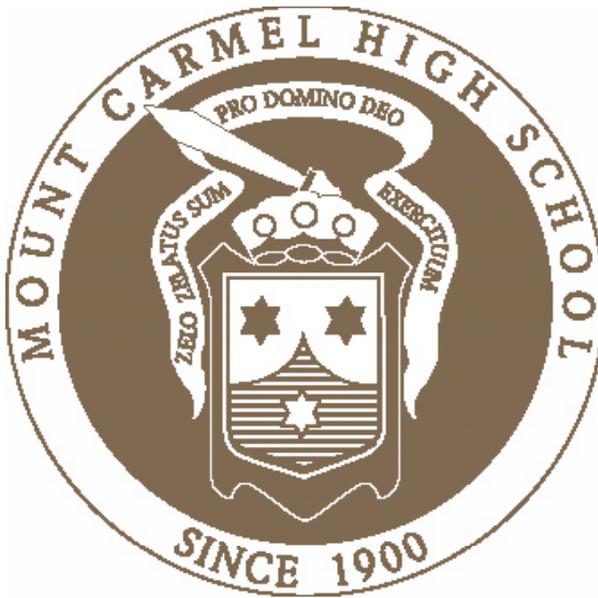


Mount Carmel High School  
Chicago, Illinois



To Live with Zeal for God,  
for Life and for Learning

# IMPORTANT REMINDERS

- This Handbook does not establish a contractual relationship between Mount Carmel High School and its parents and students. This Handbook only serves to highlight the School's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide all parents and students with a general framework for addressing and/or resolving various situations that may arise from time to time. Mount Carmel High School reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary. Students and parents will be informed of any changes to policies.
- To report absences : (773) 324-1020, ext. 210, before 9:00am. Only messages may be left on this phone number 24 hours a day.
- School cancellations will be announced through automated phone calls and/or texts and the school web site.
- Teacher voice mail is available 24 hours a day. The School Office is open on school days from 7:30am to 3:30pm. Business Office hours are from 7:30am to 3:30pm. (Summer hours are Monday through Thursday from 8:00am to 1:00pm.)
- Mount Carmel High School does not discriminate on the basis of race, color, ethnic or national origin in its admission policy or in the administration of its educational, athletic and extracurricular activities.
- The most current version of this handbook and other school information appear on the school website ([www.mchs.org](http://www.mchs.org)) and may contain revisions.
- All families are expected to pay their financial obligations in a timely manner through the FACTS tuition management system. All tuition and fees must be current in order for the student to take trimester exams and attend Prom. Financial issues should be referred to the Business Office.



## PARENT-STUDENT HANDBOOK

**MOUNT CARMEL HIGH SCHOOL**  
 6410 South Dante Avenue  
 Chicago, Illinois 60637

### ***Recognized and approved by***

The National Catholic Education Association  
 The North Central Association of Colleges and Schools  
 The Illinois State Board of Education, Nonpublic School Recognition

### ***School Motto:***

“You come to Carmel as a boy; if you care to struggle and work at it, you will leave as a man.”

### ***Member of***

Association for Supervision and Curriculum Development (ASCD)  
 Carmelite Secondary Education Association  
 Catholic High School Association of Religion Teachers (CHART)  
 Chicago Catholic League (CCL)  
 The College Board  
 Council for Advancement and Support of Education (CASE)  
 Metropolitan Library System  
 American Library Association (ALA)  
 Illinois State Library and Media Association  
 Illinois Council for the Social Studies (ICSS)  
 National Association of Secondary School Principals (NASSP)  
 National Council for the Social Studies (NCSS)  
 National Council of Teachers of English (NCTE)  
 National Council of Teachers of Mathematics (NCTM)  
 National Honor Society (NHS)  
 National Science Teachers Association (NSTA)  
 Phi Delta Kappa (PDK)  
 American Council on the Teaching of Foreign Language (ACTFL)  
 Illinois Computing Educators (ICE)  
 National Catholic Education Association (NCEA)  
 Reading for the Blind and Dyslexic (RFBD)

# TABLE OF CONTENTS

Admissions Policies and Procedures.....	1
Academics .....	3
Academic Integrity Policy.....	13
Technology .....	17
Transcripts & Transfers.....	20
School Policies and Regulations.....	22
Misc. Policies Regarding Student Life.....	37
Appendix: Discipline Office Flowcharts.....	42

# ADMISSIONS

## **ANTI-DISCRIMINATION/HARASSMENT POLICY**

Mount Carmel High School does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admission, academics or activities.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting the learning environment, interfering unreasonably with a student's work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment. Discrimination or harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of discrimination and harassment may include jokes or epithets about another person's protected status; teasing or practical jokes directed at a person based on his or her protected status; display or circulation of written/digital materials or pictures that degrade a person or group; verbal abuse or insults about, directed at or made in the presence of an individual or group of individuals in a protected group.

No male or female member of the Mount Carmel High School community may sexually harass any other member of the community. Sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature constitute harassment when any of the following occurs: pressure for a dating, romantic or intimate relationship; unwelcome touching, patting or hugging; pressure for or forced sexual activity; unnecessary and unwelcome references to various body parts; belittling remarks about a person's gender or sexual orientation; inappropriate sexual innuendoes or humor; obscene gestures; offensive sexual graffiti, pictures, posters; email or internet use that violates this policy.

Retaliation for reporting discrimination or harassment is prohibited. Individuals who intentionally make false reports of discrimination or harassment may be disciplined. Mount Carmel High School takes all allegations of discrimination seriously. Reports should be made to the Principal.

## **MANDATED REPORTERS**

---

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and information that counselors/teachers may not keep confidential. This includes information revealing that students are committing acts or plan to commit acts that hurt themselves or others; information that students are being physically, emotionally, or sexually abused; and information that students have committed excessively violent acts. Furthermore, class journals, which reveal the aforementioned acts, may not be kept confidential.

Counselors/teachers must inform at least the Principal when obtaining knowledge of these behaviors or information and may need to notify other authorities or agencies. **Teachers, by state statute, are "mandated reporters" of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.**

In most cases, parents will be informed. If the student is being abused by someone other than his parents, the police will be informed. If the parents are the alleged perpetrators of abuse, the Department of Children and Family Services will be notified.

If counselors/teachers have reliable information indicating that informing parents is likely to endanger students, counselors/teachers may withhold that information from parents, but only with the approval of the Principal.

If a parent has a concern that centers on a particular class or classroom teacher, he/she is strongly encouraged to contact that teacher as a first step. If a second step is needed, the Principal should be contacted.

If the concern centers in the psychological or social realm, the parents are strongly encouraged to contact their son's individual Counselor who will then determine a process of assistance/resolution. The parent(s) can also initiate a dialogue of concern with the Principal or one of the Assistant Principals.

Students need to know that their first contact regarding a concern or a discomforting situation will ordinarily be their parents but in situations where this may not be possible, then their particular counselor or the Principal or one of the Assistant Principals should be contacted. It is understandable that a young person may confide in a particular teacher or staff person with whom he has a rapport, but the Principal, in conjunction with the Counselors, formalize any assistance and/or problem resolution.

# ACADEMICS

## ATTENDANCE

---

Regular attendance is essential for academic success. Students can never fully make up the class work missed due to an absence. Therefore, parents and students are advised to avoid absences.

1. **ABSENCE:** A student is allowed a maximum of 6 absences in any one trimester, or a total of 18 absences in any one school year. Parents are encouraged to monitor their son's attendance carefully, and to communicate with his Counselor in any case of extended absence.

Consideration may be given to students whose absence is "Excused" for the following reasons:

- Death in the family – documented by a note (signed by the parent) indicating the date(s) the student missed due to funeral services; ordinarily, no more than three days absence will be excused for this reason;
- Family emergency – documented by a note (signed by the parent) explaining the circumstances and indicating the date(s) the student missed school;
- Serious illness – documented by a doctor's note indicating the date(s) of the required absence;
- College visit (maximum of 3 days in senior year and 2 during junior year) – documented by a dated record of the visit signed by a representative of the college and endorsed by a parent's signature. Visits are not allowed for students when the visit would cause absences to exceed 6 for a single trimester.

Mount Carmel reserves the right to evaluate the legitimacy of all absences, and to request additional evidence where necessary in order to establish that an absence should be excused.

2. **CONSEQUENCES:** Exceeding 6 absences in any course during a single trimester may lead to any of the following consequences, as determined by the Principal:
  - a. A student's grade may be lowered (up to one full letter grade).
  - b. A student may be declared ineligible for extracurricular activities and field trips.
  - c. A student may be required to attend summer school in order to make up time lost due to excessive absences. In these situations a grade of "incomplete" may be issued for all classes until the

make-up days are completed.

- d. In extreme cases, a student may forfeit academic credit for all classes, and/or be asked to withdraw from Mount Carmel High School.

In addition, a student who has more than 6 unexcused absences may forfeit the right to make up work for any additional absences.

3. **REPORTING ABSENCES:** In order to insure a student's safety, we ask that a parent or guardian follow these procedures:

- a. Whenever a student will be absent from school, it is the parent's responsibility to call the Attendance Line (ext. 210) to report the absence by 9:00am. If a student is absent multiple days, the parents should call each day of the continued absence. In response to the recorded message, please leave the following information:

- The student's name and year;
- The name of parent/guardian placing the call, and a phone number where he/she can be reached for verification, if necessary;
- The reason for absence.

- b. If the absence falls into the "Excused" category, the appropriate written documentation must be submitted to the Attendance Office before 8:05 AM on the day the student returns from the absence. If documentation is not received at that time, the absence will not be considered "Excused."

- c. If the parent call has not been made by 9:00am, the student may receive the consequence of a detention or a \$10 fine. Mount Carmel will attempt to notify the parent/guardian that their son was reported absent. It is the student's responsibility to remind his parent to place this call.

(Parent/guardians are responsible to provide the school with a phone number where they can be reached during school hours, and to notify the school if that number changes during the school year.)

- d. Absences will be monitored period by period; therefore, a student with a medical/dental appointment or other reason for a partial absence should make every effort to be in school for part of the school day.

- e. A student who is absent for three or more periods of a school day may not participate in or attend any interscholastic activity that same day without the permission of the Principal.

4. **TRUANCY / CUTTING CLASS:** Consequences for truancy and cutting class include the loss of academic credit for missed work/assignment/evaluation and a JUG. Please see Discipline section for further details on Truancy/Cutting Class.
  
5. **MAKE-UP WORK FOLLOWING ABSENCE:** Students are responsible for making up all assignments and exams given during an absence. Ordinarily, a student is allowed one additional day (per day of absence) to complete make up work or to prepare for a make up exam. Parents should contact the student's counselor if there are extenuating circumstances that might warrant additional time.
  
6. **ANTICIPATED ABSENCES:** Families are urged to plan medical appointments, vacations and other family business with Mount Carmel's school schedule in mind. Mount Carmel strongly discourages a student being absent due to a family vacation or travel. When such an absence does occur, the responsibility for completing the missed assignments rests solely with the student. If a parent chooses to take the student out of school for a family vacation, it is the parent's responsibility to inform the school by sending a note in advance, signed by the student's parent or guardian, indicating the date(s) and the reason for the anticipated absence. Absences for vacation are unexcused, and the student may forfeit the privilege of making up work missed during that absence.  

In the case of an anticipated lengthy absence due to illness, injury, or other unavoidable circumstance, in addition to reporting the initial day of absence, please contact the student's Guidance Counselor. It remains the student's responsibility to complete missed assignments.
  
7. **EARLY DISMISSAL:** A student who must leave school for illness, a doctor's appointment, or other personal reasons must report to the Attendance Office prior to leaving the school building. The student will not be released unless he has presented a note signed by a parent or guardian stating the reason for the early dismissal, or unless the parent or guardian is present to receive the student.

If a student is absent for any full class period by arriving late or leaving early, he will incur a half-day absence.

## **GRADUATION REQUIREMENTS**

The Mount Carmel curriculum should be viewed as a four-year experience during which a student will accumulate at least 25 high school credits, including all state and Mount Carmel requirements. In Mount Carmel's trimester program, three trimesters equal one high school credit. A student has the opportunity to take 21 trimester classes during each academic year, which equates to 28 high school credits by graduation. All required courses need to be taken at Mount Carmel. Any exception to the above requirements must have the approval of the Assistant Principal for Academics and Records.

### **GRADUATION REQUIREMENTS:**

Theology	12 trimesters (or 4 credits)
English	13 trimesters (or 4.33 credits)
Mathematics	12 trimesters (or 4 credits)
Science	12 trimesters (or 4 credits) including Biology
Social Studies	10 trimesters (or 3.33 credits) including World History and US History
World Languages	6 trimesters (or 2 credits)
Health/Phys. Ed.	3 trimesters (or 1 credit)
Fine Arts	1 trimester (or .33 credit)
Technology	1 trimester (or .33 credit)
Electives	14 trimesters (or 4.67 credits)
Total	84 trimesters (or 28 credits)

Students must participate in the yearly IMPACT program or Kairos Retreat and pass State/US Constitution Exams. Any exception to the above requirements must have the approval of the Principal.

**SENIORS MUST PASS ALL COURSES DURING SENIOR YEAR.** If a senior fails a class during the first or second trimester, that class must be successfully remediated prior to graduation. If he fails to do so, or if he is not passing all classes at the end of the third trimester of senior year, the senior will not participate in graduation ceremonies. His diploma will be

awarded after the successful completion of the failed classes.

## **COURSE LOAD REQUIREMENTS AND SUMMER SCHOOL**

All students are scheduled for seven classes each trimester. Summer School is mandatory for all who fail a course during the school year. Freshmen who fail all three trimesters of Algebra 1, World Language 1 or Biology in any of these courses are required to repeat the course during their sophomore year. Students are expected to make up academic failures during summer school at Mount Carmel. Students may be permitted to take summer courses at any accredited high school or college after securing permission from the Assistant Principal for Academics and Records. If a makeup class is taken at another school, it is the student's obligation to have a transcript sent to Mount Carmel before the beginning of the next school year. Students who do not pass all failed courses during summer school may not be readmitted.

The purpose of Mount Carmel's summer school program is to provide remedial and make-up work sufficient to recover the failed credit. Summer school grades are Pass/Fail and do not affect a student's GPA.

Credit for enrichment courses may be accepted, but students should first discuss their plans with an Assistant Principal in order to be sure that the credit will be accepted. In general, it is policy to permit supplemental courses for the following reasons: 1) the desired course cannot fit into a student's daily schedule and 2) the course is not offered at Mount Carmel.

Credits for enrichment earned at another institution may appear on a student's Mount Carmel transcript, but will not be reflected in the student's Grade Point Average (GPA), and will not reduce the course load for any trimester nor lead to early graduation.

Students taking AP/Honors classes may enroll in a maximum of five AP/Honors classes in any single school year.

## **COURSE SELECTION AND CHANGES**

Choosing an appropriate program of studies is an important part of each student's high school responsibilities. Parents are encouraged to participate in the yearly process of selecting courses that meet the needs of their son. Alternative courses should be selected since some administrative schedule adjustments may be unavoidable.

Following registration, students may request course changes (during the first four days of each trimester only) by asking their counselor to fill out a Course Change request form. Courses cannot be dropped solely because they are not needed for graduation. Mount Carmel does not allow courses

to be changed for the purpose of securing a teacher of choice. The Principal must approve any requests for changes in periods or in teachers. All schedule changes are subject to a \$100.00 fee and must be approved in writing by the parent or guardian of the student. The course change fee will be assessed for any changes made after the registration period each February for the following academic year. Course selection will impact NCAA eligibility.

Academic level changes will not be made during the school year. These changes will be noted during the course selection process and then made for the following academic year.

### **ACADEMIC APPEAL PROCESS FOR COURSE PLACEMENT**

If a student wishes to appeal his placement in a course, he should complete a course appeal form and have it signed by his counselor and by his parent/guardian. The course appeal form can be secured from a counselor or administrator during the course selection meeting. The Counselor will review the student's grades, interview the student, and consult the student's parent(s), and those teachers who can provide insight into the student's abilities, before making a recommendation to the Assistant Principal for Academics and Records. The Counselor will communicate the decision to the student and/or his parents.

### **EVALUATION AND GRADING**

Students are expected to fulfill their academic responsibilities which will be evaluated regularly by means of tests, homework, class participation and projects. In addition, final exams are administered the last three days of each trimester. These final exams represent 20% of the student's trimester grade.

Mount Carmel recognizes the scholastic achievements of its students at the end of each trimester. Any student receiving a grade of D or F is not eligible for scholastic honors, regardless of GPA.

Students who are suspended may make-up work but can only receive a grade no higher than 69%. Students who are truant will receive no credit.

During each trimester, parents can access their son's current grades by going to Mount Carmel's web site ([www.mchs.org](http://www.mchs.org)) and clicking on the Plus-Portals link. From there parents will need to provide email and password to gain access to the site. The grades accessed here will be real-time grades based on the instructor's gradebook.

At the end of each trimester, a Trimester Grade Report will be emailed to parents and students who are in good standing with the Business Office. Because the final exam constitutes 20% of a student's trimester grade, the

Trimester Grade Report may indicate a higher or lower grade than the student's average prior to that exam using the PlusPortals. Trimester exam and average grades will not be posted to PlusPortals. Any grade changes for the previous academic year must be resolved by August 31st.

### **GRADES AND GRADE POINT AVERAGE (GPA)**

Letter	Number	Honors/AP Qual.Pts.	ACP/CP Qual. Pts
A+	100-98	5.33	4.33
A	97-95	5	4
A-	94-93	4.67	3.67
B+	92-90	4.33	3.33
B	89-87	4	3
B-	86-85	3.67	2.67
C+	84-82	3.33	2.33
C	81-79	3	2
C-	78-77	2.67	1.67
D+	76-75	1.33	1.33
D	74-72	1	1
D-	71-70	0.67	0.67
F	Below 70	0	0

The GPA is obtained by adding the quality points assigned to each letter grade and dividing the total by the number of credits attempted. Since credit is accumulated by the trimester, the grades on the Trimester Report Card are those that will appear on a student's permanent transcript.

### **AFTER SCHOOL TUTORING PROGRAM**

Mount Carmel offers after school tutoring from 2:45pm to 3:30pm every Monday through Thursday. Tutoring is provided by members of the National Honor Society in the Library. There is no fee, and no advance registration is required. Attendance is taken, and students are not allowed to leave before the end of the tutoring session without signing out. Parents who wish to monitor their son's attendance at tutoring may call ext. 200 for a tutoring attendance report.

Regular attendance is expected for the following:

- a. any student on Academic Probation;
- b. any student who has been declared ineligible for extracurricular activities due to academics.

Attendance is urged for the following:

- a. any student who currently is receiving a "D" or "F" primarily because of missing, incomplete, or incorrect homework assignments;
- b. any student whose failure to regularly complete homework has had a significant impact on his grade (i.e., at least one full letter grade lower than the student's previous academic performance in that subject);
- c. any student with a grade point average under 2.0.

## **FINAL EXAMS**

### Cell Phone Use

Students are never permitted to use cell phones during final exams or standardized testing. Phones are to be turned off if left on the student's person. Any student found to have their phone on will receive a zero on the examination/test.

### AP Exams

AP students are expected to take the AP exam for each AP class they take.

On the day of an AP exam, the AP student is excused from regular classes. He is, however, still responsible for all of that day's work.

In addition, an AP student will be exempt from taking his final exam for the third trimester if he has taken the AP exam in that class, and carries a grade of at least A- for the second trimester and at least A- at the end of the third trimester. That student then will be given a grade of "EXM" (exempt) for his trimester exam grade.

**PLEASE NOTE: Students who have outstanding financial obligations will not be allowed to take Trimester Exams. A grade of Incomplete (I) will be assigned. Once the financial obligations have been met, the exams will be administered and actual grades assigned. Ordinarily, late exams must be taken within one week after the end of the trimester.**

## **TRANSCRIPTS AND DIPLOMA**

Official transcripts will be released only upon payment in full of all financial obligations due the school as well as the return of any books, materials and /

or other property of the school issued to the student on a temporary basis. A \$5 fee is charged for all transcripts.

## ACADEMIC EXPECTATIONS

Mount Carmel is dedicated to preparing all students for entrance into college. In order to remain in good academic standing, a student must maintain a 2.0 GPA.

### 1. Academic Probation

Students not meeting the expected 2.0 academic standard will be placed on Academic Probation, and parents will be notified by email. Academic Probation occurs in the following instances:

- a. A Trimester Grade Report with two or more grades of "F";
- b. A grade point average below 2.0.

While his grade point average remains below 2.0, the following conditions apply:

- a. is ineligible for all intramural sports, extra-curricular activity / sports, field trips and assisting with any school function that will take him out of class until his GPA is raised to 2.0 or above;
- b. must attend the after school tutoring sessions offered Monday - Thursday in the Library from 2:45-3:30pm;
- c. can appeal his eligibility to the Principal if he has no D's or F's in any of his classes;
- d. and should seek extra help from his teachers before or after school.

In addition to working more diligently on their coursework and earning better grades as a result, students are reminded that they should seek help in all the other avenues besides peer tutoring that Mount Carmel provides. This includes seeking help from their teachers, securing help from classmates during Studium, taking advantage of the University of Chicago academic coaches who are on campus, consulting their Counselor for other suggestions, or if their family can financially support one, hiring a tutor outside of school to work towards improving grades and grade point average. Raising one's grade point average will require a more sustained and longer academic effort, but it is essential to success at Mount Carmel and in admission to universities.

### 2. Weekly Academic Ineligibility

Consistent with IHSA guidelines for athletic eligibility, a student must be passing five classes in order to participate in any sport or

extracurricular activity (including intramural boxing, hockey, rugby and lacrosse) sponsored by Mount Carmel. Students who are academically ineligible also are not allowed to participate in field trips or other programs which affect their attendance in regular classes.

Eligibility is assessed by the Assistant Principal for Academics and Records based on the grades available on PlusPortals each Thursday by 9:00am. A student who is failing more than two classes will be declared ineligible for a minimum of one week, and will be so informed by his coach/moderator on the Friday following the Thursday assessment of grades. The period of ineligibility will begin on the Monday following the grade report. The student will be reinstated (on the next Monday) only if the PlusPortals grade on the following Thursday indicates passing grades in at least five classes.

In addition, a student whose final Trimester Grade Report includes more than two grades of F will be ineligible for the first three weeks of the following trimester. At that time the student may be reinstated if he is passing at least five of his seven classes.

The above policy does not apply to 3rd Trimester grades and the following school year if F grades are remediated during the summer.

### 3. Academic Dismissal

Students on Academic Probation who fail to show the necessary effort, cooperation and improvement may be dismissed from Mount Carmel High School.

A total of six or more grades of "F" during one academic year is among the criteria assessed during the academic dismissal process.

## ACADEMIC INTEGRITY POLICY

Since Mount Carmel is committed to “the work of building character” and “teaching responsibility” (see Vision Statements on page 3), it is important to establish classroom atmospheres where students demonstrate honesty and integrity. Students should recognize that academic integrity is a primary and essential part of the learning process. Thus, to be academically dishonest not only degrades one's character and reputation, but also prevents an authentic teaching-learning process, while prohibiting the individual from receiving the maximum benefit from the academic program.

Academic integrity is defined as taking no action that is intended to obtain credit for work that is not one's own. No distinction is made between giving or receiving unauthorized help. Work submitted by a Mount Carmel student is to be a true reflection of his effort and ability.

### ACADEMIC INTEGRITY CONTRACT

In this context of character, integrity, and life-long learning, Mount Carmel students commit themselves to the following contract:

1. MC Students never submit another student's work, in whole or part, verbal or written, and represent it as their own.
2. MC Students never receive unfair assistance from another student, parent, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
3. MC Students never obtain or accept from any source, a copy of any assessment instrument or scoring key devices.
4. MC Students never talk during a test, or copy anyone else's paper, or allow anyone else to copy their paper.
5. MC Students never give test questions to a student of a later class, or get questions or answers from students of an earlier class.
6. MC Students never use any materials, notes, “cheat sheets,” etc., which are not expressly permitted by the teacher during a test.
7. MC Students never disregard the teacher's verbal and/or written directions for acceptable student behavior and actions during a test.
8. MC Students never copy or have someone else prepare their homework, project, laboratory report, presentation, etc., that is to exhibit personal achievement.
9. MC Students never work in a cooperative or collaborative format on any assignment that has been designated by the teacher for individual and independent preparation. All class and homework assignments

will be solely and exclusively completed by the individual. (Students should consider all work individual unless the teacher specifies it differently.)

10. MC Students never attempt to retrieve, and pass off as their original work, another student's work that appears on and/or has been saved to a computer hard drive or storage device of any kind.
11. MC Students never plagiarize. ("Plagiarism is using another person's words or ideas without giving credit to the other person. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by revealing the source in a citation. Even if you revise or paraphrase the words of someone else or just use their ideas, you must still give the author credit in a note. Not giving due credit to the creator of an idea or writing is very much like lying." (Harris, <http://vanguard.edu/rharris/antiplag.htm>))
12. MC Students refrain from other behaviors that fall under cheating or plagiarism.
13. MC Students never use a cell phone or other electronic means to communicate during an exam. All electronic devices are required to be turned off throughout the school day; if a device is found to be in the "on" position during an exam, it will be treated as an academic integrity violation.

## **CONSEQUENCES OF VIOLATING THE ACADEMIC INTEGRITY CONTRACT**

"The reason to impose severe sanctions on people who lie and cheat is not so much to inflict pain on wrongdoers as it is to honor and uphold principles and protect honest people from being taken unfair advantage of. When cheaters are allowed to prosper, we betray all those who have the virtue and courage to resist temptation." Michael Josephson, Character Counts.

ANY BEHAVIOR WHICH CAN BE DEFINED AS ACADEMIC DISHONESTY REPRESENTS A VIOLATION OF MUTUAL TRUST AND RESPECT TO EDUCATION AT MOUNT CARMEL HIGH SCHOOL.

1. If a teacher observes an act of academic dishonesty with the completion of daily assignments, homework, quiz, and/or laboratory reports, the teacher will:
  - a. In the first instance, assign a zero and discuss the incident with the student and parent/guardian, as well as reporting the incident to the student's Guidance Counselor.
  - b. A second offense in the same class will be cause for assigning a

zero grade for the assignment, discussing the incident with the student, and communicating in writing the act of dishonesty to the parents/guardians, as well as to the Principal, and the student's Guidance Counselor using the "Academic Integrity Violation Notification."

- c. A third offense in the same class will be cause for assigning a zero grade for the assignment, discussing the incident with the student, establishing a conference and/or telephone call to the parent/guardian, with the possibility of lowering the trimester grade by one grade, or losing credit for the entire class. The incident may be subject to further consequences. Any additional occurrences will be treated in the same manner as the third offense.
  - d. A student who is observed violating the academic integrity policy in multiple classes will also earn academic consequences as determined by the Principal. These may include being assigned a zero for the work, having grades lowered by up to one letter grade, or losing credit for the course(s).
2. If a teacher observes an act of academic dishonesty associated with an assignment that represents 20% or more of the student's grade, such as a trimester exam, term paper, or research project, the teacher will:

Assign a zero, discuss the issue with the student, and send a written report to the parents/guardians, the Principal, the Dean of Discipline, and the Guidance Counselor using the "Academic Integrity Violation Notification." Given the serious nature of the violation, the teacher will also schedule a conference with the student and the student's counselor to discuss the violation and send a copy of the report to the principal.

A student who engages in cheating/plagiarism will be ineligible for the National Honor Society for the year. If he is already a National Honor Society member, his membership will be suspended until his case is reviewed. If he is found to have violated the Academic Integrity Contract, the penalty will be dismissal and future ineligibility for the National Honor Society.

3. Special cases (those that include both academic and disciplinary action):
- a. At no time is a student to have in his possession a teacher's edition textbook or workbook, grade book, network login or any other materials that could be used to alter grades, etc. The possession of these items will be looked upon as theft. The student will be suspended from school and required to appear before the Discipline Board.

- b. Stealing final exam or exam information (physically or digitally) is also a violation of academic integrity. The student will be suspended from school and required to appear before the Discipline Board. For all these special cases, the consequences described above will be imposed, and the issue will be referred to the Discipline Office for disciplinary action.
  - c. Students who are found to be sharing final exam information (oral, written or digital) are subject to academic integrity consequences. Students will receive zeros on the exam and disciplinary action will be taken (at minimum, a JUG with possibility of Discipline Board).
  - d. Seniors who exhibit academic dishonesty in relation to a final exam in a third trimester class will receive a zero for the exam and may not be allowed to participate in the graduation ceremony.
4. Turn It In
- All students will register for and submit written/research work to Turn It In (web site used to detect plagiarism).

# TECHNOLOGY

## ACCEPTABLE USAGE POLICY

Mount Carmel is committed to “an educational experience that provides students with the rules, structures and personal support that create a genuinely nurturing environment” (see Vision Statements on page 3). Within that context, students are expected to recognize that use of the Internet is a privilege, not a right, and that inappropriate use will result in a cancellation of the privilege. The Administration will deem what is inappropriate use, and the decision is final. The Technology Team may close an account at any time as required. The Administration, faculty, and staff may request the Technology Team deny, revoke or suspend specific user accounts or access. Any student who participates in a successful or unsuccessful attempt to access pornography or inappropriate materials on the Internet may be denied access.

The following are guidelines for acceptable use of the Internet:

- Students will not post personal contact information about themselves or other people. Personal contact includes address, telephone, school address, work address, etc.
- Students will not agree to meet with someone they have met online without parent’s approval. Parents should accompany the student to this meeting.
- Students will promptly disclose to the teacher or an Administrator any message received that is inappropriate or that makes the student feel uncomfortable.
- Students will not attempt to gain unauthorized access to the Mount Carmel High School network or to any other computer system through the Mount Carmel High School network without authorized access. This includes attempting to login through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing.”
- Under no conditions should a student ever access a website using a logon that is not his own, nor create an account using another person’s name and information.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use the Mount Carmel High School network to engage in any other illegal act, such as arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity or threatening

- people's safety.
- Under no conditions should students provide their passwords to another person. Students will immediately notify the Technology Team if a possible security problem has been identified. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
  - Restrictions against inappropriate language apply to public messages as well as private messages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - Students will not harass another person. (Harassment is persistently acting in a manner that distresses or annoys another person.)
  - Students will not knowingly or recklessly post false or defamatory information about a person or organization, nor will they engage in "cyber-smearing" of faculty / staff or fellow students.
  - Students will not damage the reputation of Mount Carmel High School or be involved in illegal and/or lewd behavior posted on or uploaded to the Internet.
  - Students will not repost a message that was sent privately without permission of the sender. Students will not post private information about another person.
  - Students will not post chain letters or engage in "spamming."
  - Students will acknowledge and cite the intellectual property they access on the Internet. This includes ideas, text and images.
  - It is a strict violation of this policy to use "proxy" websites as a means to circumvent workstation/network security to access blocked websites.

**Violation of the Internet policies subject the individual to disciplinary action.**

## **PERSONAL TECHNOLOGY IN THE CLASSROOM**

Mount Carmel fully embraces the use and integration of technology in the classroom. To this end, Mount Carmel invites students to use personal technology (laptops, netbooks and tablets) in the classroom. These devices are to be used in conjunction with the class curriculum and not to work on personal projects or work for another class. Mount Carmel does not supply students with any type of internet or network access. This use applies only in a classroom.

However, the decision to use personal technology in each classroom is governed by the instructor and is on a classroom by classroom basis.

**Mount Carmel will not assume the responsibility of investigating or replacing a lost or stolen electronic device.**

## TRANSCRIPTS AND TRANSFERS

### COLLEGE APPLICATIONS AND TRANSCRIPTS

Seniors applying to colleges or universities who need letters of recommendation from faculty members or from the administration should pick up a request form from their counselor. This form, which lists activities and other pertinent information, must be submitted to each person who has been asked to write a letter of recommendation.

When submitting a college or university application to their counselor, students should also submit an official transcript request (and stamped envelope) and an authorized release form signed by a parent or guardian, or by the student if he is 18 years old. Requests should be submitted two weeks prior to the application's due date. Applications needed before the Christmas break should be submitted by December 1<sup>st</sup>.

There is no charge for the first two transcripts. Thereafter, the cost is \$5.00 for each transcript, with the exception of a re-sent 11<sup>th</sup> and 12<sup>th</sup> trimester transcript. No transcript will be sent if the student's tuition is not current. Personal copies of transcripts will not be provided to students and parents.

Students should have their ACT and/or SAT scores sent to Mount Carmel, which is an option that a student has when registering for either test. Scores received by Mount Carmel will be placed on a student's transcript unless his counselor receives a written parental request to not include a score on the transcript. Contact your son's counselor for clarification if necessary.

Mount Carmel will provide hand-carried official transcripts if needed for scholarships, but the name of the scholarship must be provided to the Records Office. The customary \$5 charge per transcript will be required.

### REQUESTS TO TRANSFER FROM MOUNT CARMEL

Parents wishing to transfer a student from Mount Carmel High School should contact their son's Guidance Counselor to discuss the request and to complete the "Request for Transfer" form. (During summer months, parents may begin this process by contacting the Principal.) The Counselor then will refer the parent to the Business Office to close the student's tuition account and resolve any other financial obligations.

Student ID, State of Illinois textbooks, Mount Carmel loaned textbooks, and all outstanding Library materials must be returned to the Director of Finance, and tuition, fees, and fund raising obligations must be paid in full, before a transfer request is processed. If the transfer occurs during the school year,

tuition will be prorated, and the refund or balance due will be determined on an individual basis.

There is a \$250 processing fee that will be deducted from a refund or added to the balance due should a student withdraw or be asked to leave during the course of the year or in between academic school years.

Transfer requests cannot be processed until all financial obligations to Mount Carmel have been met. In addition, due to summer office schedules, requests submitted after July 1st may not be processed until August 15th.

## **MAINTENANCE AND TRANSFER OF STUDENT RECORDS**

Mount Carmel High School recognizes that the collection, maintenance and dissemination of official student records are essential to school operations. Therefore, the following guidelines concerning student records are in place:

- Student records may contain, but are not limited to, directory/demographic data, academic information, standardized test scores, attendance records, discipline records and health records.
- Student records may not be released to other persons or institutions without written permission of the parent or guardian (or the student, in cases where the student is eighteen years old), or pursuant to a court order. However, according to the Final Regulations of the Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers, within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release.
- Student records are available for inspection, without parental consent, by any certified member of the staff involved in the education of your son. This includes counselors, teachers, and administrators.
- Parents or guardians, upon written request, may examine a student's school records.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his child and, upon written request, provided all financial obligations are met, may receive copies of all notices relating to the school and school activities emanating from official school offices. Communication to the non-custodial parent will be provided if it is not prohibited by decree, the mailing information has been provided, and all financial obligations have been met.

## SCHOOL POLICIES AND REGULATIONS

The Catechism of the Catholic Church (no.2223) states that “Parents have the first responsibility for the education of their children.” The role of a Catholic school is to assist parents in that important responsibility, not to replace them.

Mount Carmel is committed to fostering that partnership through effective communication and mutual support, with the goal of developing young men of character who are prepared to be responsible, contributing members of society.

In order to support parents in that partnership, our students are taught that they represent their families and their school 24 hours a day, and seven days a week. In keeping with that philosophy, Mount Carmel reserves the right to take corrective actions in response to reports of illegal or immoral behavior, even when it occurs outside the school day or apart from school activities.

Some students adjust to the changes and challenges of adolescence and high school quite easily; others find these years to be more difficult. While acknowledging that all disciplinary situations cannot be handled in exactly the same manner, Mount Carmel establishes these policies and regulations in order to respond to students and parents as fairly and consistently as possible.

Upon enrolling at Mount Carmel, there is an expressed agreement by the student and his parent(s) or guardian(s) to understand and to comply with the school’s policies and regulations as detailed in this handbook.

### **A. STUDENT BEHAVIOR/CODE OF CONDUCT**

Mount Carmel students are accountable for their behavior throughout the school day, as well as any time they are on Mount Carmel’s campus or attending/participating in any school activity. All teachers, coaches and staff members have the right and responsibility to report inappropriate behavior to the Dean of Discipline. If a student chooses to break a rule, he also chooses to accept the appropriate corrective responses. Just as each teacher has his/her own set of rules and corrective responses, so too, the school as a whole has its own set of rules. Since Mount Carmel expects its students to show Christian concern for all in the school community, we provide the following code of conduct so that students, parents and faculty know:

- what we expect from each student in terms of behavior;
  - the procedures we will follow in maintaining that standard of conduct.
1. **BEHAVIORAL EXPECTATIONS:** Drawing inspiration from the examples of the Prophet Elijah and the Blessed Virgin Mary, and building on a tradition of character and zeal established throughout

our history, Mount Carmel students are expected to walk in the footsteps of Jesus Christ, leading lives of prophetic witness to the presence and love of God in the world, and of active service to their family, school, and community.

That ideal must be made concrete in the attitudes and behaviors that define a student's life:

- Working to your academic potential, seeking assistance from teachers, counselors, and tutors whenever necessary to achieve success in your preparation for college;
- Reporting to school and to individual classes on time and in proper dress code;
- Showing integrity in your approach to all assignments and examinations;
- Maintaining an exemplary attendance record, and being responsible for all missed assignments;
- Treating all faculty, staff and fellow students with respect and appreciation;
- Respecting the school environment and equipment, and respecting the property of others;
- Developing supportive friendships with classmates and teammates;
- Participating in IMPACT Weeks and other class activities with enthusiasm;
- Conforming to Mount Carmel's policies and rules, and accepting consequences for any violations;
- In all times and places, representing yourself, your family, and Mount Carmel with character.

While there will be challenges for every student in living up to these standards of behavior, those that "care to struggle and work at it" will leave as a Man of Carmel.

2. **DISCIPLINARY PROCEDURES:** Mount Carmel evaluates a student's behavior using a system of points. The following is a breakdown of infractions and their point values:

- Class Tardy = one discipline point each (accumulation begins after fifth violation);
- Dress Code Infraction = one discipline point each (accumulation begins after fifth violation);
- Referral = two discipline points each;
- Class/School Truancy = three discipline points each;

- Classroom Dismissal/Suspension/Disciplinary Staffing = five discipline points;
  - Character points are given by the Dean's Office and are used to remediate a Discipline point.
- a. If a student accrues ten discipline points within a school year, the student and parent will be notified of the student's disciplinary status. The purpose of this notice is to give the student an opportunity to reduce his total number of discipline points.
  - b. Seniors who have more than 10 discipline points at the time of graduation will not receive their diploma until total discipline points are remediated.
  - c. Any student who has more than 25 discipline points at the end of the third trimester may be placed on probation for the upcoming school year or asked to withdraw from Mount Carmel.
3. **CORRECTIVE RESPONSES:** The following is a list of corrective responses if a student chooses to violate school policy.
- a. **DETENTIONS:** The detaining of a student may take one of four forms:
    - i. **Informal Detention:** A teacher may have a student report to him or her at the teacher's convenience for correction of misconduct. A student must be given one day's notice if the informal detention is to be held after school.
    - ii. **Lunch Clean-up:** During the lunch period, the student must report to the Dean. He will be given only ten minutes to eat at the beginning of the lunch period. For the remainder of the period, he must clean and sweep the cafeteria.
    - iii. **Formal Detention:** The Dean conducts formal detention on every Tuesday, Wednesday and Thursday. The student reports to the designated classroom immediately after school for a one-half hour, one hour or one hour must serve plus a \$5 fine. After school employment, transportation conflicts and/or extracurricular activities are not sufficient reasons for missing detention.
    - iv. **Saturday JUG:** With this form of detention, the student must report to the proctor in charge by 8:45 am, dressed in regular school dress code. Failure to come in dress code will result in an After-Division Dress Code. He may be required to do physical labor or a written assignment and should bring a pen and pencil. This detention will last three hours.

At the time of the JUG, he must pay a \$15 fine or he may not

enter the JUG room. He also will be assessed two discipline points. Tardiness for a Saturday JUG of up to 15 minutes will be made up at the end of the day's session. When a student is more than 15 minutes tardy, it will be considered a missed JUG.

**(Note: As per all detentions, dates and times are non-negotiable and may not be rescheduled. The only exceptions are a death in the immediate family or hospitalization/medical emergency, accompanied by a doctor's note.)** When a student receives a disciplinary fine, he must pay it in cash or money order and at the time of the detention or JUG; he will not be allowed entrance into a detention or JUG without it. *All fine money collected from detentions is used to pay supervision stipends, cover Discipline Office costs or is given as donations to the Carmelite missions and other ministries that directly serve the poor.*

- \* **MISSED DETENTIONS AND MISSED JUGS:** Missing an after school detention that has been assigned due to a minor infraction (i.e., dress code violation, school late or class tardy) will result in a one-hour detention on the next available detention day, a \$5 fine and 1 discipline point. Missing this one-hour detention will result in a Saturday JUG, a \$15 fine and two discipline points. If a student misses an after school detention that has been assigned due to a behavioral infraction, he will receive a Saturday JUG.

If a student misses a Saturday JUG originally stemming from a minor infraction (i.e., dress code violation, school late, class tardy), he will serve a rescheduled JUG on the next available Saturday, pay a \$25 fine and receive three discipline points. The second missed JUG will result in a rescheduled JUG, \$35 fine and three discipline points. The third missed JUG will result in a suspension, a rescheduled JUG and a \$40 fine.

**This "rescheduled" policy does not apply to students who miss a JUG resulting from behavioral infractions. These students will receive a suspension, three discipline points, a make-up JUG, plus a \$25 fine. The second occurrence will result in a suspension, three discipline points, a make-up JUG, plus a \$35 fine. The third occurrence will result in an Administrative Review, three discipline points, a make-up JUG, plus a \$40 fine.**

- b. **SUSPENSION:** As a disciplinary measure, Mount Carmel may withdraw temporarily the privilege of attending school and/

or school-related activities from a student who has seriously violated school policy (i.e., defying faculty authority, suspicion of drugs, fighting). A parent/guardian must come to school to pick up his/her son or give permission for him to go home on his own. In order for the student to be readmitted, the parent(s) must accompany him for a conference with the Dean. A Saturday JUG and three discipline points automatically accompany a Suspension. In addition, a student may not receive more than 69% credit for assignments or tests missed due to a suspension.

- c. An ADMINISTRATIVE REVIEW is convened in certain circumstances when serious disciplinary violations occur but do not warrant dismissal. This review determines corrective responses and develops a discipline contract that sets expectations for student behavior.
- d. THE MOUNT CARMEL FACULTY DISCIPLINARY REVIEW BOARD convenes at the direction of the Principal or Dean of Discipline when the student appearing before the Board is facing expulsion from Mount Carmel. It is composed of one school administrator, the Assistant Dean of Discipline, a Counselor, a faculty member and one faculty member chosen by the student.

When the Board convenes, it also will review the student's history at Mount Carmel. A student faces expulsion when he fails to meet the terms of a probationary contract set by the "Formal Notice" Staffing or when he is involved in a serious violation of the discipline code. These violations include but are not limited to the following:

- i. extortion, intimidation, hazing or endangering the physical or psychological well-being of other students or personnel;
- ii. stealing;
- iii. physically assaulting or threatening another student or any school personnel;
- iv. gross insubordination/defiance of faculty authority/ sexual harassment;
- v. damaging the reputation of Mount Carmel High School;
- vi. defacing and destroying school property;
- vii. possession of school keys, and/or faculty/staff personal property;
- viii. possession of a teacher's edition textbook/workbook, grade book, physical copy of final exam, grading software login or any other materials that could be used to alter grades, digitally sharing final exam information;

- ix. recruiting for a gang or glorifying the gang culture or a culture of violence;
- x. knowingly or recklessly posting false or defamatory information about a person or organization, or engaging in "cyber-smearing" of faculty / staff or fellow students;
- xi. illegal and / or lewd behavior posted on or uploaded to the Internet;
- xii. any serious violation of the Acceptable Usage Policy (on the website).

Unless the Faculty Board exonerates a student, it can make one of three recommendations to the Principal which may include:

- that the student receive Disciplinary Probation (section #3d);
- that Mount Carmel expel the student;
- that the student be home-schooled until another educational institution is found.

If a student must go before this Board, the Dean of Discipline will contact the parent(s) or guardian about the meeting. In matters involving two or more students, the Board will address the case on an individual basis. The Dean of Discipline will meet the student and his parent(s)/guardian before the formal meeting to explain the format of the review, to answer any questions and to recommend a possible alternative. To safeguard the rights and reputation of the student, parents and board members, all deliberations of the Board are privileged. The student will be suspended until he and his parents meet with the Discipline Board, usually within one week of the violation, and the student will remain suspended until the Principal decides what action to take.

- e. **DISCIPLINARY PROBATION:** Upon the recommendation of the Faculty Disciplinary Review Board, the Principal may impose Disciplinary Probation which may include seeing the school psychologist. Being on this probation means that any major violation of the Student Behavior Code of Conduct may lead to expulsion. The privilege of participation in extra-curricular activities also may be rescinded.
- f. **DISCIPLINARY COMPLETION OF TERM:** A student who has been involved in a severe disciplinary infraction toward the end of a term, may be required to finish his education at home and take his exams separate from the rest of the student body before be-

ing dismissed. This exception to being dismissed immediately will allow the student to earn his credits before leaving Mount Carmel. The student will take responsibility for gathering and learning the material for the exam.

- g. **EXPULSION:** Mount Carmel High School will dismiss a student summarily who has damaged seriously the reputation of the school or whose conduct threatens the physical, moral or intellectual welfare of the school community. The Principal will use this corrective response as a last resort after consultation with members of the Faculty Discipline Board.

The administration may expel any student without hearing for the following offenses:

- i. possession or use of a weapon;
- ii. setting false fire alarms;
- iii. bomb threats;
- iv. inciting mob action;
- v. selling/distributing illegal materials (i.e., drugs, alcohol, prescription medication, pirated music/movies);
- vi. exceeding 25 discipline points in one school year;
- vii. any student who violates his probationary contract.

## **B. DRESS CODE**

As a private school, Mount Carmel maintains the right to establish a dress code for its students. By this dress code, we hope to create an atmosphere that is conducive to learning, to establishing habits of self-discipline and to promoting a positive self-image.

We expect each student to be conscious of his personal appearance throughout the school day. Mount Carmel will not tolerate a student's sloppy or unkempt appearance, even if the student adheres to the following guidelines. The Dean's Office reserves the right to determine if a student is out of conformity with the Mount Carmel Dress Code policy.

- a. **SHOES:** Students must wear solid black or solid dark brown shoes or dress boots. They may never wear clogs, crocs, open-toe shoes, slippers, moccasins, canvas, fur-lined shoes, etc.
- b. **SOCKS:** All students must wear socks.
- c. **PANTS:** Students must wear dress or "Docker" style pants with inside pockets, only Khaki in color. They may never wear jeans, "cargo pants," or "Dickies" that have pockets on the side or pants with pockets attached on the outside.

- d. **BELTS:** Pants must be secured around the waist with a black or brown leather dress belt.
- e. **SHIRTS:** Students must wear a Mount Carmel polo shirt. Students may also wear a long-sleeve Mount Carmel dress shirt. Students must tuck their shirts into their pants at all times.
- f. **T-SHIRTS:** Students may wear solid color or Mount Carmel short sleeve T-shirts under their Mount Carmel collar shirts. Students may wear long sleeve T-shirts as long as they do not protrude beyond the sleeve of their outermost shirt.
- g. **SWEATSHIRTS AND SWEATERS:** Students may wear sweatshirts, fleeces and sweaters provided they be “Mount Carmel” fashion apparel that has been approved by the administration; the apparel must be in good condition and the shirt collars must still be visible. Students may not wear any other type of winter apparel, i.e., “dress sweaters, designer fleeces, or sweaters with designer names/labels printed on them. Students may not wear ANY type of hoodie.
- h. **HAIR:** Students must wear hair in a single, natural color. It must be clean, neatly cut and well groomed. Hair should not extend over the shirt collar or the ears. Hair may be worn to the height or length of two inches. Students may not wear mohawks, shaven strips and/or parts, sideburns shaved above the ears, corn rows, twists, braids, “skinheads”, spiked hair or hightop flattop. Sideburns may not extend below the lowest part of the ear. Moustaches are permitted with parental consent. Students may not wear any other facial hair. Students who are not clean shaven will receive an After Division Dress Code.
- i. **HEAD COVERINGS:** Students may not wear any type of head covering while in the school building.
- j. **EARRINGS AND JEWELRY:** Students may not wear earrings, sticks, tubes or ornamental jewelry. Possible exceptions are crucifixes or other religious medals.
- k. **DRESS CODE FOR MASS:** On days when Mass is celebrated for the entire school community, students must wear a white or blue dress shirt and tie all day and a suit/sport coat during Mass. If a student violates this special dress code, he will receive a Saturday JUG. Dress shirts (other than Mount Carmel dress shirts) may be worn on a Mass day with a tie, and dress pants (any color that matches) may be worn with the coat and tie.
- l. **DRESS CODE DURING WARM WEATHER:** At the discretion of the Administration, students may dress according to the following warm weather dress code:

- i. "Docker" style/Khaki dress shorts; NO "cargo" or jean shorts;
  - ii. Mount Carmel polo shirt or any brown, white or gray non-PE Mount Carmel t-shirt as approved by the President. Students may not wear tank tops or singlets;
  - iii. Gym shoes that are tied; NO open-toe sandals or flip flops.
- m. **ID CARDS:** Students must wear the prescribed, current academic year Mount Carmel ID cards around the neck throughout the school day. It must be visible at all times, in good condition and capable of being scanned.

A student must relinquish his card at the request of a faculty / staff member in cases of misconduct or insubordination. Failure to do so will result in a suspension. If a student is suspended or expelled from school, he must relinquish his ID Card to the Dean of Discipline.

- n. **LOGOS:** The only words or images allowed on clothing are those that are "Mount Carmel" related. Students must wear shirts / sweaters / fleeces purchased only from the Mount Carmel Spirit Shop or other approved clothing providers. Anything else is considered a Dress Code violation.
- o. **TATTOOS:** Mount Carmel does not support or endorse students getting tattoos. If a student has a tattoo, it must be covered during the school day, and students who represent Mount Carmel in athletic or extracurricular activities in public will be required to cover tattoos that are visible.

### C. MINOR INFRACTIONS

1. **SCHOOL-LATES:** Any student who is either late to school or not in their first period class when the bell rings **MUST** check in with the Attendance Office and receive a pass before reporting for class (late slip expires five minutes after issued). Unless excused by the Assistant Dean, a school late is recorded as unexcused. A parent's phone call informing the school of the student's lateness does not necessarily guarantee his being considered "excused." A student will not receive credit for work missed or assigned while he is not in class. Families are expected to make every effort to get their son to school as quickly as possible in the event of a transportation breakdown. The corrective response to a student's coming to school late is as follows:
  - The first two school lates each trimester are without consequence unless the total already has reached ten (10).
  - The next six "school lates" are a half-hour after school detention.

- After twelve (12) “school lates,” a student will receive a one-hour after school detention.
- Any student who has twenty (20) or more “school lates” will receive a one-hour after school detention AND a \$5 fine.
- After 25 “school lates,” a student will receive a Saturday JUG and a \$15 fine.

2. **TARDINESS:** A student who is not in his classroom when the period begins is late. He must report to the Discipline Office, explain his tardiness and receive a late slip (late slip expires five minutes after issued). Teachers will not admit a late student into class without a slip from the Discipline Office.

If a student is tardy between periods, he will receive the following corrective responses:

- The first five violations are a half-hour after school detention;
- For each violation thereafter, a student will receive one discipline point AND a half-hour after school detention.

3. **DRESS CODE VIOLATIONS**

If a student chooses to violate the dress code policy, he will receive the following corrective responses:

- The first five violations are a half-hour after school detention;
- For each violation thereafter, a student will receive one discipline point AND a half-hour after school detention.

A dress code check will take place daily at the beginning of the school day (after the Opening Prayer and the Pledge of Allegiance). Students must identify any dress code violation (i.e., gym shoes, pants with outside pockets, etc.) and request a violation form from the teacher. Penalties will be doubled for a Dress Code violation if a student does not bring it to the attention of his teacher during the dress code check.

In cases of extreme Dress Code violations (for example, jeans, sweat pants, gym shorts, dyed hair, facial piercings, grunge appearance [tattered clothing, unwashed / greasy hair], excessively long hair, etc.) a student will be sent home until he conforms to the Dress Code. In some cases, this action may require a parent’s coming to school to pick up the student or a student’s taking public transportation with parent approval. If a student is sent home, he will receive a Saturday JUG.

## **D. MAJOR INFRACTIONS**

1. **FIGHTING**

In the case of a physical altercation, both parties will be suspended for a minimum of five days and receive two JUGs. Both students will be suspended from all extracurricular activities within that time frame. After further inquiry, each student may receive additional corrective responses such as Saturday JUGs, suspension or appearance before the Faculty Disciplinary Review Board.

2. **GANG ACTIVITY**

The school's position relative to gang involvement and activity coincides with the City and community Anti-Gang Program. Visible symbols of gang affiliation or representation are strictly forbidden. Gang graffiti or symbols in textbooks, notebooks, lockers or on any clothing will result in a Disciplinary Staffing. Any student who actively recruits for gangs will face expulsion.

3. **HAZING**

Mount Carmel does not support hazing initiatory practices. Any student(s) caught hazing another student will be immediately suspended and be required to go before the Faculty Disciplinary Review Board.

4. **BULLYING**

According to the Centers of Disease Control and Prevention: 'Bullying is when a person or group repeatedly tries to harm someone who is weaker or who they think is weaker. Sometimes it involves direct attacks such as hitting, name-calling, teasing or taunting. Sometimes it is indirect, such as spreading rumors or trying to make others reject someone.' (<http://www.nlm.nih.gov/medlineplus/bullying.html>)

Because bullying may have long lasting or life altering effects, Mount Carmel High School will not tolerate students bullying each other. Students involved in such behavior may receive a suspension or an appearance before the Faculty Disciplinary Review Board.

5. **LEAVING CAMPUS**

For purposes of safety and security, once a student arrives at school he may not leave the school building for any reason. If a student leaves the school building without permission, he will receive a Saturday JUG, and the school will notify his parents.

6. **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Unless the student has been given permission by his current classroom teacher to use his cell phone or other personal technology for educational purposes (not for personal use), all cell phones, laptops, and media players (DVD, CD, MP3, etc.) must be in the OFF position during the school day. If a student is found using an electronic hand-held device during the school day, a faculty/staff member will confiscate the item and turn it in to the security office. The following

fines will be assessed to retrieve the device: First offense \$20; Second offense \$40; Third offense \$60; Fourth offense \$80 and Parent Conference. Students may pick up their phones at the end of the day. If they don't have the fine, they will have until 8:05am the next school day to pay the fine or a \$10.00 late fee will be added.

**Mount Carmel will not assume the responsibility of investigating or replacing a lost or stolen cell phone, media player or laptop.**

7. **STEALING**

Stealing is always a serious offense and will result in consequences up to and including expulsion.

8. **DISRESPECT AND SEXUAL HARASSMENT**

Since part of Mount Carmel's mission is to develop young men of character to love God and neighbor, any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Grave insubordination including acts or comments that are sexually degrading toward women or men will not be tolerated and may lead to suspension or expulsion. (See complete Anti-Discrimination/Harassment Policy in Admissions section.)

9. **AGGRESSIVENESS BEHAVIOR TOWARDS STAFF**

Any aggressive, physical contact or violation of privacy towards staff by any member of the school community will be reported to the police.

10. **CLASSROOM EJECTION**

Any student ejected by a teacher from a class must report immediately to the Discipline Office. Failure to do so is regarded as a serious instance of insubordination.

11. **VANDALISM**

Mount Carmel is proud of the equipment it is able to offer the student for his use and expects in return that each student show proper respect for the equipment. Abuse will terminate its use by the student, who will be held responsible for damages that willfully occur.

Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. All damage to school or to a fellow student's property must be paid for by the offending student.

12. **TRUANCY / CUTTING CLASS**

A student is truant if he is absent from school without his parent's prior knowledge and consent. If a student misses more than half of first period due to a School Late or more than half of a particular period during the day, then the student will be reported as cutting class. Consequences for truancy and cutting class is a JUG and not

receiving academic credit for work/assignment/evaluation missed. The Dean will contact the parent to discuss the truancy and the student will receive a Saturday JUG as a corrective response. If truancy continues to be a problem, there will be a Disciplinary Staffing. Even though the responsibility is on the student to learn the missed subject material, he is not permitted to receive credit for any work or evaluations missed due to the truancy.

### 13. **OTHER PROHIBITED BEHAVIORS**

For the safety and health of the entire school community, matches and lighters, "play" guns, throwing snowballs, playing with firefighting equipment, laser pointer and firecrackers are forbidden. When necessary, appropriate disciplinary actions will be taken.

## **E. ALCOHOL AND SUBSTANCE ABUSE**

\* The term drug can be meant to include alcohol and prescription medication.

(The following policies regarding alcohol and substance abuse are adapted from materials published by Dr. John E. Mayer of the Institute for Adolescent Development/Center for Youth Research in Chicago.)

Mount Carmel High School's drug and alcohol policy is structured with the purpose of helping the student who is involved with drugs or alcohol, as well as involving his family and the general student body in responding to his situation. Overall, situations involving drugs and alcohol can be divided into three categories:

- The selling of drugs or alcohol at school or on school property;
- Possession of drugs or alcohol at school;
- Suspicion of drug or alcohol use.

Each incident has interventions that are effective in helping the student and his family. Some of the steps outlined may not appear to be benevolent assistance, but research shows them to be the most effective techniques used in drug and alcohol abuse intervention. There are three themes that run through these interventions:

- To respond with strong consequences that both the students and family will feel;
- To emphasize that drugs and alcohol are illegal, and a school cannot support breaking the law;
- To send a strong message to the student body about such behavior in school.

With regard to the last point, it is important to make the student body aware of drug or alcohol incidents that occur in school. Announcements should not mention students involved by name, but making the consequences of their actions public is beneficial in several ways:

- It is a chance to remind the student body of the school's policies;
- It is a reassurance to the students that they are safe;
- It reinforces that the school is in control.

## 1. SELLING/DISTRIBUTION

The School's guiding principle with regard to a student selling or distributing drugs, alcohol and prescription medication, whether on school property, on the way to or from school, or at any school sponsored activity is that of zero tolerance. Its response will be the immediate dismissal of the student without the possibility of an appearance before the Faculty Disciplinary Review Board. In addition, police will be called and a report filed. Mount Carmel believes that selling drugs crosses the moral boundary of hurting another and cannot be tolerated or justified. In addition, selling or distribution is legally classified as a more serious crime than simply using drugs. The sad fact is that many young people who use drugs do get involved in selling at some point in order to procure their own supply. The zero tolerance approach may teach a young person that he is crossing moral and legal boundaries.

## 2. POSSESSION

If a student is caught with drugs or alcohol at school or at school-sponsored functions, the guiding principle will be that of problem solving and rehabilitation. The school's responses will include immediately suspending the student, filing a police report and scheduling a disciplinary staffing with the student's family where the individual's history will be considered. A professional assessment consisting of behavioral/social/psychological analysis will be necessary. As part of the corrective responses, the cost of such analysis should be borne by the student and his family as well as the cost of drug testing which will also be required.

The student will be suspended until these assessments are complete. Once the suspension is lifted, the student must follow the recommendations that result from these assessments, which might include further treatment, participation in a treatment program as an outpatient or an inpatient, and therapy.

In most instances, the student will be placed on disciplinary probation for the remainder of the school year. This type of probation ordinarily will preclude participation in athletics, extra-curricular activities, dances,

proms, and for seniors, may include graduation ceremonies.

### 3. SUSPICION

If a faculty or staff member is suspicious that a student may be using drugs or alcohol at school or on the way to school, the Dean of Discipline may contact the parent(s) to inform them of this situation and may require the student to undergo a drug test. If evidence continues to support the suspicion of drug or alcohol use, based on the student's history and after consultation with the Principal, the school may require a professional assessment. The guiding principle involved in responding to the suspicion of drug or alcohol use is problem solving and rehabilitation. If a student is having a problem, the school, in cooperation with the parents, can become the agent for addressing the problem before it becomes a larger issue.

**Please be aware that as Mount Carmel High School is an educational institution, it has in no way undertaken a duty to detect, prevent or treat drug or alcohol use by students, even where such use becomes apparent as a result of this policy. Therefore, as long as a student is seeking help or treatment, Mount Carmel will continue to provide him the educational support. If a student refuses to seek treatment or refuses to cooperate with or abide by the terms of his treatment and if evidence continues to demonstrate his use of drugs/alcohol, he must withdraw from Mount Carmel High School.**

## MISC. POLICIES REGARDING STUDENT LIFE

Mount Carmel High School is committed to a diverse student body, and to teaching students RESPECT for others and RESPONSIBILITY for the community in which they live and learn.

Students must learn to develop responsibility for their actions in accordance with what society terms socially acceptable conduct. They should not be allowed in school or at home to make excuses for their actions, to place the blame on others, to be abusive in language or deed, nor to claim "everyone was doing it." Students should know what the rules are, what sanctions go with rule violations, and then be responsible for their actions at school as well as in their community.

### 1. SAFETY

- **SCHOOL ENTRANCE:** All students must enter the building through the Prayer Garden entrance only. No student is allowed to enter through the security gate entrances or open the security gates for any student or visitor. Any student observed opening gates/doors will receive a referral.
- **LOCKERS:** Lockers are available to students and assigned at the beginning of the school year. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SAFETY OF ARTICLES LEFT IN THE LOCKERS. The lockers are not designed for maximum security. Students are urged not to place valuable items in lockers for safekeeping. Lockers are the property of the school and are under the direct control of the administration, which may inspect lockers at any time for the following reasons: to look for lost and stolen library books, textbooks, school equipment, and supplies; to remove health hazards; to check for necessary repairs; to confiscate illegal items. If a student damages a locker, he is responsible to pay for the necessary repairs (minimum \$25 charge).
- **SCHOOL SAFETY DRILLS:** During all safety drills, students are to quietly and orderly follow the drill evacuation directions posted in the classroom/area, AND follow all specific instructions given by school personnel.
- **VISITORS:** Only persons who have official business with the school will be permitted on campus during school hours. Casual visitors are not permitted, and students are asked not to have friends visit them at school. Limited exceptions will be made upon the approval of a school administrator. All visitors must sign in and receive a Visitor's ID at the Visitor Center at the Prayer Garden entrance.

## 2. TRANSPORTATION

---

- **STUDENT DRIVING:**

The parking lot is private property and as such students must observe the following guidelines:

- A. Every vehicle must be registered with the school, must be parked in the Mount Carmel parking lot and must display a Mount Carmel parking tag.
- B. Only students with a driver's license and proof of insurance are eligible to receive a campus parking tag, which costs \$50 per year.
- C. Each student driver and passenger should know and follow the "Rules of the Road."
- D. Failure to follow the campus parking/driving regulations will result in disciplinary sanctions, a Chicago Police parking violation and/or having the car towed. Repeat offenders may lose the privilege of driving on campus. All student drivers and riders are responsible for their actions while on their way to and from school.

Because of parking space limitations and/or in cases of special events, we ask students to cooperate with changes in parking locations. Mount Carmel High School is not responsible for any damage that occurs to vehicles in the parking lot. Driving to school is a privilege which may be rescinded.

- **BUSES AND TRAINS:** The bus driver or conductor is the responsible authority in charge of the school bus or train, and deserves courtesy and consideration for himself and other passengers. If at any time the school bus or public transportation breaks down, it is the responsibility of the student and family to see that the student attends school. The school feels that it is better for a student to come to school and arrive late than to stay out of school all day. Tickets must be shown upon boarding the school bus or train. Each student contributes to his own safety by obeying the bus driver or conductor, remaining in his seat until the bus has stopped, and keeping his conversation at a normal level. The school's expectation is that each student will present himself respectfully and courteously while using any and all means of public transportation.
- **BICYCLES:** Bicycles are permitted. Each student is responsible for locking his own bike.

### **3. OUTSIDE INTERRUPTIONS TO CLASS**

- Students are not to enter any classroom during a class period and ask to speak to another student without written permission from a school Administrator.
- We kindly ask parents not to call or text their sons during the school day. In case of an emergency, please call the School Office.
- Other than cases of emergency or sickness, students are not allowed to leave the classroom to make telephone calls.

### **4. STUDENT I.D. CARDS**

Student I.D. Cards are issued to each student and must be worn visibly around the neck at all times.

This card allows the student to attend school-sponsored functions without charge or at reduced prices. It also gives him access to materials from the school library.

Lost ID cards must be replaced by purchasing a new card from the Copy Room (G101) for a \$5 non-refundable fee.

### **5. LUNCH PERIODS**

Hot lunches are offered at school. Students who wish to bring their own lunches may do so. However, no student is to leave the school grounds, go to the parking lot or wander around the halls during the lunch period. Students are reminded that good manners should be characteristic of the lunch period. Students are required to clean their tables at the end of each lunch period. No food or drink is allowed outside of the Student Commons at any time.

### **6. SIGNS AND POSTERS**

Consent of the administration must be obtained prior to posting any sign or poster. Masking tape should be used so that walls will not be damaged. Removing signs and posters is the responsibility of those who post them.

### **7. LOST AND FOUND**

Items found around the school should be turned into the Visitor Center where students may claim them. At the end of the year, unclaimed articles will be given away. Mount Carmel High School assumes no responsibility for stolen or missing items.

## **8. STAIRWELLS**

Stairwells in the main building are one-way during school hours. The south stairwell is DOWN and the north stairwell is UP.

## **9. INTERVIEWS BY LAW ENFORCEMENT**

While it is the desire of Mount Carmel High School to work cooperatively with law enforcement agencies, the school reserves the right to withhold such agencies from having access to its students for the purpose of conducting interviews, investigations or any other police business without parental consent for those students who are under the age of eighteen or personal consent of those students who are eighteen years of age or older.

## **10. SCHOOL HOURS**

- The main part of the school building is open from 7:00 am to 3:45 pm. Unless a student is with a coach or faculty member or in a school sponsored activity, he may not be in the school building outside these hours.
- The facilities of the school are open to school groups with permission from the President, the Principal and/or Athletic Director. A faculty member must be present for safety reasons. All students must be out of the building by 6:15 pm unless they are with a coach or a faculty member or in a school sponsored activity.
- Students not involved in extracurricular activities and choosing to study in the Student Commons may not leave campus. Once leaving campus they may not return to campus. Students who do not listen to instruction from faculty or staff will be required to leave campus immediately after school.

## **11. LIBRARY BOOKS**

In certain areas, textbooks are provided by the Library for student use. These books are the property of the school and are not to be written in or damaged. Should a book be lost or damaged during the year, the student will be responsible for paying for its replacement or repair.

## **12. SENIOR PROM**

In order for a student to attend the Senior Prom, a student must be in good academic, disciplinary and financial standing. Also, his parent(s) must attend a school-sponsored presentation, which will outline rules and safety

concerns. The Administration will apprise parents of the date and time of this presentation.

### **13. STUDENT PHOTO RELEASE**

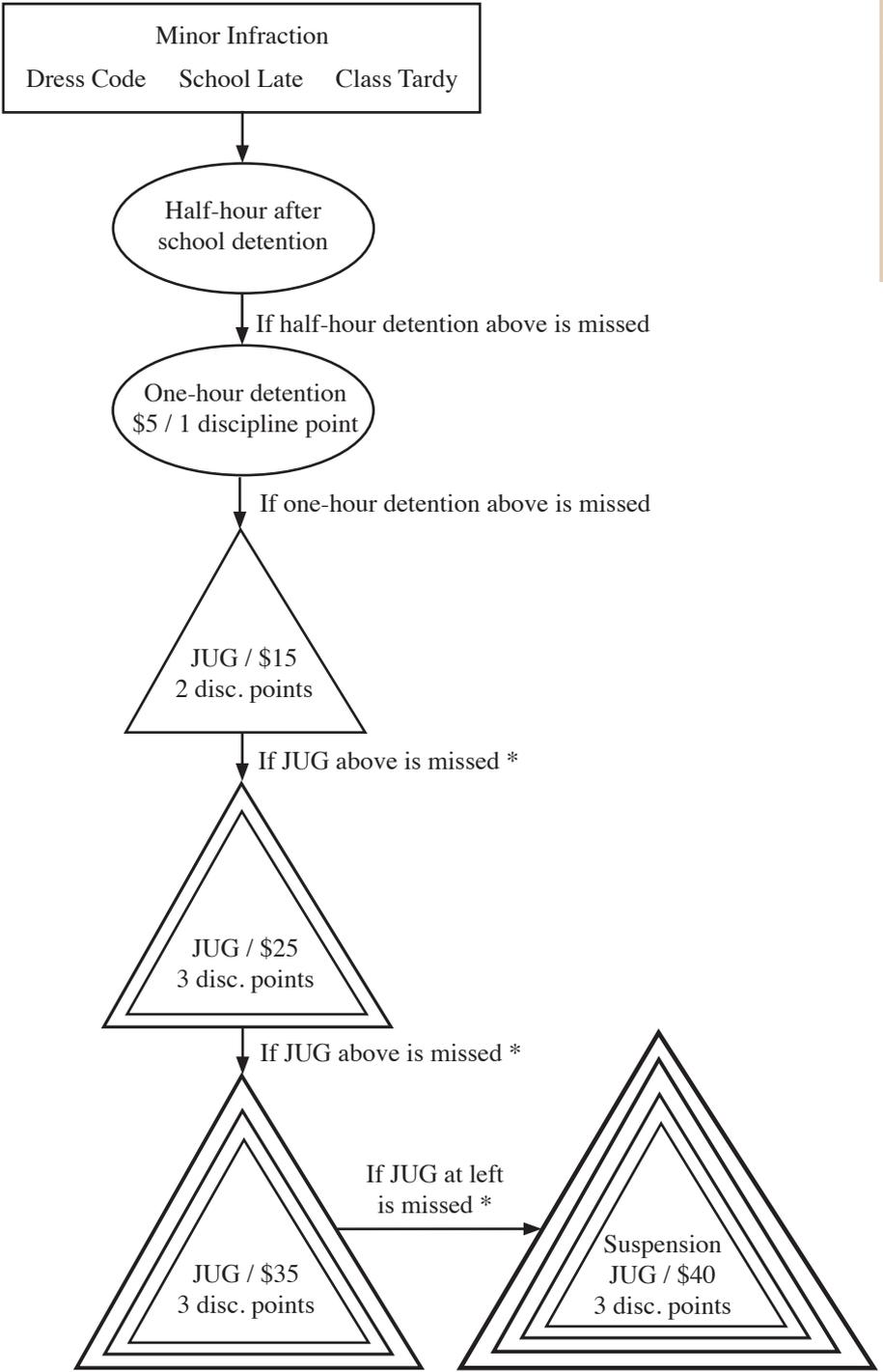
Mount Carmel High School may use your son's name, likeness, image, voice, remarks, and/or appearance as embodied in any photographs, video recordings, audio recordings, digital images, illustrations, etc., taken or made on behalf of Mount Carmel High School for educational and promotional purposes.

Mount Carmel High School has full ownership of any such media, including the entire copyright, and may use the media for any purpose consistent with Mount Carmel's mission. These uses include, but are not limited to, printed materials, press releases, electronic materials, Internet postings, social media postings, merchandising, advertisements, and all other educational or promotional material in any medium.

Mount Carmel parents and students waive their right to inspect or approve the finished version(s), including written copy that may be created and appear in connection therewith. Mount Carmel High School is released from any and all claims that arise out of or are in any way connected with such use.

Parents choosing to revoke this agreement must notify Mount Carmel High School in writing, understanding that your son's name, likeness, and/or image may continue to be used in any publication printed or published prior to your revocation of this consent. To revoke this agreement, request a publicity release form from the School Office. Parents/Guardians must sign and return this form to the School Office.







# IMPORTANT PHONE NUMBERS

## Administration

- Fr. Tony Mazurkiewicz, O.Carm**, President Ext. 214  
**Mr. John Stimler**, Principal Ext. 272  
**Mr. John Haggerty**, Vice President of Mission Effectiveness Ext. 252  
**Ms. Maryhelen Matijevic**, Asst. Principal for Curriculum and Instruction Ext. 211  
**Mr. Chris Goolsby**, Asst. Principal for Academics and Records Ext. 250  
**Padre Benjamin Aguilar, O.Carm**, Dean of Discipline Ext. 297  
**Mr. Mike Minogue**, Assistant Dean of Discipline Ext. 271  
**Mr. Dan LaCount**, Athletic Director Ext. 259

## Counselors

- Mr. Tom Eisenbraun**, Counselor (College counseling) Ext. 231  
**Ms. Huda Hamdan**, Counselor (P-Z) Ext. 270  
**Fr. Jim Lewis**, Counselor (H-O) Ext. 379  
**Mrs. Shanta' McKay-Wheeler**, Counselor (A-G) Ext. 254

## Administrative Assistants

- Mrs. Nydia Cahue**, Administrative Assistant - Discipline Office Ext. 299  
**Mrs. Denise Carey**, Administrative Assistant - President Ext. 214  
**Mrs. Sue Doheny**, Administrative Assistant - Athletic Director Ext. 229  
**Mrs. Mary Clare Hogan**, Administrative Assistant - Records Ext. 238  
**Mrs. Laura Mazurkiewicz**, Administrative Assistant - Principal Ext. 200

## Operations

- Mr. John Byrne**, Vice President for Operations Ext. 240  
**Mr. Jim Gilbert**, Director of Finance Ext. 269  
**Mr. Rick Good**, Transportation Coordinator Ext. 213

# Mount Carmel Fight Song

Stand up and cheer Men of Carmel.

Cheer for the team on the field.

We're out to fight

For the Old Brown and White,

We're out to win victory.

RAH RAH RAH

Shoulder to shoulder in battle,

No matter what the odds may be.

Thirty yards, twenty yards, ten yards, touchdown,

VICTORY!