

**MOUNT CARMEL SCHOOL**  
**STUDENT HANDBOOK**



# Mission Statement

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Mount Carmel School educates and develops the complete Child. As a private school we teach Morals, Values, and Culture, just as parents are able to teach the Virtues of right and wrong at home. Mount Carmel celebrates over sixty years of ensuring our children enjoy education rooted in Tradition, Spirit, Heritage, and Pride. We are community-based and MCS students are immediately more relevant and functional in their homes, villages, and communities. We enhance character and discipline while preparing our students for advanced education and the highest roles of responsibility in their lifetimes. MCS prepares students for lifelong learning and for excellence in family and community.

MCS proposes to continue to offer subject areas at levels and in a manner not currently offered in the public school or private school system. MCS will greatly enhance its current "activity-based curriculum" with a project-based curriculum (also known as "project-based learning/PBL"). MCS offers the most relevant and exciting project-based curriculum by utilizing the last sixteen (16) years of activity based learning to create a complete yet customized curriculum designed to most benefit local Guam students. While education in general has not changed over the last century, MCS evolved over the last sixteen (16) years resulting in an education more geared towards students from Guam. It is because of this proven success MCS further developed this complete conversion to project-based teaching and learning. The MCS model will not duplicate what other project-based schools across the world offer but instead offers to use the successful method with our proven additions resulting in a one of a kind project-based curriculum school (Pre-K through 8th grade).

MCS takes the standard project-based methodology and adds a number of key components to reaching our students. First, MCS adds the element of performance. Not only will students learn through working on projects, but each work assignment will include student performance (a minimum of "show and tell" and a maximum of live audience/broadcast). To add further incentive, and to better test proficiency, MCS will add, as it has for sixteen years, the element of competition. No competition is complete these days without rewards and recognition (younger students recognize this motivation as "prizes"). The last portion of this alternative, complete curriculum includes "review and improve." Throughout each stage above in the MCS education, teachers, students, parents, and the general public will be given an opportunity to suggest improvements to the last project. The traditional projects remain dynamic. At the very end, students review their work and that of their peers to ensure both collective learning and proficiency. This method works best when targeted to the personal interest of each student, similar to families learning about science when cancer strikes a loved one or learning about finance when parents work with a bank to obtain their first home mortgage. The relevancy aspect continues from the beginning to the end. MCS' project-based curriculum (which includes all aspects listed above) includes the goal of creating critical thinkers not shy to raise their hands and offer alternative answers and solutions.

MCS' academic game of choice is chess which helps develop strategic and critical thinking. MCS will utilize the Socratic method of teaching in middle school, and will use this method when and where appropriate with elementary school students. The benefits of lively and engaged discussion are enormous and most especially for local students who oftentimes are shy ("mamalao") to participate in class but do not hesitate at all to talk on the playground. At times successful engagement through this method becomes emotional when it becomes personal. If the responses and debates in class are on topics affecting students or about topics well known to students, the discussion and resulting learning are both exciting and effective. Students learn much about themselves using this method but also learn lots about their classmates, and the learning remains very interesting. All this leads to memory and experiences (knowledge) not forgotten. Learning to debate using logical arguments and accepting there is always someone who disagrees (which makes it more fun) leads to students growing up able to assume leadership roles not sidetracked by personal attacks or emotion. This method of in class learning leads students back to the goal of the collective benefit and bringing together those with differing views.

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## **Expected Schoolwide Learning Results**

Mount Carmel School is the premier educational institute recognized for our focus on culture, tradition, heritage, spirit, pride and character building through the programs and services we offer.

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## **Accreditation**

The Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA) have awarded Mount Carmel School full accreditation through 2026.

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## **Admission Policy of Non-Discrimination**

In accordance with the law of Guam Academy Charter Schools Act of 2009, Mount Carmel School will not limit admission based on ethnicity, national origin, gender, income level, disabling condition and proficiency in the English language or athletic ability against any student in the admission and retention of students and the administration of its educational program, policies, scholarship/financial aid program, athletic, or any other school administered programs.

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## **Contact Information**

Mailing Address: P.O. Box 7830, Agat Guam 96928  
Phone Number: (671) 565-5128/3822 Fax: (671) 565-3539  
Email Address: [office@mtcarmelguam.com](mailto:office@mtcarmelguam.com)  
Office Hours: 7:00 a.m. – 5:00 p.m. Monday thru Friday

### ***Required Documentation***

1. Completed registration form;
2. Official Birth Certificate (new students);
3. Parent/ Legal Guardian/ Caretaker Photo Identification
4. Official withdrawal form from previous school with transcript, or equivalent;
5. Current physical examination;
6. Current immunization records with results of the most recent (within the last 12 months) Tuberculosis (TB) test;
7. Guardianship documents (students not residing with their birth parents);
8. Proof of Residency (only one item needed):
  - a. Mayor's Verification – names of parents/legal guardians and children; or
  - b. Copy of Mortgage Settlement/Deed to Property/Lease Agreement, Base Commander's Certification clearly showing complete home address; or
  - c. Utility Bill (Power, Water, Telephone); or
  - d. Living arrangements if staying with a family/friend– homeowner to provide a notarized letter;
  - e. Deemed Homeless. (form from SPCE)
9. Completed emergency card; and
10. Other documents pertinent to the welfare/safety of your child(ren).

- ❖ Our office staff remains available and willing to work with each of our families to obtain the necessary documentation for enrollment.

## **Curriculum**

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MCS offers the most complete, progressive school curriculum for students in Elementary and Middle School. In addition to rigorous and competitive instruction in areas of Math, Science, Language Arts and Social Studies, we are the only Guam school to offer full mandatory courses in Music, Chamorro Language, Physical Education, and Art. MCS reached another milestone by being the first Guam school to implement a comprehensive student-parent reading program in elementary school and the addition of Literature classes and weekly reading/writing projects in every subject area in the middle school. MCS strongly encourages and offers students and parents the greatest opportunity for additional learning through sports and many other extracurricular activities. MCS produces events ensuring students enjoy early learning experiences working independently and performing collectively as a team with MCS families and in our communities.

MCS creates some of the most intense and memorable student moments. In the last decade, MCS has earned more titles and awards in every subject area than any other school on Guam. Additionally, we have won more championships in sports, our Phoenix Stage Band is now recognized as the best school band ever, and our students have hosted events and productions

frequently performing on stage for large audiences. MCS strives to create valuable “facetime” for our students and at MCS all students participate and are challenged to contribute their very best inside and outside the classroom. It is no surprise that more Top 5 elementary students island-wide, from Yigo to Umatac, choose to attend Mount Carmel Middle School than any other school on Guam. Our reputation and success lead MCS to be the only elementary and middle school with students from every village on Guam.

Since 2007, MCS has become the most winning Elementary and Middle School on Guam (music, sports, language and other academic competitions). The WASC accreditation team labeled MCS “*The Harvard of Guam*” and awarded an “A+” to the MCS Student Body. No school on Guam provides comparable quality and service to students or families, and MCS believes all of this is necessary in our curriculum to educate the complete child.

The Ysrael Family funded a \$500,000 capital improvement project at MCS. MCS continues to host the Ysrael School of Business yearly!

MCS will continue the business programs pioneered over the past few years and further expand these activities while including business, finance, economics, management and marketing into our MCS Middle School curriculum. Over the years, we have held Personal Finance and Expenditures activities, and hosted Retail Bizarres and Business Plan and Development events. These three events all occurred during MCS's weekly activity period on Friday afternoons. MCS will continue and expand these Friday activities and will additionally include rotating guest speakers from Guam's business community monthly and throughout the school year. MCS's curriculum will add business and economics instruction primarily through MCS' participation in the elementary and middle school Junior Achievement Programs. Elementary students will each participate in two separate programs yearly and the programs will differ depending upon whether students are in the 3rd, 4th or 5th grade. Similarly, middle school students will participate in separate programs for 6th, 7th and 8th graders. This will ensure that elementary students participate in 12 separate business related programs (6 in elementary and 6 in middle school) and students entering MCS in middle school participate in 6 separate programs prior to their promotion from MCS. Because there are 2 programs for every grade level MCS will distribute and incorporate the middle school JA programs into Math, Science, Language Arts and Social Studies, with the goal of ensuring that each subject/faculty member remains primarily responsible for one program administered to students in just one grade. Alternatively, MCS will look at selecting two programs of the six available each year and treat these activities as school wide with participation at every grade level in the respective schools (elementary and middle will be separately administered as our elementary faculty focus primarily on one grade level). This will ensure MCS students complete all 6 junior achievement programs available in their respective schools prior to promotion to either middle or high school.

**Elementary**  
**Core Subjects**

- ❖ Reading
- ❖ Phonics
- ❖ Grammar
- ❖ Penmanship
- ❖ Spelling
- ❖ Mathematics
- ❖ Science
- ❖ Social Studies
- ❖ CHamoru Language
- ❖ Music
- ❖ Physical Education  
Martial Arts
- ❖ Art

**Middle School**  
**Core Subjects**

- ❖ Language Arts & Literature
- ❖ Mathematics
- ❖ Science
- ❖ Social Studies
- ❖ CHamoru Language
- ❖ Music
- ❖ Physical Education  
Martial Arts/Daily Intramurals
- ❖ Art
- ❖ Latin

## **General Academic Policies**

### *Morning General Assembly*

- ❖ Faculty, staff and students will assemble in front of their homeroom promptly at or before 8:00 a.m. every morning for the National Anthem, Guam Hymn, Pledge of Allegiance and Inifresi.
- ❖ Homeroom teachers are required to remain with their students during the morning general assembly.

### *Homework*

- ❖ Homework is assigned to extend the learning process, to aid in the mastering of skills, and to create increased interest on the part of the students. Homework is a learning activity, which shall increase in amount with the grade level of the students. It will be coordinated between teachers at each grade level and between all Middle School teachers. It is not to be used as a form of punishment and will be graded by the teacher.
- ❖ MCS organizes a homework schedule to prevent an overload of assignments created by teachers of different subjects all assigning homework on the same night. This homework schedule is developed at the beginning of each quarter.
- ❖ The teacher must set a reasonable deadline for the submission of projects, homework and similar assignments.



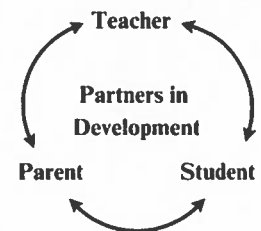
- ❖ In case of serious illness and extreme cases of absences due to other valid reasons, the teacher will give a reasonable extension for the completion period or deadline of submission of projects, homework and similar assignments.

### *Tests and Exams*

- ❖ Tests are given periodically throughout each quarter to help determine student achievement and comprehension of materials covered within that period. Final exams are usually administered at the end of each quarter.
- ❖ Standardized testing is administered during the school year to students in 1<sup>st</sup> through 8<sup>th</sup> grades. The test results are used by the administration and teachers to identify student strengths and weaknesses by subject areas, and to assist in preparation.
- ❖ Students who are not present from the scheduled test or exam must present a letter of excuse with a valid reason signed by the parents/guardians on the first day they report back to MCS after the said absence. Failure to do so will mean a score of zero for the examination missed.

### *Parental Involvement in Daily Academics*

- ❖ MCS teachers must include parents/guardians in all work involving their children. For example, if a teacher of any given subject assigns homework, the same teacher must ensure this assignment is received by the student's parents/guardians. If the teacher announces a test to be conducted on Friday, the teacher must also inform the parents/guardians that same day of the test scheduled for Friday. Should a teacher conduct a surprise quiz, the teacher is not required to inform parents/guardians ahead of time but is required to transmit a copy of the pop quiz and the student's performance/grade.



### *Report Cards*

- ❖ Report cards will be distributed to parents and guardians upon the completion of each quarter, and to students at the end of the 4th quarter.
- ❖ During Parent-Teacher Conferences, the parents confer with the classroom teachers regarding their children's academic or conduct performance.

Letter grades are used on the Report Card and Permanent Records for students in kindergarten. Number grades are used for students in 1st through 8th grade.

<b>A</b>	<i>90 through 100</i>
<b>B</b>	<i>80 through 89</i>
<b>C</b>	<i>70 through 79</i>
<b>D</b>	<i>60 through 69</i>
<b>F</b>	<i>59 and below</i>

### *Scholastic Awards*

#### ❖ A/B HONOR ROLL

1. To be eligible for the “A” Honor Roll, a student must have an average between 90-100 with no more than one (1) “C” letter grade.
2. To be eligible for the “B” Honor Roll, a student must have an overall average between 80-89, with no more than one (1) “C” letter grade.
3. One (1) “D” letter grade disqualifies a student for the Honor Roll for any specific marking period.
4. If a student receives a Citizenship Grade of an “N” or “U” in any given grading period, he/she is ineligible for any Honor Award.

#### ❖ SUBJECT AWARD

- The Subject Award is given to the student with the highest grade point average in a specific graded subject area.

### *Behavior Standards*

While citizenship marks do not directly affect a student’s grade point average, they can be important indicators of bad habits or emerging behavior that often impact a student’s academic or social success. The following citizenship marks are used at Mount Carmel School.

#### Elementary Grades:

- + (Plus) Indicates satisfactory performance
- √ (Check) Indicates a need for improvement

#### Middle School Grades:

- E** Excellent – Student displays exceptional success in behavior expectations.
- S** Satisfactory – Student displays moderate success in behavior expectations.
- N** Needs Improvement – Student could use some help in giving respect and with his/her behavior.
- U** Unsatisfactory – Student breaches many of the school and/or classroom rules. Receiving a “U” in a class may forfeit the privilege of participating in activities and organizations.

- ❖ **All students are required to participate in MCS’ annual concerts and productions, academic fairs and fundraising events.**

### **Academic Dishonesty**

- ❖ Cheating, in any form, is not tolerated at MCS. Any student caught cheating on any assignment, test, or educational work at any time will be subject to disciplinary action, up to and including a grade of “zero” on work.



# General School Rules

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## Technology Policies

As an institute moving forward with innovation in the classroom, computers, electronic devices, and the internet are used to help facilitate and augment learning. The following policies are outlined to help ensure student safety and to maintain a focused learning environment:

- ❖ It is a school-wide policy that all computers, electronic equipment, etc. used at MCS are used in a responsible, productive, moral and lawful manner.
- ❖ Network and internet resources are for academic use only and must not be abused. Students may not download or install any commercial software, shareware, or freeware onto the network drives, nor should students intrude on any files that are not theirs. Students are prohibited from any alterations to the school network or computer systems.

## Photographs & Videos

- ❖ All photographs and video footage of students, parents, faculty and staff, alumni, etc., from any school programs, may be used for the express purpose of advertising and marketing, and for archival files. Parents/Guardians and all parties understand that pictures may be used in advertisements, brochures, yearbooks, and other publications for school purposes.

## Defacing School Property

- ❖ Students caught defacing school property will be sent immediately to the Principal's office. Parents/Guardians will be called and will be required to pay for the repair or replacement of the damaged item/property.

## Parent's/Student's Change of Address or Telephone Numbers

- ❖ Parents, Guardians and students are responsible for immediately informing the school if there are any changes to their contact information – phone numbers, addresses, etc.

# Closed Campus

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Mount Carmel School is a closed campus. This means that students **may not leave the school or its grounds at any time** without permission from the Principal or his/her designees. Parents/Guardians are not allowed to visit or disrupt any student without permission of the Principal or his or her designee. Students must stay within designated areas on campus during break and lunch periods. A parent or guardian must sign a student out in the office if a student is to leave early for any reason.

## Campus Hours

- ❖ Students are not allowed on campus before 7:00 a.m.
- ❖ Students waiting for their ride home must leave the campus no later than **4:00 p.m.** MCS is not liable after 4:00 p.m. (Except for students participating with the After School Program, Extended Learning Program or an official MCS activity).
- ❖ Students enrolled in the After School Program must be picked up no later than 6:00 p.m. schedule.

## Visitors

- ❖ Mount Carmel School is a closed campus. All visitors must sign in at the office and obtain a visitor's pass. Parents are discouraged from entering classrooms and dropping off tardy children after 8:00 a.m. when instructional time begins.

## Phone Calls

- ❖ Students may use the phone anytime in the Main Office for emergency purposes only. For all other purposes, students may use the phone during break, lunch, and after school only.

## Child Custody

- ❖ Parents should report to the school administration when a student is the subject of a court decree. The parent who maintains primary physical custody of the child shall also submit a copy of the court decree regarding the student to the school. The school will not act as a liaison between parents. Custodial and Non-Custodial parents shall not use MCS to conduct visitation with their child(ren). All visitors to the school **MUST** sign in with the Main Office and request a pass to be on campus.

# Discipline Policy

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MCS respects the dignity and individuality of all the members of the school community. It intends to provide an orderly environment in which positive teaching and positive learning occur simultaneously. Furthermore, it aims to help students develop and maintain responsible behavior in order to achieve the excellent level of academic success by providing a safe, respectful and conducive learning environment; to promote character training; and to encourage social responsibility. The Board, teachers, and staff are responsible for inculcating self-discipline and respect among the students. Likewise, parent participation in developing these values is expected. Student discipline is a critical factor in maintaining a safe environment for students and personnel. It is important that students should be held accountable for their conduct and that students and their families know the discipline procedures and understand the appeal process.

## General Expectations

- ❖ Students are expected to extend courtesy and respect to all faculty, staff, fellow students, and visitors of MCS.
- ❖ It is MCS' policy to handle disciplinary issues at the lowest and earliest level. Disciplinary actions will generally be handled by the faculty and staff before they are brought to the attention of the Administration for intervention. Parents will be notified and asked to "shadow" their child(ren) for more serious infractions.

## Detention & Timeout

- ❖ Detention and timeouts will be utilized and based upon the seriousness, repetitive, and extenuating factors of the offense. The Administration will intercede in disciplinary procedures as needed, especially in cases of threatening behavior, assault, destruction of property, and possession of contraband on campus and at school-sponsored activities.
- ❖ Expulsion is not encouraged at MCS and will only be used after all measures to intervene and correct unacceptable behavior are exhausted.

## Anti-Bullying Policy

- ❖ MCS believes all members of the school community are entitled to have a safe and happy learning environment.
- ❖ Bullying is a behavior not tolerated by MCS.
- ❖ Bullying can happen anywhere: at school, in sporting teams, between neighbors, and on online social networks.
- ❖ Bullying can take on various forms including giving nasty looks, making rude gestures, calling names, being rude and impolite, spreading stories and rumors and teasing.

- ❖ This behavior may include:
  - 1) Keeping someone out of a group.
  - 2) Acting in an unpleasant way near someone.
  - 3) ‘Mucking about’ that goes too far.
  - 4) Harassment or any form of discrimination based on disability, gender, race or religion.
  - 5) Talking about someone on social media.
- ❖ Hurting someone physically is a form of bullying.
- ❖ MCS’ anti-bullying policy deals with bullying promptly and effectively through mediation, disciplinary action, warnings, social skills programs, counseling and parental involvement.

## Dress Code

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### Uniform Dress Code

Students are required to be in full uniform dress prior to entering the campus. You may purchase uniforms at Royal BICS, located at 456 South Marine Corps. Drive, Suite 103, Tamuning, Guam (across Atkins Kroll) during normal business hours between 10:00 a.m. and 8:00 p.m. Monday – Saturday and 10:00 a.m. to 6:00 p.m. on Sunday.

#### **Females** (PreK-2nd Grade Skort/ 3rd-8th Grade – Skirt)

- Blouse: MCS white uniform button-down blouse with logo tucked neatly into skirt.
- Skirt: MCS brown with logo. Skirt cannot be shorter than 2” above the knee.
- Skort: MCS brown with logo.
- Socks: White, brown or black. (above the ankle)
- Shoes: Closed-toe black or dark brown dress shoes or all black or all-dark brown athletic shoes.
- Hair: Well groomed, styled simply, not extreme hair styles, dyes or highlights.

#### **Males**

- Shirt: MCS white uniform shirt with logo tucked neatly into pants.
- Pants: MCS brown with logo
- Belt: Brown or Black.
- Socks: White, black, or brown. (above the ankle)
- Shoes: Closed-toe black or dark brown dress shoes or all-black or all-dark brown athletic shoes.
- Hair: Well groomed, styled simply, no extreme hairstyles, dyes or highlights.

## **P.E. Uniforms**

- ❖ MCS students must wear a P.E. uniform during their P.E. classes. The uniform is the same for males and females, and consists of an MCS Athletic Department shirt and MCS athletic shorts. These uniforms may also be purchased at Royal BICS.
- ❖ Students are not allowed to mix and match P.E. tops or bottoms with regular uniforms tops or bottoms.

## **Island-Wear Fridays**

- ❖ All students are required to wear island wear every Friday.
- ❖ Island wear consists of any local, tropical, or cultural design (attire should be school appropriate - defamatory or derogatory language/print is not acceptable or allowed). Students may wear dresses, skirts, pants or dress slacks.
- ❖ Absolutely no shorts or leggings are allowed.
- ❖ Closed toe shoes are required for your child(ren)'s safety and protection.

## **General Dress Code**

- ❖ At all times, students' attire must be the approved MCS uniform or Island-Wear on Fridays.
- ❖ When permitted, a student's "dress down" attire should not contain defamatory or derogatory language/print.
- ❖ Students shall NOT wear jeans of any type or color at MCS.
- ❖ Absolutely no shorts or leggings are allowed.
- ❖ For child(ren)'s safety and protection, closed toe shoes are the acceptable form of footwear at all times.

## **Violations**

- ❖ The Administration reserves the right and will make the final determination regarding compliance with the MCS dress code. Parents or Guardians may be called to drop off complying uniforms or to pick up their child to change clothes.
- ❖ MCS encourages Parents and Guardians to ensure their child(ren)'s compliance with the uniform policy. This policy helps promote unity and will minimize distractions in the classroom learning environment if teachers are not sending students to the office for uniform violations.

## **Guidelines for Students with Disabilities**

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Mount Carmel School expects all students, including students with disabilities, to follow the code of conduct stipulated in the Student Handbook. Students with disabilities can be subject to discipline procedures for misconduct. However, they are entitled to certain procedural safeguards. Students with disabilities refer to students for whom the school is deemed to have a current Individualized Education Plan (IEP). Parents/guardians who did not request nor submit an evaluation of their children are not included in this consideration.

When students with disability are suspended for more than 10 days in an academic year, additional safeguards are in place to ensure that their behavior is not tied to, or is a manifestation of their disability. An exclusion from MCS for a period greater than 10 days is considered a change in placement. If a change in placement is proposed, the IEP Committee is convened no later than 10 days after the decision to change placement, to determine whether the behavior is a manifestation of the student's disability.

- ❖ If the student misconduct is not caused by or related to his disability, the academy shall follow the notice procedures described above for students without disabilities.
- ❖ If the student misconduct is caused by or related to his disability, the academy shall implement a behavioral intervention plan to address the misconduct of the student.
- ❖ The appeal process for the students with disabilities is the same with non-disabled students.

## **Attendance Policy**

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At Mount Carmel School, it is essential for students to be prompt and to maintain good attendance in order to achieve success individually and within their educational community. By attending class regularly, students are more likely to progress in their learning and develop their intrapersonal and interpersonal skills. Therefore, monitoring attendance is a joint responsibility to be shared by the students, parents or guardians, teachers, and administrators.

### **Role of the Students**

- ❖ Be punctual and attend class regularly.
- ❖ Participate during class activities.
- ❖ Attend field trips and other mandatory academic-sponsored events.
- ❖ Contact the teacher for any missed classroom learning activity.
- ❖ Serve the disciplinary action for any marks of severe unexcused absences or tardiness.

## **Role of the Parents/Guardians**

- ❖ Ensure their children are attending their classes.
- ❖ Work cooperatively with the teacher in monitoring the attendance of their children.
- ❖ Report extended absences, such as hospital stays or serious illnesses to the office.

## **Role of the Teachers**

- ❖ Talk positively about regular attendance.
- ❖ Check the attendance in every class.
- ❖ Notify the office for absent and tardy students for the first period and after lunch times.
- ❖ Submit the daily attendance monitoring sheet to the office.

## **Role of the Office**

- ❖ Record absence and tardiness related information reported by the teachers and parents.
- ❖ Determine whether an absence is excused or unexcused, based on the policy and information reported.

## **Role of Administrators**

- ❖ Conduct parent information sessions that provide information about the importance of regular attendance.
- ❖ Review attendance records and follow up with any concerns.
- ❖ Impose sanctions to students who have severe absences or tardiness.
- ❖ Inform the parents/guardians for the disciplinary sanction given to the students.

## **Tardiness**

- ❖ Students are considered tardy when the first tardy bell of the day has rung (8:00 a.m.) and students have not reported to their homerooms, or if the bell signaling the beginning of a period has rung and the student is not in their seat and prepared for class.
- ❖ Students **must** obtain a tardy slip from the Office if they arrive on campus after 8:00 a.m., or if tardiness to class pertains to business with the office.

## **Absences**

- ❖ MCS teachers take daily attendance immediately after morning assembly. We ask that should a student not attend class/school, because of illness or other reasons, parents/guardians contact MCS before 8:00 a.m. so that their child's absence is recorded and reported to his/her teacher. MCS strives to contact any parents/guardians of absent students (who have not contacted MCS) within fifteen (15) minutes of attendance. We do this out of extreme concern for our students' safety and as a precautionary measure.



If your child is absent and you have not contacted MCS and have not received the required phone call, please contact the MCS Principal immediately.

- ❖ Parents/Guardians must provide students with a signed note regarding their absence upon returning to school.
- ❖ Students who miss three or more successive days of school must obtain a doctor's excuse slip.
- ❖ Prolonged absences and habitual absenteeism may jeopardize student progress and is a cause for concern. Guam law requires school age children under 16 years old to be in school. Therefore, MCS is required to report names of students with excessive unexcused absences each quarter to local law enforcement agencies.

### **Release of Students**

- ❖ Only custodial parents, legal guardians, and/or authorized individuals indicated in the student(s)' records may sign the child(ren) out at the office. MCS **will not** release students to non-authorized individuals.
- ❖ Students are required to be in school from 8:00 a.m. to 3:00 p.m. unless in the event of an emergency. No student will be released before 3:00 p.m. without prior approval from the Principal.
- ❖ MCS encourages Parents and Guardians to schedule medical/dental appointments after school whenever possible. Please inform your child(ren)'s teacher if an appointment will take place during class time.

### **Withdrawal Policy**

- ❖ Parents or Guardians must submit a written request to the office for a record or transfer in the event they decide to withdraw their child(ren) for any reason. Student records will not be released until all financial obligations are paid and all forms have been completed and approved by the Administration.
- ❖ Transcripts and official school documents will be sent directly to the transferring school after all financial obligations have been met.

## **Family Involvement & Volunteers**

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We acknowledge the fact that a child's education requires a combination of family, community, and school involvement. Therefore, we highly encourage and look forward to the dedicated cooperation and commitment of our students' families in all the school's endeavors.

The MCS school year is full of events, fundraisers, and activities. Family support for these endeavors is crucial to their success.

Parents/Guardians are enthusiastically invited to become integrally involved in any or all of the following areas:

- ❖ Fundraising and Event Planning
  - Logistics
  - Ticket sales
  - Safety and security
  - Set-up and clean-up
  - Advertising
  - Donation drives
  
- ❖ Education Enrichment Opportunities
  - Field trip planning and chaperoning
  - Guest speakers
  - Special presentations
  - After-school program assistance
  
- ❖ Clubs and Organizations
  - Assist in chaperoning
  - Assist in club activities and act as assistant advisors
  - Participate and promote school spirit activities

## **Clubs, Organizations & Activities**

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Mount Carmel School offers its students many opportunities to participate in a variety of clubs, organizations and activities. While the following list includes many of the existing groups, students are encouraged to suggest new ideas that are of interest.

### ***Phoenix Stage Band***

- ❖ The MCS Stage Band is a premier group of musicians under the guidance of the Music Faculty that practices a minimum of twice a week in order to sharpen musicianship skills and hone showmanship. Students in this organization are selected by the Music Faculty and will undergo intense training in their respective instruments. Stage Band students will learn not only about their instruments, but about the auxiliary equipment used in performance. This group frequently performs at school functions, Endowment functions, and a myriad of venues throughout the year.

### ***Interscholastic Sports***

- ❖ This program offers middle school students the opportunity to represent Mount Carmel School as they challenge other schools in various sports activities each quarter. Most leagues require students to maintain at least a 2.5 GPA as well as maintain good citizenship grades. The primary aim of this program is to encourage students to be physically and mentally healthy and to establish camaraderie among students on and off campus.

### ***Student Council and Student Body Association***

- ❖ The purpose of the Student Body Association is to promote harmonious relations throughout the entire school by improving student-teacher relationships, raising school morale and spirit, and acting as a bridge between the students and the administration. Under the guidance of faculty advisors, elected council officers and other student representatives will gain hands-on leadership experience while developing teamwork and organizational skills.
- ❖ The officers of the Student Council shall be President, Vice President, Secretary and Treasurer.
- ❖ Officers and representatives from all MCS organizations are required to be present at general meetings so as to have a voice in the proceedings. Organizations that are not represented during these meetings or that have poor attendance at these assemblies thereby forfeit their privileges to vote in Council proceedings.

### ***National Junior Honor Society***

- ❖ The purpose of this chapter is to create enthusiasm for scholarship, promote leadership, develop character, and to encourage citizenship in students at Mount Carmel School. Moreover, the Mount Carmel School Chapter of the NJHS strives to stimulate a desire to render services to the school and island community.
- ❖ Each student with qualifying grades is evaluated by the Foundation and a panel of faculty members with the express purpose of creating and executing selection and disciplinary processes. A final selection list is presented to the administration for review prior to induction.
- ❖ The current scholarship standards for *preliminary candidacy* into the MCS chapter of NJHS are as follows:
  1. GPA of 93% or equivalent standard of excellence;
  2. Must have attended Mount Carmel School for at least one semester;
  3. Must be in the second semester of 6<sup>th</sup> grade or higher; and
  4. Must have a record free of "U" Citizenship grades.

- ❖ Students who were NJHS members in good standing at their previous schools will be invited into the MCS chapter upon request and proof of membership and confirmation of good standing from their previous school. Students who were previously dismissed from any NJHS chapter are ineligible for membership into the MCS chapter.

### ***Intramural Sports***

- ❖ Intramural sporting and academic activities are held periodically during lunch and scheduled activity blocks. Events are organized by the P.E. teachers. Interested students should be on the lookout for activity postings as the year progresses.

## **Health and Safety**

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- ❖ A student who becomes ill during class time will initially be cared for within the classroom.
- ❖ Parents/Guardians will be contacted and, if necessary, students will be sent home.
- ❖ First aid will be provided at the school for minor injuries (cuts, scratches, bruises, etc.) requiring immediate attention.
- ❖ If parents/guardians cannot be contacted, a note indicating the extent of the first aid given will be sent home with the student.
- ❖ No medication (prescribed or OTC) will be given to the student without written consent and specific instructions from the parent/guardian/physician.
- ❖ All prescribed medication must be in its original container with specific instructions from the physician and the dispensing pharmacy.
- ❖ When in doubt about the seriousness of the child's condition, MCS **will** call 911.

### **Message from Guam's Joint Information Center:**

#### ***What to do if your child is in school during an emergency***

#### **Stay calm. Use common sense.**

The best action you can take is staying calm. Staying calm gives you the chance to think and use common sense to choose the best option for your family.

**Listen to the news. Do not call the school.**

Calling the school may slow down emergency operations and make it difficult for officials to communicate directly with school staff.

Stay informed through the radio, news or online sources including Facebook and Twitter. The most current information will be provided through Guam Homeland Security.

**Be patient.**

Do not pick up your children. You and your children need to be off of the roads and in safe locations as soon as possible. Your children are safer in school than they are on the road. The safest course for them will be to remain at school until the all - clear is given.

**Wait until you are told to pick up your child.**

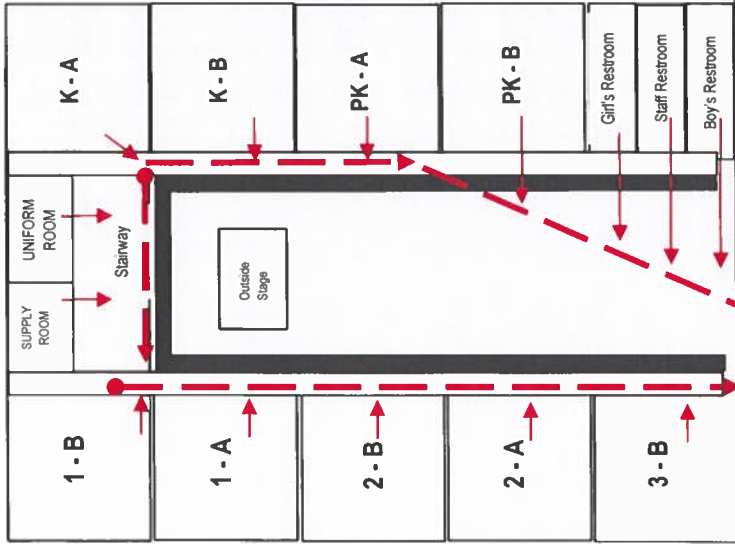
When the all-clear is given by the Joint Information Center, follow instructions regarding how to pick up your student from their school location. Remember that schools have emergency cards that identify who can pick up your child. Do not send someone to the school who is not listed on the emergency card as school staff will not release the student into their custody.

**If your child has questions.**

Answer their questions as truthfully as possible and discuss the situation as a family so everyone has a chance to process what has happened.

# EMERGENCY EVACUATION

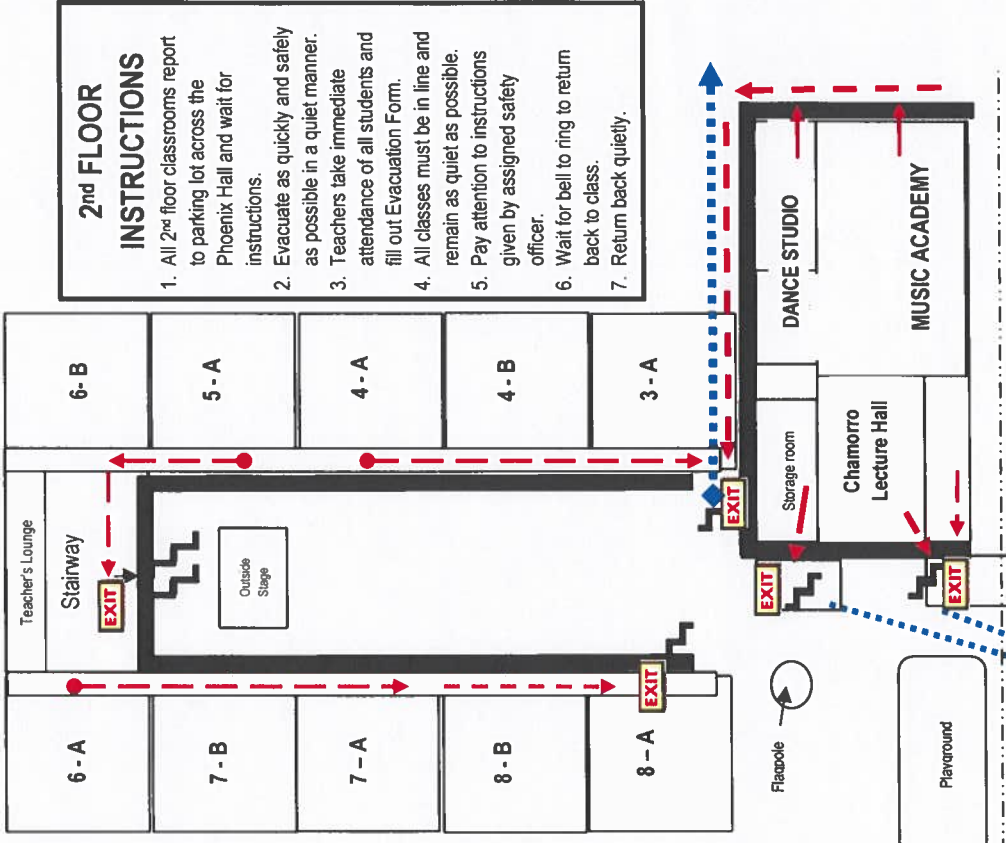
## Ground Floor



**GROUND FLOOR INSTRUCTIONS**

1. Preschool to 2B classrooms report to Basketball Court between the church and rectory.
2. Evacuate as quickly and safely as possible in a quiet manner.
3. Teachers take immediate attendance of all students and fill out Evacuation Form.
4. All classes must be in line and stay as quiet as possible.
5. Pay attention to instructions given by assigned safety officer.
6. Wait for bell to ring to return back to class.
7. Return back quietly.

## 2nd Floor



**2nd FLOOR INSTRUCTIONS**

1. All 2nd floor classrooms report to parking lot across the Phoenix Hall and wait for instructions.
2. Evacuate as quickly and safely as possible in a quiet manner.
3. Teachers take immediate attendance of all students and fill out Evacuation Form.
4. All classes must be in line and remain as quiet as possible.
5. Pay attention to instructions given by assigned safety officer.
6. Wait for bell to ring to return back to class.
7. Return back quietly.

