

Mount Saint Charles Academy

Brothers of the Sacred Heart

Parent-Student Handbook

2016-2017



Mount Saint Charles Academy admits students of any race, color, national origin or ethnic background to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin or ethnic background in the administration of educational policies, loan programs, and athletic or other school administered programs.



Mission Statement

Mount Saint Charles Academy, a private, Catholic junior-senior high school in the tradition of the Brothers of the Sacred Heart, serves a co-educational community in a college preparatory environment.

We challenge our students through rigorous academic programs and through religious and co-curricular experiences to become people of faith who use their talents and intellects to serve others.

Each and every student is known, valued, treasured, and taught in partnership with the family.



BY REGISTERING at Mount Saint Charles Academy, parents and students contract with the Academy and thereby agree to abide by and support the guidelines, rules and regulations of the Academy.

EACH YEAR THE FACULTY EVALUATES ALL STUDENTS. THE PRINCIPAL RESERVES THE RIGHT TO ASK ANY STUDENT TO WITHDRAW IF HE/SHE DOES NOT APPEAR TO BE PROFITING FROM ATTENDANCE AT MOUNT SAINT CHARLES ACADEMY.

PARENTS MUST UNDERSTAND THAT THEIR FAILURE TO MEET OBLIGATIONS AS OUTLINED IN THIS HANDBOOK CAN RESULT IN THEIR SON/DAUGHTER BEING REQUIRED TO WITHDRAW AT ANY POINT IN THE SCHOOL YEAR. THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK. PARENTS WILL BE OFFICIALLY NOTIFIED OF ANY CHANGES.

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MOUNT SAINT CHARLES ACADEMY
Student-Parent Handbook 2016-2017

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PHILOSOPHY STATEMENT FOR MOUNT SAINT CHARLES ACADEMY

PREAMBLE

Education at Mount Saint Charles Academy is a ministry of the Catholic Church directed toward the growth and formation of students in every aspect of their being: spiritual, intellectual, physical, emotional, and social. The primary objective of this education is the development of young people as creative and responsible members of society, formed by the rich heritage of American and world cultures, and imbued with religious faith and spiritual values. Thus, Mount Saint Charles strives to foster the integration of culture and faith in a college-preparatory environment.

MINISTRY OF THE CHURCH: MESSAGE, COMMUNITY, and SERVICE

Mount Saint Charles Academy is directed by the Brothers of the Sacred Heart, in collaboration with dedicated lay Christians. Believing that the Christian vocation is a call to life in community, the Academy fosters an atmosphere of sincere concern, mutual support, and team spirit. It is within such an environment that full human development is best nurtured and the Gospel message most clearly heard. This experience of community sensitizes the student to the aspirations, the needs, and the hurts of others. It awakens the desire to place one's gifts at the service of others both within the school and within the larger human family. Thus, the Christian doctrine of the love of God and neighbor is both taught and lived in a community of service.

EDUCATION IN THE FAITH

All faculty members, who collaborate with the Religion Department and the Office of Campus Ministry, foster the students' education in the faith. They model Christian values in their professional and personal relationships. The objective of this education is to lead individuals to know and understand Jesus and His message as it is proclaimed by the Church. It is believed that this understanding will help students to respond fully to God's call.

CHRISTIAN CITIZENSHIP: RESPONSIBLE MEMBERS OF SOCIETY

The Academy prepares young people to assume an active and responsible role in society. Within the academic process, the Christian affirmation of the dignity and rights of the human person provide the moral framework within which technological, political, and economic choices must be made. Curriculum, programs, and structures challenge the student to face the crucial issues of our day such as the plight of the socially disadvantaged, consumerism, economic injustice, global interdependence, environmental preservation, and bio-ethical decisions. Study of these pressing questions contributes to the formation of an informed and critical conscience and summons the student to action.

FORMATION OF THE WHOLE PERSON

Programs are designed to promote the development of the whole person. Academics, athletics, student government, clubs and activities – all provide opportunities to work with others, to form friendships, to exercise leadership, to express oneself artistically, and to develop physically and athletically. The knowledge acquired, the skills developed, and the values affirmed all contribute toward the students' self-esteem and their future success in college studies, career goals, and life commitments.

The Educational Charism of the Brothers of the Sacred Heart Of the United States of America

The charism of the Brothers of the Sacred Heart is a gift from God to the Church. Our predecessors made us heirs of this charism through their devotion to the Sacred Heart of Jesus. As members of a school community striving to embody this charism, our primary mission is the evangelization of young people. Fundamental to our educational charism is the response of André Coindre to poor, neglected, and dechristianized youth.

Today we draw our inspiration from a spirituality of love expressed in the Gospel and lived through the compassion of Christ. This spirituality informs, shapes, and directs the educational ministry of the school community. Through our commitment as professional educators in the faith, we nurture and model love and compassion in Christian community.

Each and every student is known, valued, treasured, and taught in partnership with the family. Hospitality, availability, personal interest, and concern for others are hallmarks of this charism. In our relationship with our students, we emphasize the formation of the whole person, traditional values, high expectations and self-discipline. Among our faculty, we promote fairness, professional competence, and collaboration between Brothers and laity. The respect, kindness, and concern, which flow from the charism, are signs within the school of the compassion of Christ.

HOPES FOR OUR GRADUATES

We are confident that based on their experiences as students in a Brothers of the Sacred Heart school, our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared men and women who respond to God's love.

As a result of our commitment to academic excellence, we hope our graduates

- are intellectually curious;
- are prepared to meet the academic demands of college;
- strive to reach their intellectual potential;
- use their intellectual gifts to serve others more effectively and generously.

As a result of our emphasis on holistic education, we hope our graduates are well-rounded young people who

- are aware of their own gifts, talents, and limitations;
- recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth;
- respond to God's call to be balanced, compassionate adults.

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with

- a strong belief that God loves them;
- a willingness to respond to Jesus' directive to love one another;
- a commitment to compassion, peace, justice, and service;
- a desire for a deeper relationship with God through prayer;
- an intentional integration of faith and daily life;
- an understanding of the teachings and traditions of the Catholic Church;
- a willingness to become active members of their local church communities.

Because of our efforts at firm and friendly discipline, we hope that our graduates

- have developed self-discipline that guides their actions;
- are sensitive and respond with compassion to the limitations of others;
- have respect for authority and for persons for whom they are responsible;
- approach relationships with fairness, mutual trust, and cooperation.

Because of the caring nature and personal attention given to our students, we hope our graduates

- genuinely care for others;
- value themselves and others as unique children of God;
- nurture positive relationships and build community.

PHILOSOPHY OF ADMISSIONS

In order to maintain a strong educational environment, an admissions process has been established which informs the Admissions Committee about the student's ability to perform academically to our expectations in a strictly college preparatory program.

For students entering grades six through ten, the committee relies on three sources of information: 1) entrance test results that give us a nationally normed percentile ranking; 2) current performance in school as evidenced by school transcripts; and 3) teacher recommendations. Additionally, an interview may be requested under certain circumstances. Students who wish to apply for a junior year transfer should contact the Admissions Office directly for an application packet. No entrance examination is required. A personal interview may be required. Junior year openings are rare and are usually reserved for students moving into the area and coming from similar schools. We do not accept transfer applications for the senior year.

We usually respond affirmatively to siblings of present students, provided we are not setting the child up for failure, or placing the child within a competitive situation that would adversely affect the student's self-image and/or future goals. We do this because we believe that a family that has demonstrated loyalty and commitment deserves a positive response from us. Also, in the admissions process, the Committee takes into account the children of alumni, but only if that student has scored in an acceptable range, has performed well in the present school, and has received satisfactory recommendations.

While entrance exam results are kept on file, other materials received as a part of the admissions process (applications, letters of recommendation, etc.) are not maintained as part of the student's permanent record and are destroyed before the start of the next admissions cycle.

SCHOOL ADMINISTRATION

GOVERNANCE OF THE ACADEMY

The Brothers of the Sacred Heart is a lay religious congregation of pontifical right whose members live in community according to a Rule of Life approved by the Catholic Church. They give witness by their lives in service to the ministry of Christian education. They are incorporated legally in United States. In church law, this entity is called a Province and is led by the Provincial.

The Brothers of the Sacred Heart of the United States is the legal owner of the Academy and represents the Members of the Corporation. They appoint the **Board of Directors**, formerly known as the School Board, as well as the President and Principal of the school.

BOARD OF DIRECTORS (formerly School Board)

The **Board of Directors** is responsible to govern and guide the school as it forms each child in the light of the mission of the Brothers of the Sacred Heart. It approves the annual budget and is responsible for the property and the finances of the Academy as well as other matters of policy. It delegates the executive and educational administration of the school to the President and Principal of the Academy.

ADMINISTRATIVE TEAM

The administration of Mount Saint Charles Academy is directed and carried out by the Administrative Team. It provides leadership and maintains a structure to facilitate the effective functioning of the school. The Administrative Team is comprised of the President, the Principal, the Assistant Principal, and the Director of Guidance.

ACADEMIC COUNCIL

The Academic Council consists of the Principal, Assistant Principal, chairpersons of all departments, and the Director of Admissions. The Academic Council is charged with planning, revising, coordinating curriculum matters and specific academic policies. The Academic Council is advisory to the Principal.

DISCIPLINARY BOARD

The Disciplinary Board is composed of the Principal or Assistant Principal, the Dean of Students, a Guidance Counselor, the Teacher Counselor of the student concerned, and two students selected by the Student Leadership Association. The main responsibility of the Board is to deal with serious and unresolved disciplinary problems. The Board is advisory to the Principal.

PARENTS' COUNCIL

Membership in the Parents' Council is open to parents and guardians of current Mount students. Through the leadership of the Executive Committee, the Council strives to advance and support all of the school's scholastic and co-curricular programs, and to foster the development of community spirit.

In particular, members of the council provide support and hospitality at various school events such as Orientation Day, Open House, Fine Arts Day, Faculty Appreciation Day, and Graduation. The Council provides financial support through its fundraising efforts such as the Used Book and Uniform Sale, the Excelsior Auction and the Golf Tournament. Parents' Council representatives may be called upon to assist class moderators with class activities.

GENERAL SERVICES

ACADEMIC SUPPORT CENTER

The Academic Support Center provides services for students with learning differences/disabilities to help ensure their success. The Academic Support Center is staffed by two special education teachers who work one on one or in small groups with students to assist them academically. When learning issues arise, students are referred to the Academic Support Center by guidance counselors. The decision is based on diagnosed learning disabilities or other learning difficulties exhibited once the student has entered the school. Staffing restrictions limit the number of students who can be assigned. Guidance counselors refer students to the local school department for testing and evaluation when a learning disability is suspected. (Please see **Learning Disabilities** in the GENERAL POLICIES section of the Handbook.)

CAMPUS MINISTRY

The Campus Ministry program is based on the belief that each person has unique gifts from God to use in building a school faith community, which is firmly rooted in Catholic spirituality and tradition. We aim to complement the family in its primary role in religious education, to support the parish as a center of Catholic life, and to extend the religion lessons of the classroom to lived faith experiences. In our campus ministry program we recognize the many gifts of the Spirit within our students and staff and call forth those gifts for service and ministry to the school community and to the Church.

Campus Ministry nurtures the spiritual life of the Mount community: for students in partnership with their families; for faculty, staff and alumni. Campus Ministry primarily sponsors events and activities that foster spiritual growth and development, particularly through the recollection and retreat programs for students and for faculty. The Religious Studies Department and the office of Campus Ministry work collaboratively under the direction of the Principal, who is the spiritual leader of the school. In this light, students are required to attend all religious services being held during the school day.

The objectives of Campus Ministry are 1) to familiarize all students with the gospel message of peace, justice and love through knowledge and participation in prayer and worship experiences; 2) to strive to become a community of faith where teachers, students, and staff share in accepting and respecting one another in a true Christian community; 3) to challenge the students to face crucial issues of our day, thus awakening the desire to place their gifts at the service of others within the school and within the larger human family.

The Academy's Chaplain is available to students seeking counseling. He presides over the sacramental life of the Academy. Campus Ministers work with class moderators and liturgy committees to plan Communion Breakfasts and other liturgical services in accordance with the Church calendar.

FOOD SERVICE

The cafeteria serves breakfast from 7:00 to 7:45 a.m. Lunch is served between 10:50 a.m. and 1:10 p.m. Meals are prepared fresh daily by the food service staff. Although the cafeteria service offers both a hot and cold menu, some students elect to bring a lunch to school. All food and drink is consumed in the cafeteria and may not be taken out of that area. The general cleanliness of the cafeteria is the responsibility of every student.

GUIDANCE

In a setting that is individualized and personal, our school guidance and counseling programs assist students to learn about themselves, their interpersonal relationships, and behaviors that advance their personal development. The underlying principle of our guidance and counseling programs is the belief that each student is a child of God who is loved and loving, who possesses a unique dignity and who has a positive contribution to make toward the building of God's kingdom. Through individual and group work, as well as through established programs, guidance counselors work with students to help them accept and live out this empowering truth. Because every experience affects the

individual's understanding of who he or she is, counselors assist students by addressing academic, disciplinary, personal, social and family concerns through the use of appropriate resources and in appropriate settings.

The Guidance Department members work with Teacher-Counselors (TC's) to provide support and advocacy for each student in the school. One counselor is assigned to counsel students in grades 6 through 8. He/She is also responsible for programs that address the specific needs of students in these grades. Students in grades 9 through 12 are assigned a counselor alphabetically. They are allowed to switch counselors if the need arises; our philosophy is that the student must be comfortable with his/her counselor.

The Guidance Department provides or facilitates a variety of services to students and parents:

- Personal and academic counseling for all students
- Individual achievement and abilities testing for all students (by request)
- Career speakers program for freshmen and sophomores
- **PSAT 8/9** testing for eight graders and freshmen, **PSAT/NMSQT** testing for sophomores and juniors
- College visits to Mount
- Group guidance for college selection/placement for all juniors and seniors
- College selection and financial aid programs for parents
- Informational guidance newsletters are posted on Guidance Dept. portal on the school website

When issues are of a very serious nature, referrals will be made for professional intervention. A licensed clinical social worker is also available/on-call during the school day for evaluations and interventions.

TEACHER COUNSELOR (TC)

The Teacher-Counselor works with the Guidance Department to serve as an advocate for the student on a daily basis. Each student is part of a TC group that also serves as a homeroom. Besides daily group meetings, Teacher-Counselors meet with each member of their TC at least once each quarter, either formally or informally, to discuss academic progress and personal concerns. The TC is the contact person for academic teachers and parents. The TC works with the Guidance Department in helping to service student needs. A TC selection process for current students is held each May; new students are assigned to TC's at random.

HEALTH SERVICES

Rhode Island State law requires that each school maintain health records, including proofs and dates of immunization, of each student. ALL new students must submit a physical form prior to starting classes. Proofs and dates of immunizations must be submitted for new students entering Grades 6 & 7. Parents are required to submit such documentation prior to the student's entering Mount Saint Charles by completing health forms. Parents are also responsible for arranging health records to be transferred to MSC from the previous school. Mount Saint Charles and its students must conform to the regulations and requirements set forth by the state of Rhode Island.

The Rhode Island Interscholastic League requires any students who wish to participate in any sports to undergo an annual physical examination by a qualified physician.

Health records are maintained in the Nurse's Office up to five (5) years after graduation. If the graduate does not claim health records within five years, the health records are then destroyed.

The school nurse is available daily for services to students and faculty from 7:45 a.m. until 2:45 p.m. The Nurse and/or the Dean of Students make the decision as to whether or not a student will be dismissed early for health reasons. The Nurse and the Dean of Students dismiss students from school only after consultation with parents and confirmation. Transportation at this time is the responsibility of the parents.

In the case of accidents or injuries, students will be transported to the Emergency Room of Landmark Medical Center on Cass Avenue, in Woonsocket. Parents will be informed by telephone and asked to come to the emergency room immediately. A parent and/or guardian must give permission for treatment. The student will remain at the hospital

until a parent arrives. The parent/guardian makes all final decisions and arrangements.

If a student has a history of frequent, common complaints such as sore throat, head colds and fatigue, he or she should consult his or her family physician. The school health office is not a treatment center for such matters.

If a child has any life-threatening medical condition that would necessitate a school staff member administering medication, injection or other treatment to prevent death, the name and details of the condition are required. Mount Saint Charles is committed to meeting the needs of all students, in so far as possible. There may be some conditions, however, for which the school cannot provide the necessary resources.

After recovery from a contagious disease (measles, mumps, chicken pox, etc.) students are required to have a "good health" statement from the parents and/or family physician before re-entry into school. If students are ill on days when tests are given, they should remain at home. These tests can be re-scheduled. A statement in writing from the parent is necessary.

Medications may be dispensed to students during the course of the school day. They are given by the school nurse only and may be given when requested and when she feels it is necessary. If parents do **not** wish their child to receive any of these medications, they are to indicate this on the form provided annually.

Medications dispensed are:

- Acetaminophen and ibuprofen for headache, toothache or earache.
- Gelucil or Mylanta for nausea and upset stomach.
- Benadryl for allergy symptoms.
- Cepacol lozenges for sore throat, cough or cold symptoms.

We may also use some topical medications like Mediquick Spray for minor burns, rashes, and abrasions; Caladryl for allergic rashes and insect bites; and Orajel for toothaches. We may also use ointment or disinfecting solvents such as peroxide, alcohol, and providone iodine.

Medication cannot be kept in the school without the parent or guardian's permission and/or written instructions from the family physician. The medication is to be kept in the Nurse's Office and taken under the nurse's supervision.

INSURANCE

All students enrolled at the Academy are covered by a school-time insurance policy. This insurance also covers transportation to and from school, as well as all athletic and co-curricular activities and school trips. Claims for insurance must be filed with the Business Office as soon as possible after an accident. In addition to the school, parents, physician and hospital must sign the claim. It is the parent's responsibility to attend to these matters and to mail the claim to the insurance company within ninety days of the accident. Please note that this school insurance is supplementary to the family's primary insurance.

LIBRARY MEDIA CENTER: INFORMATION & TECHNOLOGY

The library media center is an information technology center and is viewed as an important resource to foster intellectual growth, spiritual development, and critical thought.

The library is open Monday through Thursday from 7:00 a.m. until 3:30 p.m. and on Friday from 7:00 a.m. until 2:15p.m. A librarian is available at all times to provide assistance. The library is designated for quiet, individual study. Students needing to work together or in groups are encouraged to utilize study centers located on each floor of the building. The media center is comprised of two areas: a large study room (main library) and an adjacent media lab. The main library has seating for thirty two students plus ten individual computer workstations. The media lab is equipped with thirty student computer workstations. Wi-Fi is accessible throughout the media center. The print collection, both circulating and reference, is housed in the main library. Books may be checked out for three weeks. Students who have outstanding obligations at the end of the school year will be charged for lost books.

The library media center is fully automated. Computer resources available include an online catalog to locate materials within the Mount library, a collection of subscription databases and subject links to address research needs across the curriculum, and the Internet. Access to collections and resources at public libraries in Rhode Island and Massachusetts as well as college libraries in Rhode Island is also available. Microsoft Office is installed on all workstations, providing students with Word, Excel, and PowerPoint applications. Access to all of these library resources is available offsite through the MSC web portal. Students are encouraged to use flash drives to save personal work. Photocopies and computer printouts are allowed with a 5 page maximum.

The media lab is used consistently by classes working on research and course related projects. Teachers are encouraged to bring their classes to the center so that the wide variety of resources available can be demonstrated. The librarians review information gathering skills as they relate to the specific class project assigned. Students are expected to use all computers in the library media center in an appropriate manner as is outlined in the school's Acceptable Use Policy.

LOCKERS

Students are entirely responsible for the safekeeping of their books, clothing, and other personal property. They should keep their locker combinations confidential, and keep their lockers secure at all times. Students are held responsible for the condition of their lockers and are subject for reimbursement to the Academy for damages.

REGISTRAR/DIRECTOR OF ADMISSIONS

The Registrar is the caretaker of all student academic records and files. He directs the scheduling, grade reporting, course selection, student registrations, admissions, transfers, and transcript requests.

TUITION PAYMENTS

The Tuition Payment Policy adopted by the School Board allows three methods of payment:

- Option 1: Full payment by June 1, paid directly to the school, making allowance for a pre-payment discount.
- Option 2: Semester payments with 1/2 due June 1st and 1/2 due December 1, paid directly to the school.
- Option 3: Twelve payments payable through the F.A.C.T.S. (Fast Automatic Cash Transfer System) Monthly Payment Plan. This is the only monthly plan available.

Tuition Payment Guidelines

1. Students are not considered officially enrolled until a registration form for new students or a re-registration form for returning students is received along with the tuition contract and the non-refundable registration fee (\$650 for new students including registration and tuition deposit; \$150 registration fee for returning students with \$300 maximum per family).
2. All tuition payments are to have an agreed upon due date according to the payment option chosen.
3. Students on the monthly payment plan (Option 3) may not begin school until at least three months tuition has been paid (June, July, and August); students on other payment plans must have completed the agreed upon payments (full payment for Option 1 or one semester payment for Option 2).
4. No payments for the current school year will extend beyond June 30 of that year.
5. Late payments may incur a forty dollar (\$40.00) late fee.
6. The Academy reserves the right not to accept personal or business checks under certain circumstances.
7. Personal or business checks will not be accepted as payment for a previous check that was returned by the bank; payment will be accepted only in cash or with a money order.
8. When a parent/guardian is unable meet an agreed upon date for payment, the parent/guardian must contact the Business Office immediately in order to make alternate arrangements.
9. For accounts that are in arrears, the penalties may include any or all of the following:
 - a. A child will not be permitted to take exams/ end of semester tests until such payment is made and thus will not complete the semester or academic year or be promoted;
 - b. A child may be excluded from classes until payment is made;
 - c. The parents may be asked to withdraw the child from the Academy;
 - d. Class schedules may be withheld prior to the commencement of a new school year.

- e. Students may be prohibited from participating in school trips scheduled outside of regular school time. (See policy p. 40)

Payment Policies for Graduation

1. Final tuition payment for Seniors must be remitted by May 1 or graduation packets will not be released.
2. All tuition payments and other obligations to the school must be met before graduation or a student will not be permitted to participate in graduation ceremonies and other related activities.
3. A diploma and transcripts will not be issued until all tuition has been paid.

Tuition Refund Policies

1. A registered student who withdraws before the start of the school year will be charged \$500.
2. A student who withdraws after the start of the school year will be charged \$500 plus tuition on a per diem basis.
3. A student who is asked to leave the Academy due to disciplinary action will be charged \$500 plus tuition on a per diem basis.
4. Transcripts and records will not be forwarded to any school or party unless all tuition and fee obligations are met.

TUITION ASSISTANCE

Grants / Financial Aid

Need-based grants are determined using the recommendations of an independent firm that summarizes financial data as provided by the parents along with special circumstances made known to the Academy. There are no set amounts, but our philosophy is to help as many families as possible with some aid rather than a few families with large amounts of aid. **Apply for Financial Aid on-line at <http://www.factstuitionaid.com>.** The initial deadline is set by the Diocese of Providence in mid-February. On-time applications are crucial for families seeking significant aid. We accept applications after the deadline, though the amount of available money diminishes as the next school year approaches. Contact the MSC Business Office for specific information regarding your Financial Aid application.

Students who do not meet the academic requirements of the school and are repeatedly placed on Academic Probation may have their financial aid rescinded.

Mount Scholarships

Academic Scholarships: A very limited number of partial academic scholarships are granted based on the December sitting of the entrance exam and are awarded to students entering grades 6 and/or 9. These scholarships are renewable each year the student attends MSC, remains on the honor roll, and is a student is good standing.

Dr. Martin Luther King Scholarship: A limited number of minority based partial scholarships are available. A Financial Aid application must be completed. These scholarships are renewable each year the student attends MSC, remains on the honor roll, and is a student is good standing.

Woonsocket Resident Scholarship: A limited number of partial scholarships are available to residents of our home city. A Financial Aid application must be completed. These scholarships are renewable each year the student attends MSC, remains on the honor roll, and is a student is good standing.

Merit Scholarships

There are a number of merit scholarships that are offered to current students and recognize particular achievements. Each has its own criteria and these grants are not necessarily need-based. There are no applications for these scholarships.

Appeals

The Board of Directors is aware that numerous financial difficulties arise in the course of any year and that those circumstances are not always under the control of the families involved. The President is responsible for hearing matters of appeal and assessing the pastoral need and the probability of resolution of the financial matter. Appeals to the President must be concluded within a reasonable time period. Such appeals must include the establishment of a reasonable due date for payment. Such extensions are not to be granted on an on-going basis, but are to provide time

for payment of obligations. The counseling of parents as to their ability to pay such tuition and the availability of financial aid will also be considered.

ATTENDANCE

THE DAILY SCHEDULE

The school day begins at 7:45 a.m. with a group meeting with a teacher counselor. There are six academic periods per day in an eight-day rotating cycle, and a half-hour lunch period compatible with a student's course selections and grade level. The school day ends at approximately 2:10 p.m.

Though there is always a supervisor in the building for two hours after dismissal, the Academy is not responsible for students who remain on the property after 2:45 p.m. Students who remain for co-curricular activities, detention, or remedial help are under the supervision of a coach, moderator, or teacher. These faculty members are immediately responsible for the students in their care. The coaches, moderators, or teachers end their responsibility at the termination of the meeting, session, or practice.

NON-STRUCTURED LEARNING TIME

Mount Saint Charles believes that the most appropriate learning environment is established when the student is able to inquire on his/her own and make choices from among a rich set of learning experiences and resources. Students will find a portion of their schedule unstructured to allow for independent study. The following alternatives are available to students during their independent study time:

1. Report to any one of the study rooms or available technology centers
2. Work with a teacher
3. See a counselor
4. Go to the library for quiet, independent study
5. Confer with a teacher counselor
6. Work on a student organization activity
7. Hear a college speaker (for seniors and juniors)
8. Attend special guest lectures
9. Engage in tutoring programs
10. Work on career and college selection in the Guidance Center
11. Take music lessons

THE ACCOUNTABILITY PROCESS

Because Mount Saint Charles Academy provides unstructured learning time within its daily schedule, the teacher counselor maintains a system of accountability.

Grades 6 through 10: Students must have accountability sheets signed during their unstructured time. At the end of the day, the teacher counselor checks the accountability sheet for the use of unstructured time.

Grades 11 and 12: In keeping with these students' growth and maturity, the teacher counselor in various ways holds them accountable. In the event of a deficiency report from a teacher, the counselor may request strict accountability (signing of the accountability sheet). Normally, a junior or senior is required to evaluate his or her use of unstructured time, in consultation with his or her teacher counselor. A TC may ask for a written report from content teachers. The interview provides the means for challenge and the opportunity for personal and academic growth in responsibility.

ATTENDANCE

Students report to school daily by 7:45 a.m. and remain on campus until approximately 2:10 p.m. or when excused by

the Dean of Students.

Scheduled class sessions are important and provide the student with proper orientation, motivation, delineation of the requirements of the course, explanation of the basic skills that must be mastered, and enrichment opportunities. Students attend all structured classes. The Academy does not tolerate unexcused absences from class sessions.

Students are also required to attend all assemblies and meetings, including religious services, designed for their class or grade level. Students are required to be present throughout the scheduled school day regardless of open periods.

Individual teachers take attendance at every class period and report absences to the Attendance Secretary and Dean of Students. The Dean of Students gives detention for the **first** unexcused absence and notifies the parents and teacher counselor. If a **second** unexcused absence occurs, the Dean of Students suspends the student, who must then return with his/her parents or guardians for a conference with the Dean of Students. A report of this conference will be kept on file. If a **third** unexcused absence occurs, the student may be dismissed from the Academy.

Regular attendance at school is necessary for academic success. Make-up assignments and make-up time do not adequately replace class attendance. The decision whether or not to excuse a student's absence from school is the decision of the Dean of Students. A note from home does not automatically excuse an absence.

Excused Absence: An excused absence from school is still a recorded absence; it simply means that there is no penalty attached to it. Acceptable reasons for an excused absence include the following:

1. A doctor's appointment with a doctor's note and/or appointment card. (Such appointments should be scheduled outside school hours whenever possible.)
2. Death or serious illness in the immediate family.
3. Personal illness.
4. Mandatory court appearance.
5. Senior college visitations (limited to 4 excused absences).
6. Other serious reasons acceptable at the discretion of the Dean of Students

ABSENCES

When a student is absent, a parent should notify the school by telephone (769-0310 ext. 141) between 7:30 a.m. and 9:00 a.m. on the day of the absence. The Attendance Secretary will contact parents who have not reported the absence of their son/daughter on that day.

Excessive Absence: In the interest of keeping absences to a minimum, parents will be informed of excessive absence from school or from a particular class period. A student may face loss or reduction in academic credit for courses if any of the following conditions are present: eight school day absences in a semester or sixteen school day absences in a school year; eight absences in a single subject area in a semester or 16 absences in a single subject area in a school year. Regardless of the reasons for the absences, decisions regarding loss of credit will be at the discretion of the school administration. Parents will be contacted regarding any such pending decision. A student can make up the loss of credit by attending summer school or repeating courses before the student will be allowed promotion or graduation.

Family Vacations: Absences for vacation reasons should be avoided. In cases of absolute necessity, a note must be brought to the Attendance Office one week in advance of the requested absence. The student will see his/her teachers informing them of the intended absence and requesting information on assignments to be missed. Teachers are not required to remain after school for extra help in cases of absence due to vacation time. Tests or quizzes are to be made up at the convenience of the teacher. Normally, all work should be completed no more than five (5) days after return to school.

TARDINESS

A student arriving after the second bell is considered late and marked absent by the teacher counselor. A student who is tardy must report to the Dean of Student's office before being admitted to classes. A student not following this procedure is considered absent. Tardiness is reported along with absenteeism on report cards and transcripts.

A student who is late, even for a few minutes, will receive detention unless the student brings a note from a parent/guardian, or the school receives a phone call on the morning of the incident. Excused tardiness is limited to medical/dental appointments or family emergencies.

A student is limited to four excused incidents of lateness per quarter. Beginning with the fifth incident, students receive detention and a parent/guardian is notified of the situation. Students earn additional detentions with continued tardiness. Exceptions to this policy due to extraordinary reasons are at the discretion of the Dean of Students. Students with repeated or chronic tardiness will face disciplinary action, which may include suspension or dismissal from Mount.

Tardiness for School and Co-curricular Activities: Students wishing to participate in any after school activity must be in attendance by 10:00 a.m. and fully participate in classes for the remainder of the day. This applies to all athletic, intramural and club events. Waiver of this rule shall be granted by the administration in special cases such as funerals and college visitations.

Tardiness for Class: Teachers will report frequent tardiness to the Dean of Students. Upon notification of repeated tardiness, he will take immediate action and notify the parents.

INDIVIDUAL EARLY DISMISSALS

A student who wishes to be dismissed from school presents a note from the parents or guardians specifying the time and reason for dismissal. This note should be presented at the Attendance Office before 8:05 a.m. The Dean of Students authorizes all such requests. Before leaving the building, these students report to the Attendance Office.

AFTER SCHOOL POLICY

Though there is a supervisor in the building for two hours after dismissal, students who must wait for transportation are responsible for themselves, to the school, and to their parents. Students wait outside, in the library or, in the case of inclement weather, in the lobby of the gym.

COURSE OF STUDY

COURSE LOAD & COURSE SELECTION

Each student is required to carry six subjects, including religion, each semester plus physical education. Additional courses may be taken if available and if the student can handle the additional course work. Students opting for an additional course and those opting for honors and Advanced Placement courses are urged to make these choices carefully. An extra course lessens the amount of time available during the school day to study, to work in the Library, to see teachers for help, and to make up work missed during an absence. Honors programs are advanced and intense courses for selected students. Advanced Placement courses follow the criteria set forth by the College Entrance Examination Board. Both types of classes have pre-requisites for enrollment and students are responsible for meeting those pre-requisites. Honors and Advanced Placement courses are strenuous and require a greater amount of work and commitment. Students should be realistic when choosing an additional course, and in their choices of honors and Advanced Placement courses.

The course selection process takes place in the spring. Each student receives a course information pamphlet and a course selection sheet. The Course Description Booklet is available on the Academy's website. Students need to be cognizant of graduation requirements, course requirements, and course pre-requisites when making course selections. Adherence to deadlines, course enrollment requirements, and signature requirements are the responsibility of the student. New students in the high school will have additional paperwork to complete when requesting honors courses. Students requesting Advanced Placement courses must complete the Advanced Placement contract and adhere to those requirements.

RELIGIOUS STUDIES

As a private Catholic junior-senior high school, Mount Saint Charles Academy has a distinctive tradition of developing programs of religious studies. The Academy believes that religion is a serious and important element in anyone's educational experience. Consequently, each year, all students are enrolled in a program of religious studies and must successfully complete that program.

PHYSICAL EDUCATION/HEALTH EDUCATION

All students participate in the physical education program unless a valid excuse from a doctor is filed in writing with the Director of Guidance or the Dean of Students. Unless excused, students are required to earn the 1/4 credit per year in physical education to graduate from MSC.

Students change in the locker rooms and leave all valuables with the PE instructor. The school is not responsible for lost articles that were not left with the instructor. Students may not leave the gym or field without the explicit permission of the instructor. Students with valid medical reasons for not participating remain on the sidelines in full view of the instructor. Students are dismissed from the gym or the field by the instructor and as a group.

PROCEDURE FOR COURSE CHANGES

All students are reminded that the school's schedule is built on the original course requests made in the spring. The schedule is built to accommodate the greatest number of students and takes into account sufficient enrollment to run a class, teacher requirements, and classroom requirements. Conflicts are inevitable, especially among electives, and students may need to make other choices. Changes for other reasons are not always possible.

Each student will receive a schedule in mid-summer along with instructions and a timeline for schedule changes. Any course pre-requisite must still be fulfilled. Course changes must be completed by the announced deadlines so that teacher's grade books and attendance lists are correct when uploaded to *Edline* and the class portal on the school website.

Once school has started, it is the Academy's policy that a student remain in the course of study selected. Only in extraordinary cases and with counseling can a course be changed. Teacher preferences, being with friends, and period preferences are not legitimate reasons for a course change request. During the first two weeks of a given semester, after consultation with the student's guidance counselor, a course change may be initiated by the student or parent and the following procedure must be followed:

1. The student submits a course change request to the Guidance Director or Registrar; the Guidance Director or Registrar will decide if the change is warranted and will provide a Schedule Change Form to the student.
2. The parent/guardian of the student must approve the change by either furnishing a signed note in advance of the request or by signing the Schedule Change Form.
3. The content teachers involved must approve and sign the Schedule Change Form.
4. The student's Teacher-Counselor must approve and sign the Schedule Change Form.
5. The student must return the form to either the Guidance Director or Registrar in order for the change to take place and be recorded in the computer system. Copies of the new schedule will be forwarded to the TC for the teacher-counselor's use and for the student.

During the second two weeks of the semester, a course change request can only be initiated by the content teacher after consultation with the student's guidance counselor and the Director of Guidance or the Registrar. If warranted and possible, a Schedule Change Form will be issued and steps 2 through 5 above must be completed.

After four weeks, no changes are possible for the remainder of the quarter. At the start of the 2nd quarter, only lateral moves (e.g. same course but from an honors/AP section to a college prep section) will be considered.

COURSE CHANGE IMPACT ON GRADES

A course dropped during the first four weeks of the semester is removed from the student schedule and does not appear on a report card or transcript. Courses dropped after that point are recorded as withdrawals and result in a grade of W (withdrawn) or WF (withdrawn failing). A withdrawn grade has no impact on the grade point average for the quarter, semester or year. A withdrawn failing grade has the **same impact as a failing grade (F)** at the point of withdrawal, the year-end grade point average, and the cumulative grade point average.

HOMWORK POLICY

Homework is a critical factor in a Mount Saint Charles education. Among its many purposes are the following:

- Improvement of study skills
- Reinforcement of organizational skills
- Introduction of new experiences
- Application of known concepts
- Stimulation of individual creativity
- Integration of different curricula
- Enhancement of independent learning
- And acknowledgement of learning styles.

Naturally, homework expectations differ from department to department and grade to grade. However, as a norm students should devote approximately two to three hours per day, five days per week, to their assignments, particularly at the high school level. This computes to some thirty minutes per day per subject. Tasks may include reading, writing, and researching; quiz, test, and exam preparation; long and short-term projects; field and library activities; and independent and group work. The valuation of homework depends on the goals and objectives of each faculty member.

PROJECT DISCOVERY

Project Discovery is an experiential educational opportunity provided to MSC students. Project Discovery may include a live theater performance, museum visit, field project, visiting drama group, or one-person historical presentation.

SUMMER ASSIGNMENTS

We recognize that students need to maintain and develop their thinking, mathematic, and reading skills beyond the limits of the academic year, thus encouraging the development of life-long learning skills. Therefore we provide and support an active summer reading and math packet program. Reading lists, math packets, and requirements for each are posted on the school website.

GRADING AND PROMOTION

GRADING

Grades of "A" or "B" indicate that a student has demonstrated a mastery of the subject in accordance with the class criteria distributed by the teacher at the beginning of the course.

A "C" grade indicates a student has demonstrated competency in the course.

A "D" grade indicates a student has demonstrated minimum competency in the course and may be near failure.

The "F" grade indicates that a student has not met the minimum requirements of a course according to the teacher's criteria and has failed. Students who receive an "F" grade as a final mark may be required to repeat the entire course or make up the course in summer school. The Principal makes this judgment with the advisement of the content teacher and the Director of Guidance.

A student may receive an "I" or incomplete in the rare occurrence, illness being a primary reason, that class requirements are not met by the date set for the submission of grades. There is a two-week deadline for teachers to submit corrected grades.

GRADING DIAGRAM

Letter Grade	Numerical Range	Quality Points*
A+	100-97	4.0
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-65	1.0
F (Failure)	64 and below	0.0

Weight: Honors Course: Add .30
AP Course: Add .40

*Exception in PE. = 1/4 of credit

HONOR ROLL

The Academy publishes a list of honor students after the November, January, April and June reports. The honors categories are as follows: Regular Honors, a minimum GPA of 3.3; High Honors, a minimum GPA of 3.7; Excelsior Honors, a minimum GPA of 4.0. For ALL honors categories, a student may have no grade below a C in any subject. To be invited to the Academic Convocation or Academic Awards ceremonies, a student must be on the first quarter, first semester and third quarter honor rolls. The January honor roll is based on the 1st semester grade. The June honor roll is based on the final grades for the year.

Graduation: Graduating Seniors are distinguished at Commencement Exercises by wearing academic cords according to their respective career academic achievements. In addition, students who are members of the National Honor Society are permitted to wear a silver cord of distinction.

ACADEMIC PROBATION

Students will be placed on Academic Probation if they have a GPA below 1.7 or if they have two or more grades below C-.

Probation begins when the academic probation list is posted, and lasts until the next marking period's list is posted. The fall list is based on the first quarter grades, the winter list includes those students who do not meet the requirements for either the second quarter or the first semester grades, and the spring list is based on the third quarter grades.

A student who is placed on academic probation is not eligible to participate in any of the Academy's athletic or extra-curricular activities. Such activities include all athletic teams, intramurals, student council, class office, and clubs or groups which meet outside of regular school hours.

Students on academic probation are assigned to a silent-study room during their unstructured time, in order to foster a more disciplined environment for personal work. If a student needs to see a teacher for help or make-up work during this assigned resource, the student MUST first report to the resource center with a note from that teacher indicating such a meeting. Failure to report to the assigned resource center will be treated as cutting an assigned class. This procedure will be maintained until the following quarter's academic probation list is posted.

A student who is on probation for more than one marking period during the school year will have his or her status reviewed at the end of the year. After this review, parents will be notified that any financial aid may be rescinded, that the student may not be promoted or graduated, and/or they may be asked to seek the student's education elsewhere. Cases involving certified learning disabilities will be treated individually as exceptions by the administration.

PROMOTION

A student must obtain 5 credits to be considered a sophomore; 11 credits to be a junior; 16 credits to be a senior. For graduation from the Academy, 22 credits are needed.

A high school student must maintain a minimum Grade Point Average of 1.7 at all times. Failure to do so will result in a written warning after review from the Principal, academic probation, no promotion, or dismissal from the Academy.

To be promoted from Grades 6, 7, and 8, a student must obtain a passing grade (D) in English, Math and Religious Studies. In addition, students in Grades 6, 7, and 8 who do not obtain a Grade Point Average of 1.7 for the year have their status reviewed and may be advised to seek their education elsewhere.

Failure to obtain the required number of credits for promotion and/or graduation at the end of the year or summer school may be cause to repeat the grade or to be dismissed from the Academy.

All make-up work is subject to the review and approval of the department head and content teacher.

GRADUATION

Mount is a college-preparatory school. The following credits are required for entry into most colleges, and consequently for a diploma from Mount Saint Charles Academy:

	Required Credits	Preferred Credits
Religion	4	
English	4	
Mathematics	3	4
Science	3	4
Foreign Language (in same language)	2	3
Social Studies (US History required)	3.5	4
Fine Arts*	0.5	
Computer Literacy*	0.5	
Physical Education/Health	1 (0.25 credit per year)	

A total of 22 credits are required for graduation from Mount Saint Charles Academy.

*Students must fulfill their computer requirement at Mount by:

1. Successfully passing the computer proficiency test by the end of their sophomore year. (Students will be allowed to take this test once each school year.)
OR
2. Enrolling in the desktop publishing class before the second semester of their senior year.

Any of the following courses will satisfy the 1/2 credit requirement in Arts/Music: Senior Band, Foundations in Art, Art I, Art II, Art III, AP Art, 3-D Art, Architecture I, Architecture II, Chorus, Dance and Drama.

Students who do not meet graduation requirements will not be permitted to participate in commencement exercises. They may attend but not participate in graduation liturgy and academic convocation.

Senior Year at Mount: A student must be in attendance at Mount Saint Charles Academy for the senior year, if that student is to obtain a Mount diploma. Study-abroad programs and student-exchange programs are permissible, but must be completed before the senior year.

EXAMS

Students enrolled in high school courses will take regularly scheduled exams. The quantity of subject matter being evaluated increases with the age of the student. Make-up exams are to be completed on the day following the

scheduled exam days, even if it is a Saturday. If the student has more than two exams to make up, he/she can continue making up exams after school as the next quarter begins.

FINAL EXAM EXEMPTION

Seniors may be exempted from a final exam for a full year course if they have maintained an 85 average for each of the first three quarters, and have maintained an 85 average through the fourth quarter. This does not apply to semester courses.

To be exempt from final exams, students in AP courses must maintain an 80 average through the four quarters and take the AP exam. Juniors in AP courses who do not take the AP exam are not exempt from the final exam. Seniors who do not take the AP exam are held to the same standard as all seniors. They must maintain an 85 average for each of the first three quarters, and have maintained an 85 average through the fourth quarter.

REPORT CARDS

Quarterly report cards are available in November, January, April and June. Parent-Teacher Conferences are held for the entire student body after the First Quarter marking period. Parents and students are invited to discuss the grades and to schedule conferences with the teachers and/or teacher counselor to obtain details at any **scheduled** time.

Grades for the first quarter, the first semester, the third quarter and the final grade are the official grades of the school which determine honor roll status. Grade Point Average is determined by final grades during the 9th, 10th and 11th years and by the first semester grades during senior year.

EDLINE (Monitoring Student Progress)

The school utilizes Edline to keep students and parents informed of academic progress throughout the year. Using a school-issued account, parents can regularly check grades and the academic standing of their child. Teachers will post status reports for each class at least every two weeks. Parents may contact a teacher via the school e-mail or by phone.

GENERAL RULES OF CONDUCT

DISCIPLINARY NORMS

Norms of conduct at Mount Saint Charles are predicated on two premises: first, that every student is entitled to certain rights (such as the protection of his/her person and property, the physical integrity of the facilities, an atmosphere conducive to personal and educational growth and development) and, second, that every student has the duty to preserve those rights for others. Disrespect of any kind, especially harassment, bullying and other forms of demeaning behavior, has no place at the Academy; guarding the dignity of all members is a priority. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment and the virtue of charity are the guides by which every Mount student will measure his/her actions.

This Code of Conduct applies to any student:

- On school property;
- In attendance at school;
- At any school-sponsored activity, or
- Whose conduct at any other time or place has an effect on
 - maintaining school order and discipline,
 - protecting the child's personal safety and welfare as well as that of others,
 - damaging the reputation of the Academy.

The Dean of Students is directly responsible for general supervision and enforcement of school disciplinary policies.

DISCIPLINARY POLICIES

Disciplinary problems such as cheating, disrespect and tardiness for class are to be resolved by the teacher and the student concerned. If no mutual agreement is achieved in these matters, the help of the Teacher-Counselor is to be elicited by both student and teacher. Unresolved problems are to be referred to the Dean of Students.

Breaches of discipline such as disruptive behavior, fighting, assault, violence, theft, insubordination, vandalism*, truancy, tardiness, or unauthorized possession or use of drugs or alcohol on school premises or at school-sponsored functions, are to be dealt with by the Dean of Students and/or the Disciplinary Board. A student is liable to suspension for a first offense in this category, or expulsion for repeated offenses. Disciplinary probation and/or professional intervention may be required as conditions for continuing enrollment. The Dean of Students will determine these conditions.

*Parents and students are directly liable for damage to school property.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. Mount expects that all students will display honesty in every part of their academic lives. The Mount Saint Charles Academic Honor Code establishes the guidelines by which students, parents, and teachers strive to maintain the highest level of academic integrity.

Academic Honor Code

Mount Saint Charles Academy strives to epitomize the phrase on its escutcheon, "Fides Et Scientia." The fostering of faith and the pursuit of knowledge are the mission of the school and responsibility of each individual student. The faculty endeavors to guide the academic growth, while the parents and greater community provide support. To maintain this focus on learning and the tradition of academic excellence at Mount Saint Charles Academy, the students, faculty, parents, and community must stand in unison, demonstrating high regard for learning and the personal academic integrity required for intellectual growth. This culture of learning can only flourish upon a solid foundation of personal and academic integrity, made up of **honesty, trust, fairness, respect, and responsibility.**

MSC Honor Pledge

Simply stated, Mount Saint Charles Academy students pledge to uphold the values of academic integrity with each submission of student work.

"I pledge that the work I submit is my own work. I have neither given nor received any unauthorized aid or unfair advantage."

Student Signature _____ Date _____

Parent Signature _____ Date _____

Examples of Honor Code Violations

The following examples are provided to clarify for student, teachers, and the school community, actions that are considered violations of the honor code. This is not meant to be an exhaustive list, but examples of common infractions.

- Copying homework from a classmate or providing one's work for someone to copy
- Seeking or providing unfair advantage by asking fellow students, "What is on the test ?" or using materials of students who previously took the class
- Chronic absenteeism on the day of the quiz/test, seeking or providing unfair advantage
- Cheating on assessments through various forms such as looking at someone else's paper or using unauthorized sources

- Plagiarism

Proactive Measures to Ensure Academic Integrity at MSC

Mount Saint Charles Academy will be proactive in sustaining a culture of learning and promoting academic integrity. The following are actions to educate the school community about the Honor Code.

In addition, listed are actions by individual groups to demonstrate their responsibility in supporting the Honor Code.

Mount Saint Charles Academy will include a review of the MSC Academic Honor Code during assemblies and new student orientation at the start of each school year.

- The Academic Honor Code will be posted on the school’s website, included in the Student Handbook, newsletter, and other official school documents.
- The Honor Code will be reviewed at the beginning of each new marking period during the school year.
- Students and parents will sign the Pledge at the start of each school year.
- Teachers will consider the demands on student time and only assign the homework necessary to meet the lessons’ objectives.
- Students, with parental guidance, will make careful course selections so as to not have an exceedingly heavy course load and/or excessive co-curricular commitments.
- Parents will support their child’s learning by emphasizing the value of academic integrity.

The following process is implemented for a student who violates the Academic Honor Code. The teacher will:

- a) Speak to the student(s),
- b) Decide on the academic penalty in consultation with the Dean of Students and Assistant Principal,
- c) Fill out a Disciplinary Referral Notice from the Dean of Students, and
- d) Give copies of the notice to the Class Moderator, the Teacher Counselor, the student’s Guidance Counselor, the NHS Advisor, the Dean of Students, and the parents.

Consequence of Honor Code Infractions

Students who engage in any form of academic dishonesty will be subject to sanctions. Each incident will be reviewed by the teacher and an administrator (assistant principal and/or department supervisor). A score of “0” may be the result on any test, project, paper, or assignment in which a student violates the honor code.

Violation of the Academic Honor Code *may jeopardize a student’s eligibility for or standing in the National Honor Society and Christian Action Projects.*

Repeat offenses will result in more serious disciplinary action which could include suspension and/or expulsion.

(Adapted from the Princeton High School Honor Code)

CLASSROOM MISCONDUCT

Any student who is asked to leave a classroom for any type of disruptive behavior, disrespect, or unacceptable classroom conduct will receive an automatic in-house suspension for his/her actions. In the event of such an incident, the teacher will phone the student’s parents in an effort to resolve the issue as quickly as possible.

DETENTION

A student may be detained after school for violations of school policy, or for not changing behavior in accord with normal school policy, general common courtesy, or requirements of the Parent-Student Handbook. The Dean of Students assigns these detentions.

Any content teacher may keep a student after school for violation of classroom policies such as missing assignments, cheating, disrespect, tardiness or disruption. A student may be required to perform school service during detention.

If a student finds transportation on a given day to be impossible, he/she must make arrangements with his/her parents/guardian so that transportation can be provided the following day.

Failure to be present at detention on a specified day results in an "in-house" suspension the following day. This is the responsibility of the Dean of Students. If this action is repeated, the Dean of Students will call the parents and if a conference is deemed necessary it will be arranged. Saturday detentions may be used for repeated offenses.

SUSPENSION

Suspension is employed by the Academy for serious or repeated violations of school policies. There are two types of suspension: "in-house" and "out-of-school". The use of suspension is left to the discretion of the Dean of Students; the type and length of suspension is dependent on the severity of the infraction. Suspension is a time for the student to reconsider his/her commitment to the school.

For in-house suspension, the student is suspended for one day, isolated from other students, attends a designated lunch and is assigned work given by content teachers. The parents and the student may be required to meet with the Dean of Students.

For out-of-school suspension, the student is suspended a minimum of one day. The student returns to school with parents for a conference with the Dean of Students. Upon return, the student must satisfactorily complete all academic responsibilities. Assessments assigned and due during the period of suspension are to be credited at a maximum grade of 65. Any assessments assigned prior to the suspension but due during the period of suspension are excluded from this policy. Any assessments assigned during the period of suspension but due after the period of suspension are also exempt if they are submitted on time.

For out-of-school suspensions of one or two days, a student will be given two school days to make up work. For a suspension of three days or more, a student will be allowed seven school days to make up work. Any work not completed within the allotted time will result in a zero.

In the case of suspension during exams, a student will take exams at the earliest opportunity. If, however, the suspension of a senior overlaps with final exams, the senior will take exams at the same time as the other students and the grades will not be pro-rated. The alternative consequence will be exclusion from graduation activities as determined by the administration.

DISCIPLINARY PROBATION

A student who frequently violates school policy by cheating, fighting, disrespect, tardiness for class, or abuse of unstructured time is liable to disciplinary probation. Disciplinary probation means a student will not be allowed to participate in any of the Academy's athletic and co-curricular activities. Such activities include all athletic activities, intramurals, student council, class office, clubs, proms, semi-formals, Winter Ball, school-sponsored dances, and class trips. A student may also be required to be accountable to the Dean of Students for his or her daily schedule during the school day. In the case of more serious breaches such as unexcused absences, theft, insubordination, assault, violence and vandalism, disciplinary probation may be used in conjunction with or as an alternative to suspension on the first offense. A repetition of the violation may result in suspension from the Academy or outright dismissal. Probation will be lifted only after a student has proven that he or she has changed his or her behavior.

Probation will last at least one quarter but may be extended if the Dean of Students deems it necessary. In the event of an incident occurring at the end of a quarter or semester, probation will be enforced in the subsequent quarter or semester. Repeated placement on probation may warrant dismissal from the Academy.

EXPULSION

A student is liable to expulsion for repeated suspensions, dealing drugs, assault with and/or possession of a dangerous weapon, for conduct detrimental to the reputation of the Academy, and for immorality in talk or action. The Principal determines expulsion after a hearing of the violation before the Disciplinary Board. Parents will be advised before such action is taken.

GRIEVANCES, COMPLAINTS & RIGHT OF APPEAL

A grievance is a complaint based on any alleged violation of a contract. It involves one party allegedly being denied by another something the grievant party feels he or she has a right to.

In the light of the Gospel, complaints are to be resolved first of all on a one-to-one basis. If this fails, the assistance of the staff member's supervisor is elicited. Everyone in authority has the duty of responding to complaints.

Subsidiarity should also be a guiding principle in solving problems. Subsidiarity means that all problems are solved at the lowest possible level. Thus, one who wants to make a complaint about a teacher must first speak with the teacher before making that complaint to the Department Chair or to the Principal. A person who wants to complain about the action of the Dean of Students must meet with the Dean of Students before voicing the grievance to the Principal. Only problems that have been presented to the appropriate individual should progress to the next level, if a solution cannot be found at a lower level. There may be a case where this procedure cannot be implemented; in such a case, the immediate supervisor can offer to be present at the conference.

Meetings to resolve grievances and complaints are not intended to be of an adversarial nature. No participant is entitled to representatives in these proceedings. All parties shall agree the grievance proceedings shall be kept appropriately confidential.

If no formal settlement has been reached or if the immediate authority fails to address the grievance promptly within five working days, the complainant shall present the grievance in writing to the next level of authority, be it the Principal, the President, or lastly the Chairperson of the Board of Directors.

No person shall be discriminated against because that person filed or participated in the grievance procedure, and no reprisals of any kind shall be taken by a school administrator or staff member against any person because of participation in the grievance procedure

BULLYING

Mount Saint Charles Academy does not tolerate any action from any member of the school community that may be defined as bullying/cyber bullying under RI statute 16-21-34. We seek to create a school environment where the dignity of all is guarded and where each member treats all others with respect. As such, any behavior which is contrary to this objective is unacceptable.

Bullying implies the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that

1. Causes physical or emotional harm to the student or damage to the student's property;
2. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
4. Infringes upon the rights of the student to participate in school activities; or
5. Materially and substantially disrupts the education process or the orderly operation of the school.

Cyber-bullying implies bullying through the use of technology or any electronic communication.

The school principal, or his designee, shall investigate all reports of bullying/cyber-bullying. The victim of bullying or anyone who knows of or witnesses an incident of bullying shall make a report to the school. Forms are available from the Main Office, Guidance Office, or the Dean of Students.

This policy applies to all students on school premises, at any school sponsored event or activity, and on school vehicles. School discipline policies shall apply in all cases of bullying.

CELL PHONES AND OTHER MOBILE COMMUNICATION DEVICES

Mobile communication devices are allowed to be brought to school under the following conditions:

1. They may not be used in class or in the hallways from 7:45 a.m. to 2:10 p.m. without the permission of a teacher/staff member.
2. They must not be used for picture taking at any time without the permission of a teacher/staff member.

Students who are found using their cell phone inappropriately or without permission will have the phone confiscated by a staff member and turned over to the Dean of Students. The phone will be returned at the end of the day to the student and parents will be notified by Disciplinary Referral notice. Repeated violations of this policy may require a parent to retrieve the phone and/or loss of phone privilege.

DRESS CODE

Mount Saint Charles has established regulations for school attire to help make the school environment and climate as conducive as possible to Christian education and values. The Academy expects that students and parents assume the responsibility of complying with these regulations. Students not in compliance with dress code regulations may be subject to penalties by the Dean of Students. Students may be given detention, sent home for a change of clothes, or removed from circulation and assigned to silent study for the day. Repeated offenses may result in suspension.

The development of a professional attitude and atmosphere now and for the future is the premise on which we establish our guidelines.

Mount students are required to purchase ALL clothing from Donnelly's School Apparel. Only the following monogrammed items have been selected as acceptable school clothing:

- Shirts:** Students must wear burgundy, white, or navy blue knit polo shirts, short or long sleeved, that must be tucked in at all times. Shirts may be unbuttoned one button from the top.
- Slacks:** All students are encouraged to wear full-length slacks in khaki, black or navy blue. Walking shorts are also available.
- Sweaters:** Girls and boys may wear school sweaters (crew neck, sleeveless, cardigan, or V-neck) with a visible school shirt.
- Skirts:** Girls may wear pleated skirts in gray, navy, or school plaid. The skirts must be worn no shorter than two inches above the knees. Failure to follow guidelines for wearing skirts will result in forfeiture of the right to wear skirts.
- Leg wear:** Girls who wear skirts may wear solid color knee socks of maroon, navy, gray, or white. Argyle knee socks of maroon, navy, gray, and/or white are also permitted. Girls may also wear single color, non-patterned tights or nylons of maroon, navy, gray, or flesh color. Tights must be full length with feet. Dancer-style leggings are not permitted.
- Sweatshirts:** Long sleeve sweatshirts and fleece wear purchased through the school and embroidered with the school logo may also be worn. Team jackets and sweatshirts are also allowed. Students must wear a dress code shirt under any of these items.

Clothing not included in the above listing is not permitted.

- Footwear:** Students must wear regular shoes which are closed at the toe and the heel. Students may wear sneakers which are neat and clean. Clogs, slippers, moccasins, sandals, flip-flops, hi-heels, and

platform shoes are not permitted. All foot wear must be worn and tied as intended.

Grooming: Hair should be neat and well groomed. Jewelry and hair accessories must be in good taste. Head coverings of any kind are not permitted during the school day.

The Academy assumes the responsibility of declaring particular items of dress as acceptable or not acceptable. The support of parents and students alike is required in this matter to maintain the learning environment of the Academy.

“Dress-down” days: The guidelines are essentially the same as for school dances (see “School Dance Policies”). Please be sure that students are dressed modestly and appropriately.

Days of Recollection: Scheduled to coincide with a class’s Communion Breakfast, students may wear jeans with a dress code shirt. This is to accommodate activities which may require students to sit on the floor.

Seniors During Commencement Week: Appropriate dress and respectful behavior throughout the entire commencement week is a graduation requirement at Mount Saint Charles Academy. Any student violating this expectation may forfeit the privilege of participating in the graduation activities of Mount. The Principal makes the final decision concerning the appropriateness of behavior and dress.

DRUGS/ALCOHOL

The faculty and administration recognize that a student's poor judgment might lead to abuse of drugs or alcohol. We intend to educate students regarding the dangers that these substances present. We shall actively seek to identify students in the school community whose actions indicate they may be using drugs or alcohol. Where the evidence justifies it, the student's parents will be apprised of our concern and urged to seek professional help. Where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment as a condition for continued enrollment at MSC.

Students found to be in possession of or use of illicit drugs during school hours or school functions will immediately be remanded to the local police. The police will take control of the case and be responsible to contact parents. Where appropriate, police will pursue criminal action against said persons.

Students who are in possession of or under the influence of drugs or alcohol during school or school-sponsored activities will incur an automatic five-day suspension. Suspended students will have seven class days upon their return to school to make up missed work for maximum credit of 65%. In addition, the student will be placed on disciplinary probation for one semester. Repeated violation of this rule will jeopardize a student’s privilege to attend Mount Saint Charles Academy.

Any student found dealing drugs, in or out of school, will be expelled.

HAZING

Mount Saint Charles is committed to maintaining a safe, positive environment for students and staff and therefore any practice that constitutes hazing is prohibited and will not be tolerated. Hazing is contradictory to the educational goals and mission of Mount Saint Charles and is against the law in the state of Rhode Island.

Hazing is any act, whether physical, mental, verbal, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate a person, or which in any fashion compromises the inherent dignity of the person. In addition, any requirements by a member of a team or group which compels any other member of the team or group to participate in any activity which is against school policy or state law as a condition of being a member of that team or group shall be defined a hazing.

Activities that constitute hazing include, **but are not limited to**, the following:

- Any type of initiation or other activity where there is an expectation of individuals wishing to join a particular team or group to participate in behavior designed to humiliate, degrade, or abuse them **regardless of the person's willingness to participate.**
- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance or to eat anything that the individual would otherwise refuse to eat.
- Forcing, requiring, or pressuring an individual to shave any part of the body, including hair on the head.
- Any activity that creates a risk to health, safety, or property.
- Assigning or endorsing pranks such as stealing or harassing of other organizations.
- Forcing or requiring calisthenics such as push-ups, sit-ups, or runs (except when assigned by the coach in the normal course of training, practice, or discipline).
- Expecting or pressuring individuals to participate in any activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Morally degrading/humiliating games or activities that make a member the object of ridicule, amusement, or intimidation.

Disciplinary Consequences

Students who violate this policy shall be subject to disciplinary action that may include suspension from the team or group, suspension from school, disciplinary probation, and/or expulsion from school. Students who violate this policy may also be subject to criminal charges under R. I. law and subject to fines, imprisonment, or both.

Complaint Process

Any student who is the victim of a hazing incident, any student or parent who witnesses a hazing incident, or any third party who hears of a hazing incident, should report the incident to the Principal or the Dean of Students. All complaints will be investigated promptly and appropriate action will be taken. Confidentiality will be maintained as much as possible and any form of retaliation will not be tolerated.

OFF-CAMPUS ACTIVITY

Some courses entail off-campus activity. All off-campus activity is under the control of the teacher concerned and requires the approval of the Assistant Principal and/or Dean of Students in every instance. Abuse of off-campus activity is subject to disciplinary action by the Dean of Students and/or suspension from the privileged activity.

OUT-OF-SCHOOL MISCONDUCT

Activities such as field trips, Project Discovery, and traveling on school vehicles are an integral part of education at Mount Saint Charles. In these cases, a student is technically "in school" and subject to the full force of school regulations.

In the spirit of the above statement, there are occasions when a student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff. Any conduct that threatens student or faculty welfare, safety, or morals may subject the student to the school's disciplinary codes.

The school may go so far as to expel a student who is believed to be dangerous to the general welfare of the student body.

We are partners with parents in their children's education. We will notify parents of concerns about student life or behavior, even when it occurs off campus and/or after school hours. In cases of non-school sponsored, off-site activities, we will always take seriously conversations or information about potentially harmful activities or behaviors. We believe that responsibility for student health and welfare is not limited to school hours or on-campus activities.

Both civil law and Gospel values demand that whatever can be done to protect God's children entrusted to our care must be done.

RESPECT FOR SCHOOL PERSONNEL

Parents are held to the same standard as students with regards to respect for school personnel. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership breaks down, parents can be required to withdraw the child from school.

SCHOOL BUSES

School buses are an extension of the school, and proper conduct thereon is the direct concern of the school. Misbehavior on school buses is dangerous to the welfare of others and cannot be allowed. In cases where a student becomes so unruly that the safety of students and/or the driver is seriously endangered, the owners of the bus companies will immediately exclude the student from the bus. Please become familiar with the following rules.

Students are to:

- remain in their seats,
- refrain from throwing anything in or out of the bus,
- refrain from pushing, striking, shoving or harassing other students,
- keep arms inside the bus,
- refrain from littering, vandalism and other destructive activities,
- refrain from using tobacco products on the bus.

Parents enter into a contract with their respective bus company and these bus companies are within their rights to take action against students who violate the above-mentioned rules. Mount Saint Charles will not interfere with bus company decisions, will usually support bus companies and their drivers, and may apply school discipline, at the discretion of the Dean of Students.

SCHOOL DANCE POLICIES

Dances sponsored by Mount's Student Leadership Association are open to all Mount students in grades 9 through 12 and a limited number of guests.

SLA sponsored dances begin at 7:00 p.m. and end at 10:00 p.m. Students are asked to be sure that their rides are here by 10:00.

Dance tickets are \$3.00 in advance for Mount students and \$5.00 for guest tickets. Tickets are \$5.00 at the door for Mount students. Tickets are sold in school on the first floor on the Wednesday, Thursday, and Friday mornings prior to a dance before morning TC.

Separate dances and activities are organized by class moderators for students in grades 6 through 8. Times and costs for Junior High dances and activities vary and are communicated via the school portal.

GUEST TICKETS for SLA dances are limited to 50 and are sold in the Reception Room before TC on Wednesday, Thursday, and Friday mornings during the week of a dance. Guest tickets will not be sold to students who have not submitted a Guest Form. No Guest Tickets will be sold at the door.

*Guests attending the Prom, Semi-Formal, and/or Winter Dance must complete a guest form before a ticket will be issued. Guest forms are available from the Dean of Students. These forms must be completed and signed by an administrator from the guest's school. Guests without approved form will not be admitted. **Guests are not permitted at the Junior High's Night on the Town.***

Students on **DISCIPLINARY PROBATION** cannot attend school dances.

Break dancing, slam dancing, grinding, or any form of dancing that is deemed to be dangerous or inappropriate will not be tolerated. Repeat offenders will be asked to leave the dance and risk losing the privilege of attending future dances.

Appropriate dress is required for school dances. Shorts must be an appropriate length. No skirts or dresses are permitted at SLA dances. Shirts or blouses must have sleeves and backs (no halters, tank tops, etc.). Any shirt or blouse that shows a bare midriff is unacceptable (if you raise your arms and your midriff shows, it is unacceptable). Only sneakers may be worn on the gym floor. Students who are not dressed appropriately will be sent home and will not be allowed to attend the next dance.

Attire for formal and semi-formal events must maintain a modest appearance. Gowns and dresses must be one piece. A shirt and tie with dress slacks is required for males at the semi-formal and formal attire is required for males who attend the prom.

Mount students are responsible to insure their guests are appropriately dressed and that they are aware of the behavior and dance guidelines.

Any student suspected of being under the influence of alcohol will be tested with a Breathalyzer. Students found to be under the influence of alcohol or other drugs will be subject to disciplinary action.

Once a student leaves the dance, he or she may not re-enter.

SEXUAL HARASSMENT

It is the policy and goal of Mount Saint Charles that all students have a right to come to school in an environment free from sexual harassment. The Academy will not tolerate or permit sexual harassment in any form, and such conduct may result in disciplinary action up to and including expulsion.

Sexual harassment can take various forms and may be verbal, physical or visual. Sexual harassment may include repeated offensive sexual flirtations, advances or propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual or an individual's body, degrading words or names, sexually suggestive displays, messages, pictures or objects. Any threat or insinuation, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect the student environment or any conditions of attending school, may also be sexual harassment.

If an individual believes that he or she has been sexually harassed, he or she should immediately notify a teacher, counselor or administrator.

Any person who brings a complaint in good faith will not be adversely affected. The complaint will be promptly and, to the extent possible, confidentially investigated and any remedial action that is necessary and appropriate will be taken.

SEXUAL MISCONDUCT

The Academy believes it is important for parents to know that Mount has a sexual misconduct policy for its employees. Failure to report an observation or complaint of sexual misconduct is a violation of the terms and conditions of the agreement for employment.

If an employee observes or receives a complaint about an employee's sexual misconduct with a student, he or she shall immediately report the complaint or observation to the President of the Academy. The Chairperson of the Board of Trustees, the Chairperson of the Board of Directors, and the Diocesan Superintendent of Schools shall be informed of the report of an employee's sexual misconduct and are kept informed during the subsequent investigation.

The school President, in collaboration with the diocese, will commence an immediate investigation of the observation or complaint. Upon determining that there are reasonable grounds to believe that there has been sexual misconduct, the President will direct that the employee be suspended with pay during a full investigation of the facts and

circumstances of the alleged sexual misconduct. The President will designate an investigator to independently gather information regarding the allegations. In cases of verified or undisputed allegations, an investigation will be conducted to identify any other potential victims. At the conclusion of the investigation, discipline may be applied in accord with the procedures and policies set forth in the Diocesan School Manual and the Mount Faculty Handbook.

Nothing in these policies shall be construed as an instruction not to cooperate with law enforcement and governmental authorities, as required by law.

STUDENT VEHICLES

Students are required to register their automobile with the Assistant Principal and purchase a parking permit for \$5.00 during Orientation time or when students begin driving to school. Parking is assigned on a first come, first served basis; seniors will be given first preference at the beginning of school. All student vehicles must be parked in the numbered space for which they received a permit. No parking is permitted in designated NO PARKING areas, visitor parking spaces or in the garage areas. Students must display their parking permit on the rearview mirror of their vehicle every day. Students who do not receive a numbered parking space may park at the far side of the Arena or on Logee Street.

Improper parking or reckless use of a student vehicle on school property or in the vicinity of the school may cause a student to forfeit the privilege of parking on school property. Students are not allowed at or in their vehicles during the school day without the permission of the Dean of Students.

Students who bring their vehicles on school property do so at their own risk. Mount Saint Charles does not accept liability for damages to vehicles due to accidents, theft, or vandalism.

UNWANTED ARTICLES

Non-school related equipment and materials like skateboards and in-line skates, sleds and snowboards, are not allowed on campus; their use in a school setting is a hazard.

VANDALISM

Students are to respect school property and the property of others. Defacing walls, desks, lockers as well as any other form of vandalism is unacceptable. All cost to repair damaged property will be billed to students' parents.

VIOLENCE

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore demeaning behavior, intimidation, harassment, bullying, hazing, threat of violence, and actual violence of any kind in any form, including the use of e-mail, the Internet, and any and all forms of social networks, by any member of the school community to any other member of the school community or to an outsider subject an individual to sanctions by the school. This includes but is not limited to suspension, medical/psychological evaluation, and expulsion. All threats of violence will be taken seriously. Excuses such as "I was only kidding" are not acceptable.

Any and all incidents of aggravated assaults causing bodily injury on other persons or school staff will also be reported to the local police. The Principal or his designee will determine whether an assault is aggravated so as to constitute police involvement. In addition to any legal action, school disciplinary policies will be enforced.

TEEN DATING VIOLENCE AND SEXUAL VIOLENCE

Dating Violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

Sexual Assault includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- intentional touching of someone in ways that are unwanted,
- voyeurism,
- exposure to exhibitionism,
- undesired exposure to pornography, or
- public display of images that were taken in a private context or when the victim was unaware.

The Principal, or his or her designee, shall investigate all allegations of dating violence or sexual violence and the parties involved. Local law enforcement will be notified of such incidents. If the allegation is supported by the outcome of an investigation, appropriate disciplinary sanctions will be imposed.

Whenever possible, face-to-face contact between the victim and alleged perpetrator will be avoided. If changes need to be made, attention will be given to the victim's preference. The burden for any bus, classroom or other schedule changes will be on the alleged perpetrator, not the victim.

Based on the circumstances of the incident, Mount Saint Charles may implement some or all of the following:

1. Victim Safety Plan:

A safety plan is a tool for helping to increase students' safety. Mount Saint Charles encourages school personnel, when responding to an incident of sexual harassment, dating violence or sexual violence, to develop a safety plan in collaboration with the victim and the victim's parents.

2. Enforcement of Protective Orders:

When a legal protective order (such as a Restraining or No-Contact order) has been issued by a court to protect one student from another, the school shall take the following steps:

Hold separate meetings with the victim and the alleged perpetrator and their respective parents to:

- Review the protective order and ramifications.
- Clarify expectations.
- Review the school day, classes, lunch (open/closed campus situation), and activities, paying attention to potential conflicts and opportunities for face-to-face contact between the victim and the alleged perpetrator.
- Identify schedule overlaps, i.e. arrival/dismissal times, classes, lunch, before- and after-school activities, locker, etc.

3. Stay-Away Agreements: School-based alternatives to Protective Orders may be implemented.

The Stay-Away Agreement provides a list of conditions that must be followed by the alleged perpetrator while on school grounds or at school-sponsored activities. It is designed to ensure the safety of the victim.

GENERAL POLICIES

ACCESS TO SCHOOL RECORDS

The student's permanent file is confidential. It is used by school office personnel and is available to faculty members who have a need to examine student records. Access is made through the Principal, the Assistant Principal, the Registrar, or the Guidance personnel.

Students and parents may review their school records in conjunction with the Principal or Guidance personnel. At all times these records are confidential. The file may not leave the school at any time. All transcript requests are made through the Registrar's office and are sent directly to the Guidance Office of another school. Transcripts handed directly to students and/or parents are **unofficial transcripts** and could be subject to change. Official transcripts are **mailed** directly to schools or colleges.

The student directory data acquired through the registration form is also confidential and not released to a third party. Under Megan's Law, the release of student directory data is allowed only with the specific written consent of parents. The Patriot Act does allow the U.S. military to access directory information of our juniors and seniors.

Academic records of students who transfer out of the Academy are mailed directly to the new school upon receipt of an authorization request signed by the parent/guardian. Only the transcript record remains at MSC; all other academic material is forwarded. Academic records of students who graduate remain on file for a period of five years. After five years, the transcript record is retained and all other material is destroyed.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The term technology covers a wide range of processes used for communicating information within our society. Computers form one element of this broad term but it also includes video resources, flash drives, smart phones, tablets, CD-ROM materials, pictures, newspaper and magazine articles and computer related presentations of those materials. Logging onto the Internet, for example, through a Mount Saint Charles Academy account identifies you as a MSC representative. In all settings, you bear responsibility for representing the Academy in an appropriate manner in your communications, reflecting the school's commitment to integrity, honesty, and respect for the dignity of others.

Technology Philosophy Statement

Technology, in all its forms, is a tool and not an end in itself.

As a resource that we utilize to attain our end goal, the implementation of technologies helps us:

- 1) To integrate our knowledge;
- 2) To develop creative approaches to various life situations; and
- 3) To become ultimately more responsible for our own lives.

An increased awareness of and implementation of technology, particularly with respect to computers, helps us to develop stronger self-esteem and a greater ability to respond to the situations we face in our lives.

(Taken from MSC School Technology Plan)

Purpose of Technology Access

Mount Saint Charles Academy provides computer and technology access for all faculty and students of the Academy. We believe that this access offers our educational community valuable resources for learning and communicating with others. This technology has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. It has not been established as a public access or a public forum. Mount Saint Charles Academy has the right to place restrictions on the material you access or post, the training you need to have before you are allowed to use the technology, as well as to enforce all rules set forth in the Parent - Student Handbook and the laws of the State of Rhode Island. The rules are in place to protect students, faculty, staff and Mount Saint Charles Academy. Failure to follow the rules exposes MSC to risks including but not limited to virus attacks, legal liability and compromising of the network, systems and services.

We are aware that certain material available by computer (i.e. Web Pages on the Internet) is inaccurate, controversial and may be offensive. However, we firmly believe that the vast amount of information available and the interaction with other people made possible through such resources as via the Internet far outweigh the risk.

Computer access at Mount Saint Charles Academy is a privilege for students and not a right. We expect students to use the computers in a responsible manner and to be considerate of all other users. Any inappropriate use will result in a cancellation of that privilege and may result in further disciplinary action (including financial reparation for the repair of the computers and/or other related equipment).

In order to be allowed computer access at the Academy, all students must have a signed Acceptable Use of Technology Policy on file in the Registrar's Office. By signing this policy, parents and students indicate compliance with and an understanding of all terms and conditions of the policy.

Acceptable Use Guidelines

Any student utilizing technology shall observe the following minimum standards of conduct.

1) General Academy Expectations

- a) All use of technology must be in support of the Philosophy and Mission of the Academy as stated in the Parent-Student Handbook.
- b) A student using a computer or other technology is responsible for appropriate behavior when using the technology. General Academy rules and policies apply to all technology use.
- c) The purpose of using technology at school is limited to educational purposes as delineated in the purpose statement above. Games, non-school related blogs, social networking (Facebook and twitter), and chat rooms do not support this philosophy and are not appropriate at Mount.
- d) Vandalism, which includes, but is not limited to, any malicious attempt to harm or destroy any data, hardware, or software or any attempt to interrupt another person's use of systems, will result in disciplinary actions and may result in financial responsibility for repair or replacement costs of the computer or network.
- e) The use of the name of Mount Saint Charles Academy or any variation is restricted to uses approved by the Academy's administration. No person or group should use the name of the school in any online format including games, chats, social networks (Facebook) or blogs without specific permission.
- f) Nothing in this policy is intended to preclude the supervised use of the system while under the direction of teacher or other approved user acting in conformity with school procedure.

2) Software

- a) All software purchased in the name of the Academy requires approval in advance of purchase, to determine compatibility, and is to be installed by authorized personnel.
- b) All software on network computers requires a valid license, registered in the name of the Academy. The original license and software are kept on file with the Technology Coordinator.
- c) Due to copyright issues, no personal software, shareware, freeware or other material is to be installed on school computers without permission.

3) Hardware

- a) All hardware purchased in the name of the Academy requires approval in advance of purchase, to determine compatibility, and is to be setup by authorized personnel.
- b) Any flash drive(s) borrowed from the library must be returned. Any destruction or loss of the drive(s) will result in financial reparation.
- c) No executables will be utilized from a flash drive or external hardware owned by the Academy or on personal flash drives. Any student or faculty using a flash drive or external hard drive to run an executable from a flash drive will face disciplinary action. Flash drives should only contain files or information appropriate for a school setting.
- d) No personal computer systems will be added to the Academy's network without the permission of the Technology Coordinator.
- e) Use of laptops and tablets is limited to educational purpose as delineated in the purpose statement above. Equipment used for other purposes will be confiscated. Disciplinary action will be considered. Use of the equipment to embarrass, harass or vilify another person is subject to serious disciplinary action. Video recording or audio recording with the equipment is not allowed without permission of a supervising teacher.
- f) Personal cell phones, smart phones and/or tablets are not to be used as 3g or 4g access points giving students the ability to access the internet thru the device. Any student using a device in this manner will lose technology privileges.

In addressing the behavior of individuals, the following expectations apply:

4) Personal Safety

- a) You will not post photographs or contact information (e.g. address, phone number) about yourself or any other person.

- b) You will not agree to meet with someone you have met without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to the school authorities immediately.
- c) You are not permitted to access non-school e-mail unless permitted by teacher and/or librarian.

5) Illegal Activity

- a) You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b) You will not represent yourself as another person by using their account, name or other information.
- c) You will not deliberately attempt to disrupt any computer system or destroy data by deleting files, spreading computer viruses or by any other means.
- d) You will not use Mount Saint Charles Academy technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in pornography or in criminal gang activity, or threatening the safety of a person.
- e) You will not make use of the Internet to make any on-line purchases of any kind. Registering for any non-school related programs is not allowed.
- f) You will not attempt to gain unauthorized access to any electronic documents or attempt to gain access to documents using another person's account
- g) Filtering standards are required to protect student access to the internet. Anyone attempting to bypass the filtering software will be subject to disciplinary action.

6) System Security

- a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- b) You will immediately notify a teacher or an administrator if you have identified a possible security problem. Do not investigate the security issue yourself; this may be construed as an illegal attempt to gain access.
- c) You will avoid the inadvertent spread of computer viruses by following the Academy virus protection procedures when downloading software. (Refer to Respecting Resource Limits before downloading anything.)
- d) To ensure system security for outside access, you will add no external modems, wireless routers, or other access devices or software to the network without the permission of the Technology Coordinator.

7) Inappropriate Language

- a) On any and all uses of the Internet, from applications to public or private messages, or material posted on the Web pages, you will not use obscene, profane, vulgar, rude, inflammatory, threatening or disrespectful language.
- b) You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- c) You will not harass another person by a persistent action that distresses or annoys another person.

8) Respect for Privacy

- a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b) You will not post photos or private information without permission about another person including other students, faculty or staff on any chat rooms, blogs, social networking or any other form of technological communication.
- c) You will not create pages on any social network in the name of faculty or staff.

9) Respecting Resource Limits

- a) You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development

activities. The limit on self-discovery activities is determined by the appropriate supervisor and will be limited when others need to use the technology for educational activities.

- a) Due to the dangers of viruses and other issues, you will not download files. If the download is necessary, you must first seek permission of the Technology Coordinator who solely determines whether files are to be downloaded and checked for viruses.
- b) You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).
- c) You will not download music or games onto the school network.
- d) E-mailing is not allowed in the school, unless the student is sending information to one’s own address for home use or utilizing the email provided by the school at www.outlook.com.
- e) You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development.

10) Plagiarism and Copyright Infringement

- a) You will not plagiarize words that you find on the Internet or other electronic media. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright to the Librarian or a teacher.
- c) You will not make use of any translation sites to complete assignments.

11) Inappropriate Access to Material

- a) You will not use Mount Saint Charles Academy technology to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).
- b) If you mistakenly access inappropriate information, you should immediately tell your teacher or other school employee responsible for maintenance of technology. This will protect you from a claim of intentional violation of this policy.
- c) Your parents should instruct you if there is additional material they deem inappropriate for you to access. The Academy fully expects that you will follow your parents’ instruction in this matter.
- d) There will be no attempt to access any information that is not on your personal directory and does not pertain to you directly.

12) Availability and Access

You should expect no privacy of the contents of your personal files that are saved on the Academy’s technology systems. Routine maintenance and monitoring of the Academy’s technology may lead to discovery that you have violated this Acceptable Use of Technology Policy, the school rules, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law.

13) Appropriate Notice

The Academy will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through MSC facilities. In the event of a claim that you have violated this policy, you will be given notice, either verbal or written, of the suspected violations and an opportunity to present an explanation to the school authorities. As a result of the inappropriate use of technology, restrictions to the use of the Academy’s technology may be placed on you.

14) Wireless System

Any wireless access points that may be installed in the school and by the school are only to be used by approved faculty or staff and for school purposes. Any additional wireless access points not installed by the school will be confiscated.

15) Saving Information

Students are encouraged to save information through the use of a flash drive or e-mail information to themselves. There may be a per-page charge for material being printed. The librarian has the right to limit the amount of printing if it becomes excessive or is not school related.

16) Prohibited Internet Uses

Students are not allowed to engage in any of the following:

- a) Harassing, bullying or attacking another person(s)
- b) Attempting to portray another Mount Saint Charles Student, alumni, faculty or staff
- c) Promoting or engaging in violence
- d) Violating copyright and/or plagiarism laws
- e) Accessing anyone else's files
- f) Involvement in racial, gender or any other inappropriate slurs
- g) Using Mount Saint Charles' network for commercial activities
- h) Sending, posting or displaying inappropriate or offensive photos or messages of anyone.

Limitation of Liability

Although the Academy seeks to ensure the integrity and proper functioning of the Academy's technological systems, the Academy makes no guarantee that the functions or the services provided by or through the Academy's technology will be error-free or without defect. The Academy will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Academy is not responsible for the accuracy or quality of the information attained through or stored on its technology. The Academy will not be responsible for financial obligations arising from unauthorized use of its technology.

Misuse

Violations to this Acceptable Use of Technology Policy may result in suspension or revocation of a student's access to the technology of the school. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary actions. Any financial cost acquired by the Academy to repair a problem by this inappropriate behavior of the student may be passed on to the parent.

Your signature on the Acceptable Use of Technology Policy Agreement is legally binding and indicates the party who signed has read the terms and conditions carefully, understands their significance and agrees to comply with the policy as written.

AIDS POLICY FOR CATHOLIC SCHOOLS

A policy has been established in the Catholic Diocese of Providence stipulating the process for deciding about the attendance of a student with AIDS or the continued employment of a teacher with AIDS in a Catholic school in the diocese. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case-by-case basis. This policy is similar to that in use in Rhode Island public schools and in many Catholic schools in the nation. Inquiries may be directed to the Principal's office.

EMERGENCY EVACUATIONS & FIRE DRILLS

All persons must vacate the building during a fire drill or an evacuation drill. Upon signal, students are to stop all activity, leave all materials in place and proceed quickly and quietly out of the building. They are to walk quickly (without running) and proceed to the designated exit and standing area, remain outside until the signal is given to re-enter the building and immediately resume former activities. Use of an elevator is prohibited during fire drills.

Students with Physical Handicaps: Teachers of handicapped students escort these students to the landings of each floor and wait with the students until all other students have vacated the floor and then escort them to exit the building. In the case of a severely handicapped student who cannot use the stairs, the teacher of the student shall remain with the student on a landing of the east stairwell. In the case of an actual emergency, the Assistant Principal or Dean of Students will assist in the evacuation of handicapped students.

A lockdown drill and evacuation policy is in place and practiced in the event of an extraordinary emergency. If there is an emergency, parents will be given directions by a designated Mount representative.

FUND RAISING

Officially, the Academy runs one student fund drive every year: the Walk-a-thon. These moneys are applied to the long-range development needs of the Academy. All students are expected to participate as members of the school community. A student who does not participate is officially absent from school.

School groups and classes conducting a fundraising activity must obtain the approval of their moderator and the Principal before entering into any final agreement with an outside organization or the class or group membership. Individuals are not allowed to sell any items during school time without the express permission of the administration.

All funds raised must be deposited daily with the school bookkeeper. A receipt will be issued to the person depositing the money.

No funds associated with a school group or class will be kept in desks or file cabinets, nor will these moneys be deposited in the personal accounts of faculty members or students.

HONORABLE COMPETITION

The Mount Saint Charles Athletic Department is committed to promoting The Five Principles of Honorable Competition as published in *The Encyclopedia of Sports Parenting* by Dan Doyle. To this end we meet with team captains of each varsity sport and engage them in a discussion on what it means to compete honorably. Each captain is given the mission to promote such behavior among teammates and to describe briefly in writing examples that occur during the season. We believe that this effort is making a difference as we try to improve the sports culture in our school community.

All athletes, coaches, parents, and spectators are expected to support the Principles of Honorable Competition:

1. Respect the game.
2. Play by the rules, and within the spirit of the rules.
3. Play your best.
4. Don't hit back; play harder.
5. Employ competitive self-restraint.

LEARNING DISABILITIES

All forms used for the diagnosis of a learning disability (LD), ADD, or ADHD should be sent to the Director of Guidance who will forward them to the appropriate teachers for completion. Please include the name and address of the evaluator/agency on the forms. Since completed forms are not returned to parents, the Guidance Director will send them directly to the appropriate office.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with learning disabilities are guaranteed certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits some major life activity, including learning. The following documentation requirements are provided in the interest of assuring that LD, ADD and ADHD documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments, and /or auxiliary aids. Requirements for documentation are presented in four important areas: (1) qualifications of the evaluator; (2) recentness of documentation; (3) appropriate clinical documentation to substantiate the disability; and (4) evidence to establish a rationale supporting the need for accommodations. Documentation must include a Neuropsychological or Psychological Evaluation and an Educational Evaluation.

Though Mount Saint Charles will do its best to meet individual student needs, Federal Law exempts schools with religious affiliations from having to provide services which are beyond the school's resources. Thus, Mount will devise a Formal Written Plan of services and accommodations that can be offered and is not bound to follow an IEP or 504 Plan from another school.

PERSONAL INFORMATION POLICY

It is the policy of Mount Saint Charles Academy that the personal information of employees, students, parents, and contributors will be stored in a manner that will maximize the protection of such information.

1. It is not the practice of Mount Saint Charles Academy to collect social security numbers for our students or parents. Parents provide their social security numbers and copies of tax forms to the FACTS Tuition Management as part of the financial aid application process. The forms are destroyed once reviewed and the social security numbers are encrypted.
2. It is the policy of Mount Saint Charles Academy to maintain Payment Card Industry (PCI) compliance. There are four main requirements for PCI compliance that are verified by an outside source - Security Metrics. The Academy must:
 - Build and maintain a secure network.
 - Install and maintain a firewall configuration to protect cardholder data
 - Not use vendor-supplied defaults for system passwords and other security parameters.
 - Protect cardholder data
 - Protect stored cardholder data.
 - Encrypt transmission of cardholder data across open, public networks.
 - Implement strong access control measures.
 - Assign a unique ID to each person with computer access
 - Restrict physical access to cardholder data.
 - Regularly monitor and test networks.
 - Track and monitor all access to network resources and cardholder data
 - Regularly test security systems and processes

PUBLICATION POLICY

Preserving the reputations of colleagues, administrators, students, and of the entire school community, is an essential guideline to uphold in our publications. School publications are public documents of the Academy. As such, they display or express views that are attributed to Mount Saint Charles. To publish positions and/or issues that are fundamentally opposed to the Academy is to jeopardize its integrity and credibility in the community.

School publications are not to be used as a platform for one's own beliefs which are not in accord with the school's philosophy or Church teaching.

RIGHTS OF NON-CUSTODIAL PARENTS

The school's guiding principles are to obey the law, to protect the best interests of the child, and to remain neutral and avoid being made a participant in a dispute between parents.

In situations where the parents are divorced, it is the responsibility of the parent that has legal custody to notify the school of the situation and whether any court orders are in force. In order to comply with court orders, Mount Saint Charles must receive copies of any legal order related to custody issues and/or communication with non-custodial parents.

Report cards and other regular reports of student progress may be sent to the non-custodial parent at his or her request. Permission of the custodial parent is not required.

SAFETY OF CHILDREN

Mount Saint Charles is keenly aware of the need for vigilance with regard to the security of our buildings and the safety of children. All outer doors to the school are locked during the school day. Visitors may enter the school through our security buzzer release doors. All visitors must register at the Main Office where they will be given a visitor's pass.

Students are instructed not to open doors for anyone at anytime. Doors remain locked through the after school hours.

SOCIAL MEDIA POLICY

The Mount Saint Charles Academy (MSC) Social Media Properties are intended to be a space for Social Media Users to engage with Mount Saint Charles Academy and its community of students, parents, alumni, faculty and staff. Please note that Mount Saint Charles Academy does not necessarily endorse, nor is responsible for, the accuracy of information, opinions, claims, or advice shared by Social Media users. In addition, all comments, images, videos and other forms of material posted by users of MSC's official social media sites ("User Content") do not necessarily reflect the opinions or ideals of Mount Saint Charles Academy or its employees.

We encourage users of any Social Media Properties to respect fellow community members and the posting guidelines of the property, and to be aware that Mount Saint Charles Academy reserves the right to remove posts that are:

- (a) abusive, defamatory, or obscene, sexually explicit or suggestive, unnecessarily violent or derogatory of any ethnic, racial, gender, religious, professional or age group;
- (b) fraudulent, deceptive or misleading;
- (c) in violation of any intellectual property right of another;
- (d) in violation of any law or regulation;
- (e) not in compliance with Facebook, Twitter, or other Social Media Platforms' Terms and Conditions;
- (f) solicitation for other products, donations and causes, or
- (g) otherwise offensive, graphically or in tone.
- (h) Infringements or potential infringements upon MSC's and all other applicable MSC policies and procedures

Anyone posting material that falls into the above categories could be permanently banned from participating in any Social Media. Mount Saint Charles Academy also reserves the right to remove any posts, at any time, including those that lack relevancy to our Social Media Properties.

Infringements of the policy by students may subject student(s) to disciplinary action per the student handbook.

Mount Saint Charles Academy reserves the right not to share or endorse content that promotes fundraising for any persons including faculty, staff, students, family of students, alumni and other stakeholders.

Furthermore, by posting User Content on any official MSC Social Media Page, users agree that Mount Saint Charles Academy reserves the right to use the posted User Content and that it and its designees may exploit, edit, modify, and distribute the User Content and all elements of such User Content, in any and all media now known or not currently known, throughout the world in perpetuity without compensation, permission or notification to fan or any third party.

We are thrilled to provide an online forum for anyone to engage with the Mount Saint Charles Academy community. Let's share our opinions while being respectful of others.

STORM CANCELLATIONS

When the winter weather brings dangerous driving conditions, Mount Saint Charles may close for the day or delay its opening. The Academy generally follows the decision of the Woonsocket school system but reserves the right to make its own decision. Parents should be attentive to announcements specific to MSC. Radio stations WHJJ, WHJY, WPRO, 92PRO, WOON, WLNE, WMRC, WWBB, WSNE, B101, LITE 105 and WNRI will make the announcement. Television stations Channel 12 (CBS), Channel 10 (NBC), Channel 6 (ABC) and WNAC-64 also make storm cancellations. Cancellations, delays, and early releases are also posted on the MSC website. Parents who feel that road conditions are too dangerous for travel to school should feel free to keep their child home, calling the school to advise us of your decision. **Safety first!** As regards early dismissal, parents will be notified by E-mail and through the above radio and television stations; parents who have registered with the emergency phone notification system will receive a phone call. Make-up days for any cancellations will be determined by the Academy.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, expensive jewelry, or other valuables to school. Students, not the school, are responsible for their personal property. Students should not leave valuables in their lockers but leave them in the Main Office for safekeeping. During sports events and PE classes, students and athletes should give their valuables to coaches or PE teachers for safekeeping.

STUDENT VISITORS

Mount Saint Charles welcomes visitors to grades 6 through 10 who may be interested in attending the Academy. In order to maintain an atmosphere that is conducive to teaching and learning, we limit the number of visitors to **one student per grade per day**. The visitor's parents must make arrangements in advance with the Director of Admissions. Students are to introduce their guests at the Guidance Office. Visitors must bring the completed permission form that is provided by the Academy. Guests must plan to attend classes with the host student who will introduce their guest to their teachers. Visitors are welcome mid-October through March but are not allowed during exam week, in-house activities such as Mount Day, Spirit Week, and Winter Carnival. Visitors are required to follow the spirit of the Dress Code as outlined on the Mount permission form

TOBACCO FREE SCHOOL

Rhode Island's "Smoking Restrictions in Schools Act" of 1992 prohibits the use of any substance or item, which contains tobacco, including but not limited to cigarettes, cigars, pipes, and other smoking tobacco, or the use of snuff or smokeless tobacco. This applies to all people, children or adults, who utilize Rhode Island school buildings, public or private, at any time of the day or night. It also prohibits having in one's possession a cigarette, cigar, pipe or other substance or item containing tobacco. In addition, tobacco product usage is prohibited in all outside areas of the school. Tobacco products of any kind are not allowed in school and will be confiscated. Whereas nicotine is addictive, this policy also prohibits the use of electronic cigarettes. Failure to abide by these tobacco-free guidelines will result in an "in-house" suspension and parental notification for the first offense. Subsequent offenses may lead to probation, suspension and even dismissal. A student's record of offense will be cumulative for his/her entire career at the Academy.

TRANSFERS/WITHDRAWAL

Any student wishing to transfer or withdraw from Mount Saint Charles should request an exit interview with the child's guidance counselor. If the student decides to transfer after the interview, he/she obtains a "Request for Transfer" form to be completed and signed by the parents/guardians. Before a transfer is issued, the admissions director and the finance office must grant clearance. If the transfer occurs during the school year, parents of Rhode Island students are required to return textbooks borrowed under the R.I. Textbook Loan Program to the school department in their city/town of residence.

TRIPS

Mount Saint Charles offers students the opportunity to participate in various curricular-related trips during their school career. Such trips include but are not limited to the 8th grade trip to Washington, DC; trips to Spain, France, Canada, and Italy sponsored by the foreign language and religious studies departments; an exchange trip to Ireland for members of the band and chorus; and various service trips sponsored by Campus Ministry. These trips are elective in nature and do not include class trips scheduled during the school day as a supplement to course work.

Students on academic or disciplinary probation may not be allowed to participate in elective trips.

Mount Saint Charles Academy reserves the right to prohibit students whose tuition is seriously in arrears from participating in these trips.

ACTIVITIES

CURRICULAR ACTIVITIES

The following activities occur during the school day as a part of a student's daily academic schedule.

Chorus: All students are eligible to participate in Junior or Senior Chorus, with performances throughout the school year, both within and out of school.

Dance: The Dance Program explores a variety of dance styles including modern, jazz, ballet and tap, through an academic and performance based program. Students also gain experience in choreography and performance in different settings.

Junior Band: Students in Grades 7 and 8 who are proficient in music may elect a course in the Junior Band. The Junior Band presents concerts annually.

Senior Band/Wind Ensemble: These groups are composed of students from Grades 9 through 12. They meet on a regular basis during the school day. The syllabus consists of theory and practice of all categories of music from rock to classical. Each group presents annual concerts and marches in parades.

Drama: Theory, training and stage experiences are provided during school hours. In addition, this group schedules public performances. Junior high students are invited to join.

Yearbook: The MSC yearbook publishes a complete and formal summary of each year's activities. It also contains individual pictures of all students and faculty.

EXTRA-CURRICULAR ACTIVITIES

All academically eligible students may try out for membership on sports teams or participation in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can always be accepted. The decision of the coach, in conjunction with the athletic director, or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless they are arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

Athletics: Mount Saint Charles Academy is a member of the Rhode Island Interscholastic League (RIIL) and provides a comprehensive athletic program for Grades 7 through 12.

1. **INTERSCHOLASTIC SPORTS** are organized on three levels for **most** sports: junior high, junior varsity, and varsity.
 - a. **High school** sports are organized for both male and female participants unless otherwise indicated: fall sports include soccer, tennis (F), volleyball (F) and cross-country; winter sports include basketball, ice hockey, indoor track, swimming, and competition cheerleading; spring sports include tennis (M), baseball (M), fast-pitch softball (F), volleyball (M), lacrosse, outdoor track, and golf.
 - b. **Junior high** sports are organized for both male and female participants unless otherwise indicated: fall sports include soccer, tennis (F), and cross country; winter sports include basketball, swimming, and hockey; spring sports include baseball (M), softball (F), tennis (M), lacrosse, outdoor track, and volleyball.

It is the duty of the Athletic Director and the coaches to publish all rules that come from the Principals' Committee on Athletics of the RI Interscholastic League. Student athletes are responsible to coaches and moderators for their behavior and conduct.

All interscholastic sports schedules of events as well as driving directions to all competition sites can be found on the Internet at www.riil.org.

All RIIL forms will be maintained for all years that a student is enrolled at Mount. After such year, the forms will be disposed.

2. **INTRAMURAL SPORTS** are organized by the Athletic Department according to the interests of the student body. Programs in strength & conditioning, flag football, and other sports are offered as student interest warrants. *
3. **NON-COMPETITIVE TEAMS:** Non-competitive cheerleading squads are organized for soccer, basketball, and ice hockey. In addition, a non-competitive golf team is available to boys and girls in the junior high in the fall.*

**Participation in categories 2 & 3 does not meet the criteria for the Tri-Sport Scholar Athlete Award.*

Best Buddies: Best Buddies International is dedicated to enhancing the lives of people with intellectual disabilities. Mount's chapter hosts bi-monthly luncheons, friendship circles, socialization activities, and more with students from local schools. Members also support their buddies at various state functions. Interested high school students must apply for admission.

Chess and Games Club: The Chess and Games Club provides a supervised, non-competitive atmosphere where students can play a variety of games of their choice. The purpose is simply to have fun, be with friends, and make new friends. This club is open to students of any grade level and new 7th and 9th grades are particularly encouraged to attend.

Drama Clubs: The drama clubs are organized on two levels, junior (grades 7-9) and senior (grades 10-12). Each drama club presents two plays per year. Major musical productions may involve students from both levels. Students are encouraged to participate in all aspects of a production, from costume and set preparation, to sound and lights, to acting. The theater experience provides a student with an opportunity to learn about the importance of responsibility, interdependence, and cooperation.

Environmental Club: This club, also known as "Earth Crew," provides extended opportunities for students interested in environmental issues locally as well as globally. Activities planned and coordinated by student committees include school recycling, environmental awareness/media, and clean-ups. Participation in field trips, environmental projects, and expanded awareness provided by guest lecturers and films encompass some of the means by which the Environmental Club attempts to accomplish its goal.

Foreign Language Club: This Club offer students opportunities for a cultural awareness different from their own. It offers students the chance to utilize the Spanish and the French language in various activities throughout the year.

Handbell Choirs: The Music Department offers the opportunity to participate in handbell choirs performing at school concerts. The advanced group of *Excelsior Bells* also performs in the community on a regular basis.

Jazz Band: Members of this ensemble are chosen for their proficiency. Studies are devoted to popular music of American heritage ranging from early swing to the most contemporary works found in the jazz-rock idiom. This group is made up of students from grades 7-12 and performs at annual concerts.

Math Team: Mount Saint Charles Academy is a member of the Rhode Island Math League. The junior high belongs to the New England Math League. Competitions in contests, as well as the American High School Exam, provide an opportunity to refine mathematical skills.

Mock Trial: Students play the roles of attorneys and witnesses based on the evidence and witness statements. Professional attorneys or judges serve as the presiding judges and juror/evaluators. Teams are evaluated on their ability to make a logical, cohesive and persuasive presentation, rather than on the legal merits of the case. Teams compete in actual courtrooms across R.I. beginning with the regional competitions. Regional winners compete for the state title and the chance to advance to the National High School Mock Trial Championship.

Model Legislature: MSC participates in the Rhode Island Model Legislature program, which provides a hands-on approach to the study of state government. Students in grades 9-12 have the opportunity to create, debate and enact

model legislation and take on the roles of senators, representatives, and lobbyists. Students have the opportunity to compete on a state level for leadership positions.

Music Ministry: Students willing to share their gifts of singing and playing musical instruments join to work in conjunction with the Office of Campus Ministry. They help provide music and singing under the direction of their moderator for school liturgies and prayer services.

Peer Ministry: Students work with the Office of Campus Ministry to lead, share with, and encourage underclass students during recollections and retreats. Members of Peer Ministry have the opportunity to participate in and support the spiritual experiences of the Academy.

Photography Club: Students interested in learning to master the basic functions of the camera (aperture, shutter speed, film speed, flash) and the elements of composition are invited to join this hand-on club. Workshops, photo exercise, and trips will be arranged to show students how to use a camera to its full potential and to manipulate the images using digital editing techniques. This club is open to all students from beginners to advanced levels.

Service Opportunity Depot: S.O.D. is an organization dedicated to volunteering and planning service opportunity for and through the Academy. The club is open to all students and offers many opportunities to volunteer after school and on weekends at the school, nursing homes, soup kitchens, fundraisers, and other events. The students meet once a month to plan events and evaluate the volunteer work previously done.

Student Leadership Association (SLA): The Student Leadership Association consists of students who are elected officers, committee chairpersons, and all the class officers. The SLA coordinates and plans student activities, provides services to the wider community and works with faculty and administration in bringing about meaningful change. The association plans, organizes and conducts social activities for the entire school community, and oversees the activities of individual classes. The moderator supervises all activities organized and sponsored by the Student Leadership Association.

Students Against Destructive Decisions: The Mount chapter of S.A.D.D. is a positive support organization that advocates the importance of life and informs students about the reality of substance abuse. It is open to students in grades 7-12. Its goal is to participate in activities of the Rhode Island area that publicize the dangers of substance abuse.

HONORS & AWARDS

HONOR SOCIETIES

National Honor Society: Membership is open to sophomores, juniors and seniors.

To be nominated for membership, a student must achieve a GPA of at least 3.6, and current Honor Roll status for acceptance in the National Honor Society, and maintain a 3.3 and Honor Roll status for the rest of his/her high school career. The student must also have received above average evaluations from faculty members in the areas of leadership, service, and character.

Induction of sophomores and juniors takes place in May. New senior members are informed of their acceptance after the first semester grades have become official. The Faculty Council, composed of teachers representing the grade level of students being evaluated, determines membership. They serve as an advisory group to the Moderator in reviewing students for membership, probation, or dismissal.

Restrictions:

1. Once a member of NHS, the student must maintain honor roll status for every marking period. Any member who fails to do so will be given one warning by the NHS advisor. If the student ever misses the honor roll again, dismissal from NHS will occur.
2. If a member of NHS is cited for major or numerous breaches in character, or fails to continue exhibiting service, dismissal will occur.

Dismissal from NHS for any reason is permanent.

National Junior Honor Society: Membership is open to seventh, eighth, and ninth grade students who meet the same requirements for membership in the National Honor Society. Students are also required to meet the same conditions for maintaining membership and are held to the restrictions which apply to NHS. To be eligible, students must be enrolled at Mount Saint Charles for a minimum of two semesters.

National Art Honor Society: A part of the National Art Education Association, the National Art Honor Society promotes and encourages the visual arts in the school and the surrounding community. It seeks to aid members in working toward the attainment of their highest potential in art.

Membership is based upon art scholarship, service, and character. The candidate must have been in attendance for one semester of art in high school, must have maintained a minimum of 3.0 and must have been recommended by an art faculty member of the school who is a member of the National Art Education Association.

Honor Distinctions: The honor of serving the graduating class at Commencement Exercises as valedictorian, salutatorian and master/mistress of ceremonies is determined by the Academic Council, based upon the students' seven semester cumulative grade point average, their Academic GPA, total credits and the competitiveness of courses.

AWARDS PRESENTED TO GRADUATING SENIORS

Academic Awards are granted to students for extraordinary scholarship in a given academic discipline and are chosen by each department chairperson in conjunction with his/her colleagues.

The All-Mountie Award is offered to a graduating senior. The winner must be above average in academic work, must have participated in at least one interscholastic sport, contributed significantly to the welfare of the Academy through participation in co-curricular activities and must have manifested distinctive qualities of leadership. The recipient is selected by a majority vote of the faculty. It is sponsored by the MSC Parents Council.

The Excelsior Award is presented in recognition of good leadership and participation in co-curricular activities, for showing good human relations and for working coordinately with others in projects of common interest. The senior recipient is selected by a majority vote of the faculty of the Academy. It is sponsored by the McLaughlin family in memory of their father John J. McLaughlin.

The Excellence in English Award is presented to a senior who has demonstrated outstanding proficiency in every aspect of the study of English, especially written and oral communication and literary analysis. It is sponsored by Charles Dubois '83 in memory of his parents, Mr. and Mrs. Jacques E. Dubois '37.

The Excellence in Social Studies Award is given to a senior for a thorough understanding of the development of our world's history, its cultural heritage, its current events, and its economics. It is sponsored by teacher emeritus Mr. H. Julian Mitchell.

The Excellence in Mathematics Award is presented to a leading senior for the mastery of all branches of mathematics, particularly algebra, geometry, trigonometry, analysis and calculus. Mary Bouley sponsors it in memory of her husband Greg.

The Excellence in Religious Studies Award is awarded to a senior who over the last four years demonstrated a superior mastery of the requirements of the religious studies program. It is sponsored by the Brothers of the Sacred Heart of New England.

The Marc S. Dupre Excellence in Art Award is awarded to a senior who has through creative ability in art reflected the love of beauty, joy and artistic skill of the late Marc S. Dupre, Class of '72, who died July 7, 1974. It is sponsored by Mrs. Irene Dupre.

The Excellence in Science Award is presented to a senior who has manifested remarkable scientific knowledge and

understanding of the principles of general science, biology, chemistry, physics and physiology. It is sponsored by the Woonsocket Lions Club in memory of the late Dr. Paul Neuman.

The Brother Henry Peter Lussier Memorial Award for Music is presented to a senior who has manifested excellence in musical performance and who has displayed service and dedication to the music program at Mount St. Charles Academy. It is sponsored by Mr. Richard Verfaillie of Rick's Musical Instruments.

Le Prix D'Excellence en Français is presented to a senior who has demonstrated proficiency in the French Language. It is sponsored by the Union Saint Jean Baptiste Educational Foundation.

El Premio De Excelencia en Español is presented to a senior who has demonstrated a proficiency in the Spanish language. It is sponsored by Stephen Adamo '82 in honor of Br. Clifford King SC.

The Dennis B. McCreadie Award honors the memory of Dennis McCreadie of the Class of 1967. It is presented in memory of his dedication to and concern for the less fortunate to a graduate who exemplifies the qualities of Christian service. The recipient must have been a member of the Christian Action Projects program.

The Excellence in Physical Education Award is presented to a student who has displayed an appreciation for a healthful lifestyle, demonstrated good leadership abilities, exhibited good sportsmanship and mastered the basic skills involved in lifetime, individual and team sports. It is sponsored by Marc Staelen '71.

The Excellence in Technology Award is given to a student who has effectively utilized a range of technologies in the course of their high school career. This includes the use of technology for the presentation of material including video, audio, graphic art and other media as well as the creative development and implementation of practical technology solutions. It is sponsored by Eric G. Robichaud '87 of ETR Consulting, LLC.

ATHLETIC AWARDS

Outstanding Male and Female Athlete Awards: are presented to the male and female Seniors who have demonstrated outstanding ability in two or more sports, have exhibited fine sportsmanship, have been judged to possess remarkable leadership qualities, have made an outstanding contribution to the school's athletic program during the course of his and her high school career, and have nonetheless remained coachable and committed to the team concept.

The Sportsmanship Award (Male and Female): is given to a senior who has participated in at least one school-sponsored varsity sport and who has demonstrated integrity, respect, self-confidence, and leadership. The winner is considered to be a model for good sportsmanship and is selected by a majority vote of the entire coaching staff.

Most Valuable Players: The MVP Award is given to that individual who excels at a high level at his/her sport, and also represents his/her school with sportsmanship, integrity, fairness and spirit.

The National Scholar Athlete Awards: are presented to the female and male seniors who have demonstrated excellence in at least two sports, who have demonstrated extraordinary leadership qualities, and who have maintained an academic ranking in the top third of their class.

Division/State Championships: appropriate awards are presented to athletes and coaches who become Division Champs and State Champs.

* Team celebrations/banquets are encouraged, and are organized at the team level. They are meant to promote team spirit and community; they should be simple enough to allow all athletes (and possibly their families) to participate. The athlete and/or his/her family fund these team parties. Fund raising to support these parties and/or gifts are not allowed.

STUDENT OF THE MONTH

Students in all grades are eligible each month for this award. One student in each grade is selected each month. Students are nominated by teachers based on effort, cooperation, enthusiasm, and school spirit. They are selected based on a vote of the faculty and in consultation with the Class Moderator and the Dean of Students.