance*) purchased from the uniform store.
- Striped uniform MCPS tie or bow tie
- Navy blazer is required for Mass, field trips and all special events.
- **Shorts may not be worn at any time.**

Mass day uniform:

- **BOYS:** Light blue short or long sleeved oxford shirt with striped uniform tie or bow tie, khaki uniform pants, and navy blazer.
- **GIRLS:** White $\frac{3}{4}$ sleeved blouse or white oxford cloth shirt (*with white camisole*), khaki or navy houndstooth uniform bottoms and navy blazer.
- **Mass Day shoes must be dress flats in solid black, white, gray, brown, buck, royal or navy in color. NO tennis shoes are acceptable. NO fleece lined slipper type shoe. Shoes MAY NOT bear any semblance of an athletic shoe sole.**
- Team shirts are **not** permitted for Mass.

For Middle/High School dress down days, the dress code will be posted in the hall prior to the event. On dress down days, students may wear non-uniform outfits within the following guidelines:

- NO excessively tight clothing.
- NO pajamas unless allowed by themed dress down days.
- NO Nike-type running shorts for girls or boys.
- NO low cut, bare shoulders, exposed midriff, sleeveless, or revealing tops.
- NO vulgar or obscene images or wording on clothing; NO sexual innuendos, ethnic slurs, alcohol, tobacco, or drug references or advertisements. Nothing that could be considered offensive or inappropriate.
- NO Yoga pants or leggings may be worn.
- Clothing should be in good repair – no holes or rips. Undergarments should not be visible.
- Shorts and skirts should follow the dress code guidelines in this handbook.
- Sweat pants, joggers, and nylon/polyester athletic pants with a drawstring may worn.
- Sandals may be worn but must have a back strap. Flip flops, slides, and Crocs are not allowed.
- Hoodies may be worn, but the hood may not be worn in the school at any time.
- Boys may NOT wear earrings and MUST remain clean shaven.

Unless otherwise specified, Middle School Field Trip Uniform is the Mass day uniform with dress shoes (no tennis shoes allowed).

Special event shirts may be worn on the next school day following the event with the uniform bottoms, providing it is not a Mass day. Special event or team shirts **may not** be worn on Mass days. Special event shirts require prior approval from the principal.

Unless otherwise specified, High School Field Trip Uniform is the Mass day uniform with dress shoes (*no tennis shoes allowed*).

With administrative approval, special event shirts may be worn on the next school day following the event with the uniform bottoms, providing it is not a Mass day. Special event shirts **may not** be worn on Mass days.

DRUG AND ALCOHOL POLICY: Any student who possesses, uses, distributes, or has evidence of the effects of using illicit drugs or alcohol is liable for expulsion and may be reported to the police.

DRUG TESTING (7th-12th grade only):

1. Background:

Beginning in October of 2002, the High School Council began a study of drug testing as a means of preventing drug abuse by our students. The Council has concluded that mandatory random drug testing will be used as our means to help prevent drug use among our students. This policy went into effect in 2004 for grades 9-12, and in the summer of 2007, the MCPS Board voted to extend the testing to our Middle School students.

2. Scope:

A percentage of students, selected at random, will be tested at various times throughout the school year. The testing method used has a several month period for detection. This means that illegal drug use in the summer will most likely result in a positive test result at the commencement of the program in the fall. Baseline samples may be taken at the president's discretion.

3. Testing Method:

Hair analysis has been selected as the method of testing. All samples will be sent to *Omega Laboratories*, a state-of-the-art advanced specimen testing laboratory offering Hair Drug Testing with FDA cleared screening tests, industry leading turnaround times, advanced technology and reporting solutions, forensic testing accredited to the ISO-IEC 17025 Standards.

4. Hair Procedures:

- The student's school ID number will be used in selection for testing. A trained member from *Drug Free Schools* will perform the hair collections using established chain-of-custody procedures. A Montgomery Catholic designee and school administrator will be the only person's privy to those selected for testing.
- A sample of approximately 100 strands, one inch, in length, is cosmetically cut near the crown of the student's scalp. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the designated collector and initialed by the tested student under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be shipped to the *Omega Laboratories*. *Omega Laboratories will process results to Drug Free School.*
- Omega's 5-panel test can detect cocaine, marijuana, opiates (*codeine, morphine and 9-acetylmorphine*), amphetamines (*amphetamine, methamphetamine, MDMA, MDA*) and phencyclidine (*PCP*). Omega's extended Opiates panel adds oxycodone, oxymorphone, hydrocodone, and hydromorphone. Hair testing provides quantifiable results across a 90-day standard testing timeframe.
- Results will be confidentially returned to the school typically within two to three days. Appropriate action will be taken if the student deliberately tries to avoid this collection process. All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography/Mass Spectrometry. This prevents false positives resulting from other drugs or substances that have been ingested. However, if a student who tests positive wishes to contest the result, he or she may do so within ten (10) days. He or she has this option with any hair test; however, the re-test will be at his/her own expense.

5. Confidentiality and Dissemination of Results:

The student school ID number identifies all hair samples and results.

- *Omega Laboratories* will confidentially provide test results of students to the administrators. All test results of students will remain strictly confidential between the student, the parent/guardian, and the administration.
- The principal will notify the student's parents/guardians of a positive test result.
- No test results of the students will be disclosed to any person or agency without signed consent by their parent/guardian.

6. Consequences of Positive Test Results:

1. School personnel will not initiate criminal charges or other legal action against the student based solely on a positive drug test.
2. After the first positive test result, the following provisions apply:

- The School requires a conference between the student, the parents/guardians of a student testing positive, and the principal.
- The School **will require** that any student who tests positive will obtain a treatment plan through a counselor or community agency recommended by the School. This treatment plan shall be provided to the principal and counselor.
- The principal may require the student to enter a drug treatment program as a condition of his or her remaining at MCPS.
- All costs for required counseling and treatment are the responsibility of the parents/guardians.
- Participation in extra-curricular activities will be subject to review. All decisions regarding such participation will rest solely with the principal.
- Failure to comply with the above provisions will result in immediate dismissal of the student, and no tuition refund will be given.
- Alternate procedures for seniors requiring follow up testing, which fall within 90 days of graduation, will be implemented at the parent's expense.

3 Any student who tests positive a second time during his/her enrollment at Montgomery Catholic Preparatory School in grade 7-12 will be dismissed, and no tuition refund will be given.

4. Any student who has tested positive on a test administered in the random drug testing program remains subject to all other disciplinary policies and procedures of the School as listed in the Student Handbook, including provisions of being under the influence of drugs or in possession of drug paraphernalia or alcohol on campus or at school sponsored events. Violation of these provisions of the Student Handbook will continue to be dealt with as very serious offenses subject to immediate expulsion and referral to legal authorities.

7. Consent:

By execution of the electronic signature portion of the annual family bio update, students and parents/guardians agree that:

- Students and their parents/guardians understand the purpose and reason of the universal and random drug testing and give their consent thereto.
- Students and their parents/guardians will release and hold harmless Montgomery Catholic Preparatory School, its Councils, Board, employees, the Archdiocese of Mobile, agents and representatives, and any professional agency or business the School deems necessary to carry out this policy, from any liability, claims or damages with respect to the administration of this Drug Testing Program, including, but not limited to, any claims arising out of alleged negligence on the part of such parties.
- Any student refusing to submit to drug testing, including the random test or any follow-up test as deemed necessary by the principal, shall be subject to dismissal.

DUAL ENROLLMENT/DUAL CREDIT: Montgomery Catholic Preparatory School (MCPS) students may enroll in college courses offered through early college programs, but those credits earned through colleges or universities do not fulfill any of the 28 credits needed for graduation from MCPS.

Montgomery Catholic Preparatory School does not offer classes for dual credit (*courses that count for high school credit and college credit simultaneously.*)

EMERGENCY SITUATIONS:

Automated Phone/Email Messaging/App Communication: This system will alert families on our website, via phone or email, based on the information provided on the *Family Bio Update each summer*. **It is the parent's responsibility to notify the school regarding a change in the student/family information.**

Medical Emergencies: All MCPS staff members are CPR trained in the event of a medical emergency. Non-emergency situations where medical care is needed and we are not able to contact the parents, 911 emergency personnel will be contacted in order to provide needed medical care.

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY: Students eligible for High School Extracurricular and Athletic activities must have obtained a composite numerical average of 70 in all 7 classes for two consecutive semesters, including summer school, if applicable. This will be evaluated at the end of each semester to determine eligibility for the following semester. This does not preempt individual coaches or sponsor's academic requirements for participation.

Students eligible for Middle School extracurricular and athletic activities must have obtained a composite numerical average of 70 in all 7 classes. Stand-alone quarter electives will be averaged together to obtain a quarter grade, (*i.e. cooking, archery*)

FACULTY WORKROOM AND RESTROOMS: The use of the faculty room, faculty copy room, and faculty restrooms are reserved for faculty members, guests, and school personnel only. Parent volunteers are asked to refrain from bringing children into the faculty workroom. The faculty encourages students to seek them out when they need help, but, if possible, they should avoid coming to the faculty room during breaks and lunch except in the case of emergency. If a student does need to contact someone in the faculty room, that student should knock and wait for someone to open the door.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("*eligible students*") certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. They should write the school principal (*or appropriate official*), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (*including health or medical staff and law enforcement unit personnel*); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (*such as an attorney, auditor, medical consultant, or therapist*); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

FIELD TRIPS: Field trips may be periodically arranged by teachers for certain classes to augment the curriculum. Advanced notification will be given for the purpose of obtaining the written consent of parents on an official permission form as a prerequisite for leaving school grounds. **Telephone permission, email or handwritten notes will not suffice as a substitute for this official form.** Students will not be permitted to phone home on the due date of the event to request the form.

The dress code for each field trip will be listed on the parental permission form. **Students that have not submitted the signed parental permission form by the due date may not attend the event.**

Practically, field trips are usually not possible without the help of parents to supervise and to drive. Drivers are only permitted to travel to sight designated with NO side trips. Vehicles used for field trips must have operational seat belts for each passenger. Students cannot be double buckled.

Certain diocesan regulations apply:

1. All drivers must be 21 or older
2. Hold a valid driver's license
3. Have minimal car insurance of \$100,000/300,000 in liability
4. Present proof of all this to the school office for verification. **Re-submission of all volunteer driver information will be required at the beginning of each school year.**
5. Parents who act as chaperones on a school field trip must have also completed a Child Protection class.

No alcohol or tobacco may be consumed by chaperones during a field trip; if so, you will lose all chaperone privileges. All chaperones are required to dress in an appropriate manner.

Because of the responsibility of chaperones on a field trip, younger siblings may not accompany their parents who are field trip chaperones.

FINANCIAL POLICIES:

1. Parents have an ethical responsibility to remain current with all tuition obligations and fees.
2. When checks or automatic withdrawals do not clear the bank, parents will be notified, assessed a fee and have one week upon notification to bring in cash, a cashier's check, or money order as a means to remedy the bounced check.
3. When tuition becomes thirty (30) days past due, the following consequences will occur, unless an acceptable payment plan has been approved by the President's office, in writing prior to the delinquency.
 - a. No student will be given semester examinations or exempted from an exam until all financial obligations to the school are current or satisfactory arrangements have been made.
 - b. No transcripts or official records will be released nor will students be allowed to register for summer school, participate in school sponsored trips, athletic practices/contests/tryouts, or any other school events until all financial obligations of the family at the school are current or satisfactory arrangements have been made.
4. If a particular month brings an unusual hardship on a family, parents have an obligation to contact the president's office in a pro-active fashion. The school reserves the right to grant temporary relief to that family based on that family's financial history with the school.
5. The school awards financial aid based on need. **Current MCPS families wishing to apply for financial aid MUST do so by the March 15 deadline.** For further information, go to www.montgomerycatholic.org Grades, disciplinary records and family volunteer time will be taken into consideration in the awarding of financial assistance.
6. Registration fees for next school year, along with a completed tuition contract are due in February to hold a spot for that student (*contingent on the student successfully completing the year.*) **Those who do not pay registration fees on time risk forfeiting their spot for the next year.** Registration fees are non-refundable.
7. Report cards and transcripts will not be released to families for present, former, or graduate students who are delinquent with their school accounts or have unfulfilled contract obligations. The Parent Portal will be turned off and recurring delinquency is grounds for removal from school.
8. Because our school budget is based on the projected number of students, the following are non-refundable: application fee, registration fee, and capital assessment fee. Per the signed *Tuition Contract*, the tuition balance is payable in full upon early withdrawal. Withdrawal of a registered student prior to July 15 will require payment of one-half of the annual tuition.
9. A tuition refund plan is available for the school year. The premium must be paid by early September. Details available from the business office.

FOOD AND DRINKS: There should be no food or drinks in the classrooms, hallways, or any MCPS building. Eating and drinking should be confined to the cafeteria and outside, except in special circumstances.

FRYE RULE: High School students who fail the first semester of a two semester course may avoid making up the first half of the course by passing the second half of the course with a passing grade which, when averaged with the failing grade from the first semester, meets or exceeds 60 (*Frye Rule*). The second semester must be passed for credit to be applied. The student must also attend tutorials on a regular basis for the *Frye Rule* to be considered.

Frye Rule only applies to two semester courses and **does not apply** to single semester courses, such as, but not limited to, Government and Economics, nor does it apply to any Theology class. If a student succeeds in using the Frye Rule the first semester grade will be adjusted to a 60.

FUNDRAISING AND GIFT SOLICITATIONS: We are currently developing a comprehensive **administrative** plan for Montgomery Catholic Preparatory School which will outline policy concerning enrollment, fundraising, and public relations. Until that is complete, please use the following guidelines for the current school year.

All fundraising to benefit MCPS is welcomed and appreciated. The endeavors must follow school standards as outlined below. This is designed to maintain integrity through accountable fund management, accurate donor recognition, and the avoidance of multiple solicitations to current and prospective donors.

All fundraising and solicitations of any kind and all media endeavors must have final approval by the administrative team:

- President
- Director of Communication and Marketing
- Director of Development and Alumni Relations
- Business Office Manager

Fundraising Procedures:

- All athletic requests must go to the Athletic Director who will gain approval from the advancement team.
- All band requests must go to the Band Director who will gain approval from the advancement team.
- All other student and PTC requests must come from their respective principals who will gain approval from the advancement team.
- All requests must be compiled using the MCPS Fundraising form.
- All fundraising must last no longer than two calendar weeks.
- All monies raised must be deposited within 24 hours to the respective principal, athletic director, or band director.

ONE Major Fundraiser per fiscal school year (*August 1st through July 31th*) is allowed for:

- Athletic Teams
- Student Government Association
- Special permission could be granted to specific classes by approval of the principal/administrative team.
- School Clubs

Student Camps are a separate entity and must gain approval from the administrative team.

TWO Major Fundraisers per year are allowed for:

- PTC
- MCPS Booster Club
- Band

In House/School Fundraisers

- Dress downs, special event endeavors, etc. must also be requested and approved as other events. The request should be at least three weeks in advance.
- Extenuating circumstances are at the discretion of the school principal/president.
- Each school campus (St. Bede elementary, Holy Spirit elementary, middle school campus, and high school campus) may conduct one Spirit Night per quarter.

Silent Fundraisers

- All fundraising endeavors designed to raise money through networking and without publicity must also gain approval from the advancement team.
 - For example, parents raise money for a specific need to help with basketball jerseys or Knights of the Round Table
- Requests should be made to the development director for approval from the advancement team.

Tithing

- A tithe of 5% for student organizations and a tithe of 10% for all adult organizations will be assessed for the endowment fund.

Prohibited

- **Students soliciting door to door for ANY reason**
- Solicitations without prior approval from the advancement team.
- Outside vendors
- Fundraisers not in line with Catholic teaching

GRADING AT MCPS:

KINDERGARTEN and K3/K4: *Academic and Self-discipline Skills Progress Code*

- **C** – Demonstrates consistently and independently. After a skill is taught, the student is able to perform the skill or activity independently
- **S** – Demonstrates sometimes with support. The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.
- **N** – Needs continued development. Some children are not ready to master a skill. This indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the child needs more time to develop before being able to master the skill.
- **Blank space** – Not assessed during the marking period.

All skills on the progress report should at least be introduced by the end of the fourth quarter.
No yearly averages are given at the K3- K5 level.

GRADE 1-2: *Grading Scale: Reading, Writing, Mathematics*

GRADING Skills

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 and below

- Reading
 - Comprehension/Listening
 - Phonics
 - Oral Expression/Fluency
- Writing
 - Handwriting
 - Communicating Ideas
 - Punctuation/Capitalization
 - Spelling
 - Grammar
- Math
 - Concepts
 - Computation
 - Problem Solving/Communication
 - Measurement/Data
 - Geometry

SKILLS Codes

✓ Student struggling with skill. The student needs considerable assistance for skill being taught.

✓ – Student below grade level with skill. The student is performing below grade level with continuous teacher assistance.

GRADING Scale: *Religion, Social Studies, Science*

4 – Meeting targets and performing above expectations

3 – Meeting targets

2 – Working towards targets with continuing assistance

1 – Needs more time to develop

GRADING Scale: *Physical Education, Art, Music, Foreign Language, Computer*

S – Successful

N – Needs Improvement

Components for Grades

- Grades are determined using 3-5 components with no one component weighted more than 40%
- Teachers should grade worksheets and daily work on a point scale rather than a percentage/letter grade.

Yearly Averages

- Reading, Writing, Math: Average the percentage number grade from each quarter. A letter grade is given for the numerical average.
- No “+” or “-” used
- Religion, Science, Social Studies: a number grade is given for the numerical 4,3,2,1, average. Any average resulting with a .5 decimal should be rounded up.

Evaluating Conduct Code

O – Outstanding

G – Good

I – Inconsistent

U – Unsatisfactory

GRADE 3-6: Grading Scales/Codes

Religion, Reading/Literature, English/Writing, Mathematics, Social Studies, Science, Physical Education*

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 and below

*PE teachers may use S or N, if determined appropriate by the Principal

Art, Music, computer, Foreign Language

S – Successful

N – Needs Improvement

Components for Grades

Grades are determined using 3-5 components with no one component weighted more than 40%

Yearly Averages

Average the percentage number grade from each quarter. A letter grade is given for the numerical average.

- No “+” or “-” used
- Averages resulting with a .5 decimal should be rounded up.

Evaluating Conduct Code

O – Outstanding

G – Good

I – Inconsistent

U – Unsatisfactory

GRADING FOR GRADES 7 AND 8

Grading scales

A (90-100)

B (80-89)

C (70-79)

D (60-69)

F (59 and below)

Evaluating Conduct Code

O – Outstanding

G – Good

I – Inconsistent

U – Unsatisfactory

GRADING FOR GRADES 9-12

A (90-100)

B+ (88-89)

B (80-87)

C+ (78-79)

C (70-77)

D (60-69)

F (59 and below)

Averaging and Reporting of Grades:

Since grades in K3-2 are based on a rubric, averaging the grades has no meaning. The final grades are determined by the teacher to reflect the child's final level of development.

At both the Elementary School and Middle School, the "yearly average" is determined on the basis of the percentage average in grades 3-8 of all 4 quarter grades for year-long classes and 2 quarters for semester long classes. Only the yearly/semester average is archived for transcript purposes.

At the Middle School, the "semester average" is the average of the semester daily work (*homework, quizzes, projects, tests, etc.*) 90 percent (*45% is locked at the mid-semester*) and the semester exam 10 percent. Only the semester averages are archived for transcript purposes.

At the High School, the "semester average" is the average of the semester daily work (*homework, quizzes, projects, tests, etc.*) 80% (*40% is locked at the 1st quarter and 40% locked in at the 2nd quarter*) and the semester exam 20 percent. Only the semester averages are archived for transcript purposes.

Exam Exemptions:

- 7th – 8th grade students **will not** have the option to be exempt from exams.
- 9th-11th grade students will have an option for exam exemptions during the second semester only. Exam exemptions are not an option for first semester (Fall) for 9th – 11th grade students. For these students to be exempt for the second semester (Spring), two criteria must be met:
 1. Students must have an average of 92 or higher in the class.
 2. Students cannot have missed more than three days of class (*excused or unexcused, excluding medical excuses*). Remember, 3 tardies = 1 absence.
- 12th grade students will have the ability to be exempt from both Fall and Spring semester exams. For these students to be exempt, the following criteria must be met:
 1. Student must have an average of 92 or higher in the class.
 2. Students cannot have missed more than three days of class (*excused or unexcused, excluding medical excuses*). Remember, 3 tardies = 1 absence.

Buckley Amendment:

MCPS abides by the provisions of the Buckley Amendment to the Family Education Rights and Protection Act regarding access to student records. Records will be made available to any parent seeking access within 45 days of receipt of a written request. Records will not be released to third parties without the expressed written permission of the parent.

Honor Rolls:

Elementary: "A" Honor Roll for straight A's, "A/B" Honor Roll for all grades B, or better, and Conduct Honor Roll are determined on the basis of quarter report cards, beginning in the 3rd grade. All conduct grades at the elementary level must be in the "G" or "O" range to qualify for any Academic Honor Roll. Conduct Honor Roll requires all "G's" or "O's" in conduct.

Middle School: "A" Honor Roll for straight A's, and "A/B" Honor Roll for all grades B, or better, are determined on the basis of semester grades. All conduct grades at the Middle School level must be in the "G" or "O" range to qualify for any Academic Honor Roll. All classes are considered for Honor Roll and students will be recognized in January.

High School: **The President's List** will be awarded to students who achieve a semester GPA of 4.0 or better. **The Principal's List** will be awarded to students who achieve a semester GPA of 3.80-3.99. Students will be recognized each spring at Academic Awards Night, and we will honor students from the two previous semesters (*The Spring of previous year and the Fall of the current year.*) All classes are included for these lists of distinction. Honors and Advanced Placement course weighting will be accounted for in the GPA calculation.

Promotion and Retention:

In the Elementary School, these decisions are based on the maturity of the child, the achievement of at least the minimum of course requirements, and regular attendance. Final decisions will be made at the end of the year. There is no conditional promotion. The teacher and principal must alert the parents of a possible retention some time before the end of the 3rd quarter. Retention is considered when:

1. A yearly average of "1" or "F" is earned in either reading or math and if the teacher believes the child needs additional time for growth.
2. In grades 3-8, a yearly average of "F" is earned in two core subjects.
3. Excessive absenteeism (*see attendance policy*)

4. In K-6, summer school may be a good idea for strengthening skills in preparation for next year. However, it is not a basis for promoting students who have failed courses during the year.
5. In K3- K5, retention is the decision of the parents who should consult with the teacher. If the parents decide to do so, they must notify the teacher and office in writing by April 1.
6. If a student is recommended for retention for a second time, there will be a consultation with the family to determine whether or not MCPS is the right place for the student, with the school making the final determination.

Elementary:

Failure in one core subject must be remediated for the next academic year per instructions of the school.

Middle School:

1. Retention is considered when a student earns an "F" for the yearly average in two or more core academic subjects (*Math, English, Science, Social Studies, and Religion.*)
2. Failure in band or one core subject must also be remediated for the next academic year per instructions of the school. (*see Summer School policy*)
3. Beyond that minimum, students who are doing poorly may be asked by the school to withdraw, depending on the school's assessment of the child's academic effort.
4. **Excessive absenteeism may result in losing credit in all classes during an academic year (*see attendance policy*).**

High School:

1. **At a minimum, a student is not accepted for enrollment or re-enrollment at our High School when that student is unable to make up classes he or she has failed over the summer time. This means a student may fail not more than four semesters of course work (*out of 14*) in an academic year, and cannot earn more than two credits during the summer months. (*see Summer School policy*)**
2. Students who fail the first semester of a two semester course may avoid making up the first half of the course by passing the second half of the course with a passing grade which, when averaged with the failing grade, meets or exceeds 60 (*Frye Rule*). The second semester must be passed for credit to be applied. The student must also attend tutorials on a regular basis for the *Frye Rule* to be considered. The *Frye Rule* only applies to two semester courses and **does not apply** to single semester courses, such as, but not limited to, Government and Economics, nor does it apply to any Theology classes. If a student succeeds in using the *Frye Rule* the first semester grade will be adjusted to a 60.
3. Beyond that minimum, students who are doing poorly may be asked by the school to withdraw, depending on the school's assessment of the child's academic effort.
4. **Excessive absenteeism may result in losing credit in all classes during an academic year (*see attendance policy*).**

GRADUATION:

In order to be eligible for graduation from Montgomery Catholic Preparatory School, a student must earn 28 credits as listed below and complete the active ACT or SAT (*prior to April of their senior year*).

Theology*	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
History	4 credits
Foreign Language	1 credit
Physical Education **	1 credit
Health	1/2 credit
Fine Arts	1/2 credit
Electives	5 credits
Total	28 credits

*1 credit per year at Montgomery Catholic Preparatory School

**Band satisfies the PE requirement

Transfer Students: Transfer credits from accredited institutions are accepted as proof of satisfactory completion of course work up until the point of transfer.

Valedictorian and Salutatorian: The Valedictorian and Salutatorian of the graduating class will be determined by the school administration based upon weighted grades and courses completed. The students must have attended Montgomery Catholic for the full junior and senior years.

Participation: All eligible seniors are required to attend Graduation Practices, Senior Day, Baccalaureate Mass, and Graduation. All school uniform rules apply.

Financial Requirements: Seniors who have financial obligations to the school are not permitted to participate in graduation activities including Senior Day, Baccalaureate and Graduation. Transcripts, diplomas, report cards, and laptops will be released once all financial obligations are met or satisfactory arrangements have been made.

Students with outstanding financial obligations will not be allowed to register for summer school, if necessary.

GRIEVANCE: A grievance is a claim by a student or their family/legal guardian that there has been a violation, misinterpretation, or misapplication of any written school policy or of a professional relationship with a staff or faculty member.

1. Prior to any formal grievance being initiated, the parents/legal guardians are encouraged to meet with the employee (*staff member, teacher, or principal*) with whom there is an issue, in an attempt to reconcile the issue between themselves in a manner consistent with the policies of Montgomery Catholic Preparatory School (MCPS). *The proper order of grievance is as follows: Parent--Faculty/Staff--Principal--President.* If resolution is reached between parties, there is no need to proceed further in the grievance procedure. An informal grievance not addressed in a timely manner, within five (5) school days of knowledge of the occurrence, shall be considered to be null and void. *Grievance Process Level 1 form* (page 48) must be completed and submitted

2. If no resolution occurs, the parent/legal guardian may initiate the formal grievance process by requesting an interview with the employee's principal no later than five (5) school days after the informal meeting noted above. This meeting shall occur within three (3) school days of the request. A Notice of Grievance--Level Two form (page 49) will need to be completed by the parent/legal guardian to present to the supervisor. At this meeting the supervisor will complete a Supervisor's Report form that the parent/legal guardian will also review and sign. All parties shall agree in writing that grievance proceedings will be kept confidential. **A breach of confidentiality by any party will nullify the grievance process.**

Following the parent/principal meeting, the principal will attempt to bring resolution to the issue within two (2) school days. If unable to resolve the issue, the process proceeds to the president with continued documentation.

3. Any formal grievance regarding actions of the President of MCPS should be placed in writing and directed to the Executive Committee of the MCPS Unified Board for resolution. Contact information can be found in the family directory or on our website.

HAZING POLICY: No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment/hazing. Our school system is dedicated to the Christian principle that all people are created in the image of God and, therefore, must be treated with dignity and respect. Respect for others is shown through language, behavior, and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual, or sexual affronts will not be tolerated.

"Hazing" refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or Montgomery Catholic policies or regulations is considered hazing. Hazing in any form will not be tolerated at Montgomery Catholic and will result in disciplinary action.

HOLY WEEK OBSERVANCE (*Holy Thursday – Easter Sunday*): All extra-curricular activities which include athletic games and practices, school clubs/organizations, competitions or meetings are prohibited beginning the morning of Holy Thursday through Easter Sunday.

IMMUNIZATIONS: All students enrolled in the Archdiocese of Mobile's PreK-12 Catholic schools, daycare centers and Mother's Day Out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.
Archdiocesan Policy – May 2019

LAPTOP ACCEPTABLE USE POLICY AND GUIDELINES: (10th - 12th grade)

Policy is available at the following link: <http://www.knights.pvt.k12.al.us/highschool.cfm?subpage=1711501>

INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY: Montgomery Catholic Preparatory School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st Century learners. Students and teachers at MCPS utilize laptop computers on a wireless network.

Laptops and campus computers are strictly for educational use consistent with the educational goals of Montgomery Catholic Preparatory School. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops as well as other computers on the MCPS campus. The underlying premise of this policy is that all members of the MCPS community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

All information created, sent, or received via the MCPS email system, network, Internet, Intranet, including all email messages and electronic files, is the property of MCPS. When deemed necessary, MCPS reserves the right to disclose text or images to law enforcement agencies or third parties without the student's consent.

Terms and Conditions:

1. Acceptable Use – Access to the MCPS internet must be for the purpose of education or research and must be consistent with the educational objectives of the school.

2. Privileges – The use of the MCPS internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The school will make all decisions whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.

3. Unacceptable Use – Students are responsible for their actions and activities involving the use of the network. A detailed explanation is provided in the section below, but some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation
- Downloading of software without authorization by the supervisor (*teacher*) regardless of whether it is copyrighted or found "virus free"
- Downloading copyrighted materials for other than personal use
- Using the network for private financial or commercial gain
- Using resources in a wasteful manner, such as network or computer file space
- Gaining unauthorized access to resources or entities, including protected school information
- Invading the privacy of individuals
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing, saving, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, or illegal material
- Using the network while access privileges are suspended or revoked
- Plagiarism of any type
- Circumventing or attempting to circumvent the security, procedures, or policies governing MCPS technology and usage
- Bit Coin Mining / Digital Currency Mining

4. Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Being polite. Students should not be abusive in their messages to others.
- Using appropriate language. Students should not swear or use vulgarities or any other inappropriate language.

- Protecting private information. Students should not use their full name, personal address or telephone numbers, nor those of other students. (*First name is acceptable.*)
- Understanding that email and other communication may not be kept private. Email and IM's leave written texts that the receiver may share with other people. Students should not share confidential information with each other using these means.
- Including your name and school at the bottom of email but never giving out home address or cell phone number.
- Using all capitals only to highlight a word. If you use them for an entire message, people will think you are shouting.

5. Security – Network security is a high priority. Students should keep their accounts and passwords confidential. They may not use another individual's account. Attempts to log-on to someone else's account or as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

6. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Telephone and Credit Card Charges – MCPS assumes no responsibility for any unauthorized charges for fees, including credit card charges, telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Users should be cautious of any "free" offers. There is usually a hidden charge.

8. Viruses – Students are not allowed to bring in their own external hard drives or flash drives to use on the MCPS system without explicit permission. Users are responsible for checking their own drives and downloaded materials for possible viruses. MCPS assumes no responsibility for any damages caused by viruses which may or may not have been acquired on school computers. Students may be charged a fee to cleanse the computer. See detailed information below.

9. Inspection – The equipment and access to the internet remains the property and responsibility of MCPS which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned or leased machines.

10. Filters – In accordance with the Children's Internet Protection Act (CIPA) of December 2000, MCPS uses Internet filtering to restrict access to inappropriate websites which contain visual depictions that are obscene, pornographic, and harmful to minors. Users are cautioned that due to the continuous proliferation of websites, there can be no guarantee that inappropriate sites will never be accessed.

11. Internet Safety - MCPS filters internet access to provide a safe learning environment for students. No filtering product is 100 percent effective; students should contact a teacher or the system administrator to report any inappropriate material.

12. PRIVACY IS NOT GUARANTEED. At any time, school and network administrators are authorized to monitor communications, inspect files, and track internet usage to ensure users are acting responsibly.

13. "Cyber-bullying" is cruelty to others through electronic means. It can be done through e-mail, instant messaging, chat rooms, or online sites such as *Facebook*, *MySpace*, *Twitter*, *Snapchat*, etc. Students at no time may harass other students. Harassment will be handled as outlined in the school discipline policy. See detailed explanation further below.

14. Violations of this policy may result in disciplinary action, including the loss of computer/internet access, a "0" on classroom assignment, suspension, and/or dismissal. Each incident will be handled according to the nature of the violation. Any non-acceptable use of a criminal nature may be referred to proper authorities for investigation and possible prosecution. Any effort to disrupt internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files can result in criminal prosecution under state and federal laws.

Montgomery Catholic Preparatory School reserves the right to update and change this policy at any time without notice.

Implications of our Technology Policy relating to the following:

E-Mail

Student email accounts established by Montgomery Catholic Preparatory School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for communication with teachers instead of personal email accounts.

Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

Expectations of Student Usage

Montgomery Catholic Preparatory School expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.

- Student email should only be used for emailing Montgomery Catholic Preparatory School staff and when assigned other MCPS students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to rules within the Student Handbook.
- The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of abusive or harassing nature will be regarded as a major violation and will be subject to disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Username and passwords should not be shared by students.
- Username and passwords will be made available to parents upon request.
- Only approved mail programs may be used for student mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

Chatting and Blogging/Social Media

- Instant-messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of laptops to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (*including iTunes music sharing*) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- Games that are “played” over the school network are not allowed.
- Games which include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school computers including the laptops.
- Screensavers that include inappropriate gaming components are not allowed.

Laptops

- Please see **LAPTOP ACCEPTABLE USE POLICY AND GUIDELINES**.
- Laptops must be carried and transported appropriately on campus. They should be carried in their cases at all times. Otherwise, they should be closed and carefully carried. Failure to close the lid of a laptop before transporting it could exacerbate damage and result in permanent loss of data. Note: Students are entirely

responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. All school-issued laptops must be in the school-issued laptop case.

- No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the cafeteria during lunch.
- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- Students are not allowed to create any administrative passwords on their laptops.
- **When not in the care of the student, laptops must be locked in the student's locker.**
- **Laptops not in the care of the student will be collected and charged a \$25 fee, or the student can serve three administrative detentions to retrieve the laptop.**

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of VPN's, proxies, redirect websites, and cloaking programs are strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- MCPS is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are *Limewire*, *Bearshare*, *Kazaa*, *iMesh*, *Torrents*, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- There is a **\$25 re-imaging charge** to get rid of any unapproved software or files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a **\$25 re-imaging charge** to correct system files.

Downloading and Loading of Software

- Care should be taken regarding the loading of additional software. Viruses could be transmitted in this manner.
- All installed software must be a legally licensed copy.
The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet.
- Only commercial videos (*such as television programs*) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.
- Shareware and freeware can only be installed on school laptops with prior approval of the Technology Department.
- Shareware and freeware programs such as animated cursors (*i.e., Comet Cursor*), screen savers, and others similar to these automatically open connections to the computers from outside the MCPS network. Such connections are Spyware and they not only monitor the activities on that computer, but they also slow down the operation of the computer and the network connection.
- There is a **\$25 re-imaging charge** to get rid of any unapproved software or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- There is a **\$25 re-imaging charge** to remove any of the above.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Network Administrator, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and laptop access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- MCPS respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, are suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on school-owned computers including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
 - Posting of a student picture without their permission. Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and staff member's right to be safe and secure.
 - Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Laptops that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that merits this consequence.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- These consequences apply to students participating in the laptop lease program at Montgomery Catholic Preparatory School as well as to students who are using the school's laptops and computers on campus.
- Computers with illegal or inappropriate software or materials on them will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop, and the student will be restricted to using only on-campus computers. Repeated AUP offenses or laptop abuses may lead to the loss of a student's privilege of using a laptop on campus.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.
- Montgomery Catholic Preparatory School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

LOCKERS: Student lockers will be assigned in certain grades. The lockers are in good condition and will be assigned to the students during registration for Middle/High School students or during the first week of school for Elementary students. The student will be responsible for the condition of the locker and the return of the lock if issued. Lockers can be inspected at any time at the discretion of the president, principal, or administrative designee.

LUNCH TIME: Students **may not** leave the school grounds during lunch and must remain within designated areas as spelled out by each campus. Students and parents **must** either order from the school menu or bring lunch from home. Carbonated drinks are not allowed for Elementary students.

Due to frequent interruptions in the office, NO LUNCHES CAN BE DELIVERED TO THE OFFICE OR STUDENT DURING SCHOOL HOURS.

Elementary students without a lunch will be provided a nutritious snack type food/drink, and the parents will be charged \$5.00. Middle and High School students may purchase food or drink from the cafeteria.

LUNCH ORDERING PROCESS:

Lunches will be ordered online for all students K3-12. Lunch options will be greater and the price is determined by the a la cart selection. Drinks are not included.

Through a secured website, you can quickly place your lunch order from your smartphone, tablet or computer in a few easy steps highlighted below. **The deadline to order lunch will be on Friday at noon for the following week.** Lunch can be ordered up to one month in advance. No refunds or lunch credits are available. If your child is absent and you have ordered lunch, your student's lunch will be available for pick-up at noon at the elementary and middle school and at 12:30 at the high school.

Menu choices can change regularly so that you have a variety of selections, and we encourage you to look at the options we provide on a regular basis as you order with us.

To request an account:

1. Go to www.welunchit.com and click (*Register*)
2. You will then receive an email with your username, password, and the four-digit PIN number for when ordering and picking up your order.

How to Place a Lunch Order:

1. Go to www.welunchit.com
2. Login with your email address and password.
3. Click on the "Name tab" and select who you are ordering for.
4. Click "Order Now" for the day you desire to have us provide lunch for you.
5. Enter the quantity of the preferred food item(s).
6. Press "Add to Cart".
7. Proceed to the check out by pressing "Pay Now".

Please note: Lunch orders are created individually. Simply repeat steps 3 thru 7 for each person you are ordering for. We look forward to serving you and are available and here should you have questions during your ordering process with us.

Customer Service: Cindy De Faria, (334) 714-0068, cdefaria@welunchit.com

Tech Support: Bernardo De Faria, (334) 714-0067, bdefaria@welunchit.com

You will still be able to use *My School Bucks* for snacks, field trips, athletic fees, and other charges; however, it cannot be used to purchase lunches on line.

MEDIA CENTER: All campuses of our school are staffed by a librarian or library aide. Students and classes using our facilities are expected to abide by MCPS guidelines and expected to be supervised by MCPS staff.

MEDICATIONS: Students required to receive prescription medications during the school day must do so as follows:

1. All medication should be brought to the office by the parent/guardian. This medication must be kept in the front office; students are not allowed to carry it around. Exceptions can be granted only by the authority of the principal. (*for example, rescue inhalers and EpiPens®*)
2. Parents must **complete and sign** an authorization form in the school office giving their child permission to take this medication.
3. Only medication prescribed by a doctor is allowed to be taken as evidenced by the prescription bottle. (*Please do not send in medication in an unmarked container!*) This prescription bottle must contain student's name, the name of medication, and directions for correct dosage and usage.
4. If an over the counter drug is to be used, the doctor must prescribe the medication, and this prescription must legibly describe the elements in #3 above.
5. In the case of doctor prescribed samples, all prescription instructions in #3 above must accompany the medication.
6. In general, permission to take Tylenol and other over the counter drugs will not be honored

Please see attached medication permission form in the forms' area (page 50).

NATIONAL HONOR SOCIETY: High School Loretto Chapter: Per the Constitution of the National Honor Society (*Article 1: Section 2*), this organization exists to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. The following from the Loretto Chapter by-laws describes the selection process for students.

Article III:

- Section 1. To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must be in attendance at the school for a minimum of one complete academic semester.
- Section 2. Selection of junior class candidates shall be in January of the academic year. Selection of senior class candidates shall be in first semester of the academic year. This gives seniors the opportunity to participate in the program for the better part of an academic year; and for those not selected in January of their junior year, an opportunity to be reviewed again, if desired.
- Section 3. The minimum standard for **scholarship** shall be a weighted cumulative scholastic average of at least a 3.50 (*not rounded*) in all subjects. MCPS requires a higher minimum GPA of 3.75.
- Section 4. Candidates shall be involved in **service** of Church and/or community. At a minimum, candidates shall be involved in service clubs (*as evidenced by 80% attendance or better at meetings and events*) and/or routinely involved in their Church and/or community. Commitment to service must be evident.
- Section 5. The **leadership** criterion requires that candidates exercise a positive influence on peers in upholding Montgomery Catholic Preparatory School ideals. They may do this overtly through club or sports leadership positions or quietly through positive influence on their peers.

- Section 6. The standards for character are based on respect, responsibility, trustworthiness, fairness, caring, and citizenship. Candidates must not have had an office referral, behavioral referral, disciplinary action or suspension within the past one calendar year from the time of consideration, or have any disciplinary matters pending the review of the principal or the dean of students.

The faculty reviews all applications; members are selected by a majority vote. Once selected, members must maintain those qualities which proved them worthy of membership in the National Honor Society. Membership is both an honor and a commitment.

NON-CUSTODIAL PARENT: At the time of **registration**, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish the administration a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right to access academic records relating to his or her child and, upon written request, may receive copies of all notices relating to academic and school activities. He/She may be able to check the students out. The non-custodial parent is responsible for any costs incurred by the school relating to these provisions.

OFF CAMPUS ACTIVITIES: The school has responsibility for the student during published hours and school related activities, and the parents have responsibility for their children outside those hours. In the event the school learns of student behavior that is harmful to the student's health or safety, the school will notify the parents.

If, however, a student's off campus activity reflects poorly on the institution of Montgomery Catholic Preparatory School, the administration will take disciplinary action that, in his or her estimation, is proportionate to the damage done to the school in the eyes of the community.

In a similar vein as an adult community, we share responsibility for each other's children and so should communicate issues of concern about those children with their parents. We should be receptive and appreciative of such calls! However, we are sovereign over our own children alone and, therefore, cannot substitute our judgment for other parents. **Parents who knowingly allow another family's children to participate in illegal or immoral activities while under their jurisdiction violate a trust among our families and may be asked to withdraw their children from our school.**

OMITTED SITUATIONS: Any omitted situations will be handled according to Diocesan policy or at the discretion of the administration.

PARENT PORTAL: The *Parent Portal* gives parents and students a look at the student grade book as grades are earned by their student(s). Parents are issued a user name and password exclusive for their student(s), as well as instructions during registration, or information will be mailed to families who enroll at a later date. This information should not be shared. For access issues, or to request login information; contact Media Specialist, Mindy Walski at mwalski@montgomerycatholic.org or Director of Communication and Marketing, Brittany Bradley at bbradley@montgomerycatholic.org.

The *Parent Portal* can be closed to access for outstanding office or after school care business, lost library books, during exams, or for other reasons deemed necessary by the administration.

PARENT COOPERATION: It is an expectation of enrollment at Montgomery Catholic Preparatory School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (*e.g. extended care, athletics, field trips, etc.*)

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

PARENT VOLUNTEERISM: As a Catholic school, we encourage all parents and guardians to become part of our MCPS community through a spirit of volunteerism. There are a plethora of opportunities throughout the year for families to actively participate in the school's mission and life.

All families are **expected** to give 40 service hours to the school. You are to sign in at the particular volunteer venue to record your time. The Parent Volunteer Form link is at the bottom of the navigation menu. Click on the link and enter the name of the volunteer, the date of the event, the type of event (*concession stand, field trip chaperone, etc*), and finally enter the number of hours or if less than an hour, the number of minutes volunteered.

PARKING AND THE PARKING LOT:

For safety reasons, please keep your speed at, or below, **10 mph and refrain from using your cell phone while driving on any MCPS campus**. Please follow the instructions of the parking lot monitors.

High School:

1. Students are to park only in the parking lots designated for student parking located to the left of the school and at the Ida Bell Young parking lot. Students may not park in faculty or visitor spaces or the front of the school.
2. Students must exit their vehicle immediately upon arrival. They must exit the school premises immediately following dismissal. No loitering or lingering in cars or the parking lot will be permitted.
3. Students are NOT to block the dumpster. Also, students may not park in any handicapped space (*without proper identification*) or park on the grass.
4. All students' vehicles must be registered through the office. Vehicle registration will take place before school starts, and students will be notified of the specific date they are to register their vehicles. Students will need to have their car registration and driver's license with them when they register their vehicle. Students will receive a parking hang tag to visibly place in their vehicle. \$10.00 will be collected for each hangtag. If a student turns 16 during the school year and will be driving to school, he or she must register that vehicle in the office at that time.
5. Specific student parking will be assigned at the beginning of each school year with a corresponding hang-tag and parking place number.
6. MCPS assumes no responsibility for vehicle damage or theft occurring in the parking lot. Owners park at their own risk.
7. High School students are not permitted to park in the Middle School parking area at anytime during the school year.

PRIVATE PARTIES/SPECIAL BIRTHDAY TREATS: We are a community. Invitations for private parties can be distributed on school grounds at our Elementary and Middle School Campuses ONLY if all students in that class/grade level or all students of the same gender are invited. Otherwise, invitations MUST be mailed.

Treats commemorating birthdays or special occasions during the school day must be provided for all students in a class/grade level and can only be distributed during lunch or break.

RESOURCE PROGRAM: The Resource program serves students who have a diagnosed disability that impedes learning. Before a student can receive services, a psychological-educational evaluation must be on file with MCPS. This assessment must include a specific diagnosis and recommendations that can be reasonably implemented in our academic settings. A diagnosis of ADD or ADHD alone, is not sufficient to qualify for the Resource program.

Our Resource program strives to use small group and individual instruction in grade level curriculum, while also teaching study skills, evaluating academic strengths and weaknesses, and providing academic accommodations that align with those recommended in the psychological-educational report. The primary goal of our Resource program is to guide our students to become independent learners.

MCPS will strive to meet the academic accommodations for students that have undergone a complete evaluation but fall short of the Resource program requirements. All determinations for placement will be based on documented educational needs.

Acceptance into the Resource program does not guarantee academic success. It is vital that the student and parents partner with the resource teacher and the classroom teachers in order to successfully complete the academic expectations for all classes.

RESTROOMS: There are ample breaks during the school day for our students to use school restrooms. Generally speaking, students are not allowed to leave class for personal reasons. As a matter of common practice, students needing to leave during class time MAY be assigned some consequence to discourage this behavior. Students may not take cell phones or other electronic device to the restroom.

SEARCH POLICY: The school, operating in loco parentis (*in place of parents*), reserves the right to inspect and search lockers, book bags, and the personal property of students. The administrators of Montgomery Catholic Preparatory School are cotenants of lockers and desks, including vehicles on school property, and reserve the right to search them at any time without notice. When a specific search is conducted, at least two school officials will be present.

SERVICE HOUR AND CULTURAL ENRICHMENT REQUIREMENT FOR GRADES 6-12:

Service Hour Requirement

As a part of our mission to proclaim the gospel of Jesus Christ, we believe all students are called to be good stewards of their own time, talent, and treasure engaging in service as part of their educational growth. The Montgomery Catholic Preparatory School service hour requirement is intended for students to go beyond their current school and/or church obligations.

Students in 6th grade are required to complete a minimum of four (4) hours of service annually.

Students in 7th-8th grade are required to attend one service day organized by the school throughout the year. Four or more opportunities for service on weekends or after-school hours will be organized by the school and made available for all middle school students (*parents welcome.*) Each student will be required to attend at least one of these service opportunities over the course of the school year.

Students in 9th-12th grade will participate in works of service and community outreach through multiple opportunities with their advisory class. Additional individual service hours can be earned for advisory service competition.

MCPS will not release the end of school year report card or transcript until the requirement is completed. Students are not allowed to return to school in the fall until service hours are complete.

1. Volunteering is not the same as community outreach. Simply working without pay may not qualify. Community outreach serves the community outside or beyond a student's present community of school or church.
2. Students may not serve in connection with a family member's employment, business, or source of income without approval in advance.
3. A faculty member will contact outreach sites on a random basis to verify the information recorded on documentation.
4. Students are permitted to use hours completed from other clubs and/or organizations, provided they meet the requirements stated above.
5. Documentation will be checked.
6. All hours are subject to approval. If you have any doubt or question, please check in advance of service being completed.
7. Parental involvement is most important for the success of our program. The documentation form requires a parent signature as a second signature confirming that the service was complete. Parents/guardians are expected to monitor the outreach activities of their student.
8. Parents/guardians are encouraged to assist their student in choosing suitable organizations which "serve the poor and needy members of society in a way that liberates them and calls forth their full potential."

Students will have an appropriate reflection experience and assessment to help them to process their service experience.

Cultural Enrichment Requirement

In an effort to encourage our students to develop an appreciation for God's majesty revealed through the arts, students in 7th-12th grades have a cultural enrichment requirement. All students in grades 6th-12th may attend school sponsored performances or other cultural opportunities in the community. As evidence of their attendance, students must bring in a program, signed note, or ticket from the performance or event. Students must attest that the program or other evidence comes from their own attendance. There will be a reflective component to the cultural enrichment experience. Please ask for approval of an event if in doubt.

Students in 7th-12th grade are required to experience three (3) hours of fine arts and/or cultural experience **per semester**. Student completion of these activities will be recorded as a component of each English semester exam. Specific guidelines for reporting and reflecting will be identified in the 7th-12th grade English course syllabus.

SEVERE WEATHER: In the case of severe weather, MCPS will notify ALL parents via our *School Messenger* alert system and our Montgomery Catholic app. An automated message will be sent to your home and cell phone numbers, as well as to your montgomerycatholic.org email address. Parents should listen to local radio and TV stations as well concerning the opening and closing of MCPS campuses. During inclement weather, all students are moved to a safe area and remain there until the warning is lifted. We are able to closely monitor the weather through the weather radio and computers.

Please do not come to check your child out during a tornado warning because it jeopardizes your child's safety and yours, as well as the safety of the school personnel, and it takes our attention away from our responsibility of attending to the

safety of all of our students. If you choose to check out your student(s) during a tornado warning, you must come into the school to sign out **ONLY** your child or children during a warning.

STANDARDIZED TESTING:

IA (*Iowa Assessments*) grades 2-8

ARK (Assessment of Religious Knowledge) grades 2-12

IA for incoming students to the Middle School

Placement testing for incoming students to the High School

English Writing Assessment grade 8

Orleans-Hanna Algebra Assessment for upcoming 8th grade students

Pre-ACT 9th

Pre-ACT 10th

PSAT (*Qualifying test for National Merit Scholarships and a pre-SAT test*) 11th

ACT (*American College Testing*) or SAT (*Stanford Achievement Testing*)

ALL students **MUST** take the active ACT or SAT (*prior to April of their senior year*) to be eligible to graduate.

STUDENT DIRECTORY: The student directory is for informational purposes only. The directory should not be used for solicitation nor should this information be sold or given to outside vendors.

STUDENT CONDUCT: Any student enrolled at Montgomery Catholic Preparatory School, will respect Catholic teachings concerning human sexuality and Faith. The student will conduct him/herself in accord with his/her sex at birth, at all times, both on campus and when representing the school at off campus events. A student who engages in conduct, whether during school or outside of school, that we view to be detrimental to the reputation of the school, may be disciplined by school administration.

SUMMER SCHOOL: In order to protect the integrity of the academic program, students needing to attend summer school to restore credit due to failure must take courses at Montgomery Catholic Preparatory School's summer program. All failed courses, including those needed for graduation, must be made up during the summer school time frame.

Middle and High School students may recover no more than 2 credits during each summer, **but no more than 4 credits (8 semesters) throughout their four high school years (9-12)**. All students who fail more than the allowed number of credits will not be allowed to return to MCPS for the upcoming school year unless there are extenuating circumstances to be approved by the administration. Families must be current with the Business Office in order to register for Summer School.

TELEPHONE USE: Students may use telephones in the office for emergencies **ONLY** (*not for field trip forms, homework, etc*). The school phone is reserved for official school business. Students will not be called from class to the telephone except in the case of an emergency. Telephone messages for students are discouraged; however, in case of necessity, a message will be delivered to the student at the end of the school day. Students wishing to contact their parents must do so in the office and not via personal cell phone. **Parents are asked to refrain from calling or texting their student via any electronic device during school hours.**

TUTORIALS: Students have the responsibility to seek help and work with initiative and perseverance. Each faculty member will be available to assist students outside of regular school hours at times prescribed by the teacher or school. Students are expected to be on time for tutorials; otherwise they may not be allowed to attend. Students must remain in one teacher's tutorial the entire session unless a written pass from another teacher verifies that he/she also needs to attend an additional tutorial. Failure to follow this procedure will result in disciplinary action.

UNSUPERVISED STUDENTS:

ELEMENTARY SCHOOL (8:00 AM- 3:15 PM)

The bell rings at 8:00 AM, and all students arriving **after that time** will be marked **tardy**. School is in session from 8:00AM until 3:15 PM each day. Tutorials occur before or after school and are scheduled by individual teachers.

Students may be dropped off at the elementary campuses as early as 7:15 AM for an additional charge (*\$2.00 per student/ per day and **payable upon early arrival***) and as early as 7:30 AM for no charge.

Dismissal: Students must be picked up by 3:35 PM each day, or late pick up fees will be assessed. The fee for a late pick up (*per child/per day and **payable upon late pick-up***) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (*per semester*), the student **MUST** be registered with the YMCA *Goodtimes Program* or after school care program.

K3/K4 Drop-off and Pick-up:

All K3/K4 students MUST be signed in and out daily. Parents **MUST** come **inside** to sign-in their student and **MUST** come in to sign-out their student.

Early dismissal time for Elementary students is 12:00 PM.

MIDDLE SCHOOL (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon **tutorials/homework hall** are held Monday through Thursday from **3:05-3:35 PM**.

Students may be dropped off at the Middle School at 7:20 AM. There is no charge after 7:20 AM. At 7:20 AM, all students will be allowed to go to their lockers and report to their 1st period class. **There is no supervision before 7:20 AM.**

Dismissal: Students must be picked up by 3:20 PM each day, or late pick up fees will be assessed. The fee for a late pick up (*per family/per day and payable upon late pick-up*) will be 1-10 minutes late \$5.00, 11-30 minutes late \$25.00, and 31-60 minutes late \$50.00.

After the 3rd late pick up (*per semester*), the student **MUST** be registered with the YMCA *Goodtimes Program*.

Students should be dropped off and picked up at the Middle School only.

Early dismissal for Middle School is 12:30 PM.

HIGH SCHOOL (Monday - Friday / 7:50 AM – 3:03 PM)

Afternoon tutorials are held daily from 3:05-3:35 PM. Students will be supervised beginning at 7:20 AM and should not arrive prior to that time. All students **MUST** be off campus by 3:40 PM.

Early dismissal time for High School students is 12:30 PM.

MCPS does not authorize or allow students to leave and return to campus without permission. This includes after school trips on foot or in vehicles to obtain food or for various other reasons.

Students may not remain on campus for any type of extra-curricular activity unless their supervising coach, sponsor, or faculty representative will also be present for supervision.

Repeated non-compliance of the above will result in the school's notification of DHR.

VISITORS: School visitors (*volunteers, parents, etc.*) must come to the main office or front desk. For safety and security reasons, each person is required to sign in when he/she enters the building for any reason. All visitors and/or volunteers will be given a visitor's badge and are required to wear it while on campus. Visitors and/or volunteers need to sign out at the time of departure.

Any non-custodial visitor (*friend, parent, grandparent, aunt, uncle, sibling, etc.*) not listed on the family bio update must make a formal request to visit the student through the principal at least **24 hours in advance**.

If you would like to visit a particular classroom, we ask that you make a formal request through the principal at least 24 hours in advance as a matter of professional courtesy.

Lunch visitors must follow the above guidelines and be either alumni, parent, or receive special permission from the administration.

WEAPONS POLICY: Our Lord Jesus Christ came that we might live and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic Schools provide a safe, academic, and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriate to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

Policy: It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON – A dangerous weapon is a firearm (*defined in section 921 of Title 18 of the United States Code*) **or** anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles. (*Alabama Code*)

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. The student may return to his home school at the beginning of the next school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm (*as defined by section 921 of Title 18 of the United States Code*) violation, it should be reported to law enforcement.
- Should student be expelled for a firearm (*as defined by section 921 of Title 18 of the United States Code*) violation, it should be noted in any student records transferred to any other school.

WRITTEN RECOMMENDATIONS:

Neither administration nor faculty will provide letters of recommendation for students, except in limited cases of college admissions, or for application to enrichment or extra-curricular programs.

Montgomery Catholic Preparatory School
Bullying Report Form

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication **that is repeated.**

Date of report: _____ Initial report made to: _____

Person(s) reporting: _____

Date(s) of incident(s): _____

Type *(Circle all that apply)*

Verbal

Physical

Emotional

Social Media

Other

Persons involved: _____

Where did this occur? _____

Has this happened before? _____ Dates: _____

Additional information available, such as, letters, screenshots, photos or other?

If yes, please provide copies.

Explain this incident? _____

Describe what you have done to resolve or what do you think would resolve this problem? _____

Parent Signature: _____ Student Signature: _____

OFFICE USE:

Received by: _____ Date: _____

October 2015

GRIEVANCE PROCESS
LEVEL 1
PARENT – TEACHER CONFERENCE

Student _____

Grade _____

Date of Conference _____

Time _____

Conference Requested by _____

NAMES OF THOSE ATTENDING CONFERENCE:

Student

Faculty/Staff

Parents

REASON FOR THE CONFERENCE: *(circle all that apply)*

Academics Behavior Attendance Study Habits

Distribute Report Card Possible Retention Other: _____

MAIN POINTS OF CONFERENCE:

SUGGESTED ACTION TO BE TAKEN AT HOME/SCHOOL:

Parent Signature

Faculty Signature

NOTICE OF GRIEVANCE
LEVEL 2

This form must be filled out by the parent/legal guardian filing an issue in accordance with the MCPS student handbook and must be presented to the lead teacher of principal at the meeting.

1. Student's name _____
2. Grade Level/Campus _____
3. Staff member against whom grievance is being filed _____
4. Date or parent/teacher conference _____
5. Briefly describe the event or series of events leading you to present a grievance.

6. Please state the outcome that you are seeking as a result of this process.

Parent/legal guardian signature

Date submitted

It is the policy of MCPS that the formal grievance process shall be kept confidential between all parties until resolution of the issue is reached. A break by either party of the confidentiality clause shall nullify the grievance process.



MONTGOMERY
Catholic
PREPARATORY SCHOOL

FAITH. EXCELLENCE. SERVICE. THIS IS CATHOLIC.

MEDICATION PERMISSION FORM

Students required to take prescription medications during the school day must do so as follows:

1. All medication should be brought to the office by the **parent/guardian**. This medication must be kept in the front office; students are not allowed to carry it around. Exceptions can be granted only by the authority of the principal. *(for example, rescue inhalers and EpiPens®)*
2. Parents must **complete and sign** this authorization form giving their child permission to take this medication and return it to the school office.
3. Only medication prescribed by a doctor is allowed to be taken as evidenced by the prescription bottle. *(Please do not send in medication in an unmarked container!)* This prescription bottle must contain student's name, the name of medication, and directions for correct dosage and usage.
4. If an over the counter drug is to be used, the doctor must prescribe the medication, and this prescription must legibly describe the elements in #3 above.
5. In the case of doctor prescribed samples, all prescription instructions in #3 above must accompany the medication.
6. In general, annual permission to take Tylenol and other over the counter drugs will not be honored.

Student's Name _____

Address _____

Date of Birth _____

Home Number _____

Mother's Work Phone Number _____

Father's Work Phone Number _____

My child, at the direction of the physician, takes the following medicine:

NAME OF MEDICINE	DOSAGE AT SCHOOL	TIME TO BE GIVEN
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_____	_____	_____
_____	_____	_____

Name of Physician _____

If your child is to receive medication during the school day, this form **MUST** be completed before medication can be dispensed to your student. If your child's medicine changes or he/she stops taking the medicine at school, please inform the school office.

Signature of Parent or Guardian

Date

St. Bede Elementary Campus
Holy Spirit Elementary Campus
Middle School Campus
High School Campus
www.montgomerycatholic.org