

## July 2017

3 Summer Classes begin  
14 Summer Classes end

## August 2017

21 School re-opens  
25 Distribution of Honors Award (1st—3rd)



# Our Lady of Mount Carmel High School

## Students' Handbook 2016-2017

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### May 2017

01 Labor Day Holiday
05 End of Diploma Exams
08 Student/Teacher Assessment by class Open System for grade input 4th Form
09 Parent's Night Programme
12 Teacher's Day
15 4th Form Grades due
15 - 19 Submit 1st—3rd Exams to HOD's
16 2nd Form choose Electives
18 Board Meeting on 4th form
19 Graduation Announcement
22 Submit exams for copying Graduation Booklet due
23 Distribution of Exam Schedule (1st—3rd)
24 Common Wealth Holiday
26 Cleaning of furniture begin
29 Review week begins ( 29th - 2nd June)
31 Staff and student of the month Living Rosary

### June 2017

05 Open System for grade input
05—9 Exam Week (1st—3rd)
07 3rd Form SBA's due in office
09 Last day of classes
10 <b>Parent's Night</b>
11 <b>Graduation Day</b>
23 Distribution of Report Cards (9:00 am—3:00 pm)
26 - 30 REGISTRATION

## February 2017

- 09 Check on projected 4th Form Grades
- 10 Pro-Life March/Run
- 17 Teacher's Retreat
- 22 Choose Student and Staff of the Month
- 24 ATLIB Exams (tentative)

## March 2017

- 01 ASH WEDNESDAY
- 03 Stations of the Cross
- 06 Mid-semester grades due at office
- 09 Mid-semester distribution of report cards @ 3:30 p.m.
- 10 **Holiday** (National Heroes and Benefactors Day  
Holiday)
- 16 Open Day
- 23 2nd Form students sign for electives  
CPD @ 12:30 p.m.
- 27 Picture taking of class begins  
Student/Teacher Assessment begins
- 29 Choose Student and Staff of the Month  
**Select Guest speaker**
- 30 Academic Expo (2nd Form)  
Issue Diploma Exam Schedule

## April 2017

- 06 **Mass**—  
Graduation Meeting with 4th Form parents
- 07 **Fun Day—Stations of the Cross**  
School Closes for Easter Break (8th—23rd)
- 09 **Palm Sunday**
- 11 & 12 - **4th Form Community Service**
- 13 **Holy Thursday**
- 14 **Good Friday**
- 15 **Holy Saturday**
- 16 **Easter Sunday**
- 24 Classes resume

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## November 2016

- 03** Students select CSEC subjects
- 11 4th Form Boy's Retreat
- 15 Distribute Exam Schedule
- 18 **\$15 contribution is due**
- 24 Dinner**
- 25 4th Form Girl's Retreat
- 30** Staff/Student of the Month

## Student Council Election — to be announced

## December 2016

- 12** Exam week begins
- 15 Complete all community services
- 16** Exam week ends
- School closes
- Dec 19-Jan 8th** Christmas Holiday
- Dec 26th** 1st Semester grades due to the office

## January 2017

- 09** School reopens
- Printing of report cards
- 13 Distribution of Report Cards @ 3:30 pm
- 17 1st Form Registration begins
- 20 Distribution of Honor Awards
- 21 Pro-Life Month begins
- 25 Select Staff and student of month

4th Form Chastity Talks begin at Primary Schools



## CALENDAR OF EVENTS

### August 2016

- 22 Classes resume for all forms
- 26 Mass—Faculty and Staff
- 29 Campus Ministry start Sacraments Classes

### September 2016

- 09 4th Form Parent’s Meeting @ 3:30 pm  
3rd Form Retreat Boys
- 16 Welcome assembly for 1st form  
School Rally (Independence) (4th Form)
- 19 1st form grades due in office
- 21 Independence Day**
- 23 3rd Form Girls Retreat  
1st Form Parent’s Meeting
- 28 Staff of month/student of month
- 30** Distribution of 1st form progress report.

### October 2016

- 07 Grades due for Mid-Semester**  
**2nd Form Boys Retreat**  
**2nd form Parent’s Meeting**
- 10 Pan American Day Holiday
- 14 Distribution of Mid– Semester @ 3:30 p.m.**
- 21 3rd form Parent’s Meeting  
2nd Form girl’s retreat
- 26 Staff/ Student of the Month
- 28 Living Rosary
- 29 Host Volleyball Regionals



## SCHOOL EMBLEM



The emblem of Mount Carmel High School consists of the outline of the Black Orchid (*Encyclia cochleata*), the national flower of Belize, drawn in a golden hue, with the name and year the school was founded as inscribed in its periphery. The silhouette of Our Lady of Mount Carmel, patroness of the school, is visible at its uppermost rim. Its centerpiece shows the mahogany tree representative of the tree of knowledge, with the sun, symbolic of the Eternal Truth, contrasted against a marine blue background. The four limbs of the orchid are indicative of the four communities in the parish that are served by the school. The transcendental motto: Beauty, Truth, Goodness, and Unity, by which the family at Mount Carmel High is governed, adorns the body of the emblem.



## MISSION STATEMENT

MCHS serves youth of Our Lady of Mount Carmel Parish, especially the underprivileged, by providing rigorous intellectual, spiritual and physical formation within the Catholic Tradition, nurturing students to their potential as fruitful citizens and members of the Church

### The Honour Code:

All Students are expected to be honest and respectful to other students, visitors, faculty, and staff. Above all, if a student is sent or called to the Office of the Dean for disciplinary reasons, that student must be honest and not withhold any truth which may relate to the situation in question.

Any student who willingly lies or withholds information that may bring justice to a situation is directly breaking the Mount Carmel Honour Code. This includes forged signatures on notes or letters brought to the office.

Anyone who breaks the Honour Code may be suspended or may have to withdraw. In given cases, students will be required to sign a Disciplinary or Probationary Contract.



## SCHEDULES

### Regular Schedule

Time	Session
8:00 - 8:10	Roll Call / Prayer
8:10 - 8:55	Period #1
8:55—9:40	Period #2
9:40 - 10:05	<b>Break</b>
10:05 - 10:50	Period #3
10:50 - 11:35	Period #4
11:35 - 12:15	<b>Lunch</b>
12:15 - 1:00	Period #5
1:00 - 1:45	Period #6
1:45 - 2:30	Period #7
2:30 - 3:15	Period #8

### Friday Regular Schedule

Time	Session
8:00 - 9:10	MASS
9:10 - 9:55	Period #1
9:55 –10:20	<b>BREAK</b>
10:20 - 11:05	Period #2
11:05 - 11:50	Period #3
11:50 - 12:30	<b>LUNCH</b>
12:30 - 1:15	Period #4
1:15 - 2:00	Period #5
2:00 - 2:45	Period #6



## SPECIAL THANKS:

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Mount Carmel High School wishes to thank the following institutions for their contribution to the revision of the Mount Carmel High School Student's Handbook 2016-2017:

- The Belize Catholic Association of Principals of Secondary Schools (BCAPSS),
- The Belize Association of Principals of Secondary Schools (BAPSS),
- St. Catherine's Academy Faculty and Staff Handbook
- The Hill School Student Handbook, The Hill School of Pottstown, Pennsylvania
- The Members of the MCHS Board of Directors.
- MCHS Faculty and Staff



## PHILOSOPHY

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Mount Carmel High School is a Catholic institution of secondary education under the patronage of the Society of Our Lady of the Most Holy Trinity (SOLT). The philosophy of educational institutions managed by SOLT is rooted in the sacred mystery of the Blessed Trinity. As such, SOLT institutions are committed to a comprehensive education whereby the individual is led towards Trinitarian relationships to bear fruit for God's Kingdom.



## OUR HISTORY

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Mount Carmel High School – the miracle school, opened its doors on September 1990 under the leadership of Fr. John S. McHugh (S.O.L.T), pastor at the time of Our Lady of Mount

Carmel Parish. It was originally meant to be a prep school, offering a one year tutoring service to the youth in the parish who, for academic and financial reasons, could not afford a high school education. The humble beginnings were in a one-storey ferro-concrete building donated by the local town board, originally meant for public use.

At the end of the first academic year, the parents of the 57 students enrolled on the course solicited the management of the school to expand the programme into that of a regular high school. Such was the demand that provisions were soon underway to establish a secondary school for the academic and economically disadvantaged of Benque Viejo del Carmen and surrounding areas. This was made possible through the generosity of university graduates from abroad who volunteered to teach, and patrons, at home and abroad, who soon started donating funds for construction of an appropriate infrastructure.

Today, Mount Carmel High School is our country's foremost Catholic high school. Its modern facilities include: 15 classrooms, a beautiful chapel, biology and chemistry, high speed computer labs, a library, a counseling room, vocational facilities for food processing, sewing and residential wiring, an audio-visual room, a canteen and snack shop, a basketball court and football field. Mount Carmel is currently staffed with 28 permanent teachers. The volunteer program still brings teachers from different parts of the world including North America, Europe and Central America. It has grown to have a student population of almost 500 students.

3. Parents are the first stakeholders in the education of their children. Therefore, we look forward to your full cooperation and participation in (a) ensuring that your child is properly equipped for school (school books, writing materials, etc.) (b) attending meetings and getting your child's report card, (c) being part of committees such as Parent-Teacher Association (PTA) (d) assisting in fund-raising drives, (e) chaperoning students in educational visits, along with teachers, and (f) any other solicitations presented on behalf of MCHS and the Board of Directors.

4. Finally, we ask that you support us when your child is disciplined for some just reason. Parents who take their child's side even when they know he/she is in the wrong are doing their child a disservice. Young adults need to know that there are rules to be followed and responsibilities to be met in school, just as there are rules to be followed in life. We have certain high standards here at Mount Carmel which we will not compromise, and we ask that all parents help us to maintain these standards so that quality education can take place.





## CONCLUSION

### **Personal note to parents:**

We cannot guarantee the success of your child, but we are committed to see to it that your child receives the best education at our country's foremost Catholic high school. To make success possible, we request your assistance in being effective partners in education.

1. Please make sure that your son or daughter:
  - Reports to school every day on time, and that he/she is in the proper uniform. Your child will not be admitted to school without a note if not in uniform. Parents are advised to write and sign a note of excuse should their child be absent or tardy on any given day; the note should reach with the student when he/she reports to school.
  - Does all of his/her homework properly and that he/she has a set time and place to study each and every afternoon or evening. Be assured that your child always has something to study or school work to do at home;
  - Shows you his/her progress reports, homework, letters from the school and notes from teachers, and that he/she shares with you his/her experiences at school each day.
2. We also ask that you pay your bills to Mount Carmel as early as possible, preferably before the beginning of each semester. Be reminded that the education of your child should be a priority.



## SCHOOL SONG

The time has come to join our hands. To hold our hearts and lift them high. To walk the path that leads us to heaven. To win the victory of our lives.

The battlefield is harsh and real. Sweat and tears have watered the field. Our spirit grows towards the light of heaven. We'll fight beneath our lady's shield.

### ***Chorus:***

***A crusader am I with Mount Carmel Pride, I'll hold on to the cross and my flag. We Will seek the truth and we'll walk in the light, with our mother our lives will go on.***

Every battle we fight against the evil one, the light of Jesus will be on our side. We will run the race, holding hands real tight and a victory we will have on high.

Every step we take, we take with God. Every race we run, we run with God and a victory we will have on high.

### **SCHOOL COLOURS**

School colours are brown and white which are a reflection of our name and patroness. In addition blue may also be used to highlight either of the above mentioned colours.



## ADMISSION REQUIREMENTS

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To be admitted to Mount Carmel High School, applicants are required to present a satisfactory Std. V & VI report card, two letters of recommendation, a valid Belize Social Security card, and PSE results.

All students registered in first Form must complete a two or three week summer program in English, Math, SRA and Study Skills. The cost of the summer school is to be determined by Administration and will be reviewed every year.

All students must attend summer classes in their primary school uniform.

Application forms should be accompanied by a non-refundable fee of \$10.00 (Ten Belize Dollars). Non Belizean students are required to pay an additional fee of five hundred dollars (\$500) per academic year. That is, fifty dollars monthly (\$50). Students who are first time repeaters don't pay any additional fee. Students who are 2nd time repeaters pay **an additional 30%** of the regular fee. This includes transfer students.

Upon acceptance, students are expected to pay a registration fee of \$40 and other fees as may be required for Semester I.

**ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Serious infractions to the Honour Code will result in suspensions of a given number of days determined by the office of the Dean, or lead to immediate release.

### **Automatic Jug**

An Automatic Jug may be given by teachers for any infraction. The assigned task is to be done after school hours under the supervision of the teacher. This goes unrecorded. Failure to comply will result in demerits.

### **Suspension**

The student on suspension is required to complete all work, assignments and tests while on suspension. He/she is responsible for all the work given in class. Such students cannot participate in sports activities while on suspension.

### **Disciplinary Committee:**

The MCHS internal Disciplinary Committee is charged with upholding and enforcing the school's rules and regulations. It is responsible for investigating and recommending the appropriate action to be taken regarding any serious misconduct by any student. It is comprised of members in administration, teaching staff and the Board of Management. Its decisions are reported to the Principal and the Chairperson of the Board of Management. All serious infractions are referred to the Disciplinary Committee which will rule on the case after proper consultation. The student (s) involved will be suspended until the Disciplinary Committee makes a decision in the case. In such cases, the student and his parents/guardians may be required to attend a conference.



## THE DISCIPLINARY SYSTEM

All offenses relating to violation of the MCHS Honour Code are noted in the Student’s Conduct Record. Infringing the Honour Code may result in demerits, jugs or suspensions. The school reserves the right to dismiss a student who repeatedly infringes the Honour Code.

A student receiving a jug will be required to report to the Jug Master for 60 minutes. Jugs will be under the supervision of the Jug Master and will be recorded. The offender will be required to fill out an Accountability Form which will be filed in his/her records and attached to the Progress Report. **These are the consequences in a simple form:**

# of Demerits:	Consequence (s):
4	1. One Day suspension
6	1. Student—Administration– Parents Conference #1 2. letter sent to parents
8	1. At home suspension (Four working school days) 2. Student—Administration– Parents Conference #2 3. Contract of good conduct signed by student & parents 4. Student will attend mandatory counseling
10	1. Dismissal for 3rd and 4th Formers
12 (1st and 2nd Formers Only)	1. One day suspension 2. Student—Administration– Parents Conference 3. Contract signed for 1st and 2nd Formers
14	1. Dismissal for 2nd Formers
16	1. Dismissal for 1st Formers



## REGISTRATION

All prospective students are required to register in order to gain admittance to Mount Carmel High School by presenting the following:

1. His/ her report card/ transcript from the previous school attended.
2. An original birth certificate or an authenticated copy of passport.
3. A valid Belize Social Security card
4. A recent passport size picture.
5. Two recommendation letters from the last school attended.

Students must pay a registration fee of forty dollars (\$40) and all fees for the first semester.

Late registration will require an additional fee of thirty dollars (\$30).

All admissions are made at the discretion of the Administration. Anyone may be refused admission if his/her documents show that he/she does not meet the necessary criteria to attend Mount Carmel High School. Registration dates are set each year, and students who wish to be considered for admittance/ re-admittance must appear at the appointed dates.

**ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Students who do not register by the appropriate dates will not be guaranteed admittance, and may lose their student status at Mount Carmel High School even though they attended the school during the previous year. An additional charge will be levied for late registration.



## TRANSFER STUDENTS

Transfer students should submit a transcript of grades and two letters of recommendation from the previous high school. The number of transferees shall be limited to no more than 10% of the total school population. Consideration for transfers will run up to the last week in September.

- **Transfers into fourth form will not be considered.**
- **Transfer students will be placed on academic and disciplinary probation and will be required to sign a contract.**

All transfer students will be interviewed along with their parents before taken into consideration.

**MOUNT CARMEL HIGH SCHOOL RESERVES THE RIGHT TO REFUSE ADMITTANCE TO ANY STUDENT WHOSE ADMISSION IT DEEMS TO BE AGAINST THE BEST INTEREST OF THE SCHOOL.**



## POLICE ARREST & GANGS

### **Police arrest:**

Mount Carmel will provide for all students the required information to empower them to refrain from the use and abuse of illicit drugs, cigarettes and alcohol. The School will provide student assistance in the form of counseling as a preventative measure. However, the school is not equipped to handle drug-dependent students. Such students must withdraw from the school. Mount Carmel will assist parents in these cases to identify and use rehabilitative options wherever they may exist.

Students who are arrested by the Police for use, possession, or trafficking of drugs in accordance with the Drug Act or as defined under the Summary Jurisdiction Offences will be subject to the above-stated penalties. If the student is convicted, he/she is liable for immediate release from MCHS on the first offense.

### **Gangs:**

Any and all gangs are forms of social corruption and are not condoned by Mount Carmel High School. Any student who uses gang signs and colours at any time is signifying active gang membership. Any active member of a gang will be brought before the Principal and Dean of Students with the possibility of suspension or dismissal from MCHS for gang involvement.

### **Social Media**

Promoting drinking alcohol or any inappropriate images or messages will receive demerits or other sanctions deemed appropriate by administration.

### Possession or Consumption of Alcoholic Beverages:

Any student found guilty of possession or consumption of alcohol, whether on or off campus, including any school-sanctioned activity, will be subject to

1. Four demerits, suspension and mandatory counseling for first offense;
2. Dismissal for second offense.

\* If a fourth form student is caught drinking he/she will not be allowed to participate in the graduation ceremony.

### Cigarette Smoking

Any student found guilty of smoking or in possession of cigarettes will lead to suspension. Cigarette smoking is strictly prohibited.

### Under the influence of drugs:

1) Any student found under the influence of alcohol will be given 4 demerits, suspended and required to attend mandatory counseling for a first offense and dismissed for a second offense, except when there are extenuating circumstances.

2) Any student found under the influence of in possession of illegal drugs will be given a minimum of 4 demerits, suspended and mandatory counseling for a first offense and dismissed for a second offense.

### Drug Trafficking:

Any student found guilty of providing drugs will be automatically dismissed from Mount Carmel and the matter will be reported to the police.

### Drug Testing:

If a student is accused of using illegal drugs, the student will be required to take a Drug Test. In accordance with MOE Rule #140 (1). In such an event the parents of the said student will be notified.

### Drug Paraphernalia

Students in possession of drug paraphernalia, including pipes, clothing, and fashion accessories will be given 2 demerits.



## TUITION & FEES

Fees:	Form 1	Form 2	Form 3	Form 4
Application	\$10.00	\$10.00	\$10.00	\$10.00
Registration	\$40.00	\$40.00	\$40.00	\$40.00
Paper	\$160.00	\$160.00	\$160.00	\$160.00
Sports	\$40.00	\$40.00	\$40.00	\$40.00
Library	\$55.00	\$55.00	\$60.00	\$60.00
Activity	\$40.00	\$40.00	\$40.00	\$40.00
School Development and Maintenance	\$125.00	\$125.00	\$125.00	\$125.00
Science Lab	\$60.00	\$60.00		
Electives	\$60.00	\$60.00		
Lab / Electives			\$110.00	\$110.00
Music / Art	\$50.00	\$60.00		
Computer Lab		\$30.00	\$155.00	\$175.00
Yearbook	\$10.00	\$10.00	\$10.00	\$10.00
<b>Totals</b>	<b>\$650.00</b>	<b>\$690.00</b>	<b>\$750.00</b>	<b>\$770.00</b>
Graduation				*
Non Belizean	\$500.00	\$500.00	\$500.00	\$500.00

\* To be determined.



## CURRICULUM

### Form 1

Subject	Credit Hours
English A	5
Integrated Mathematics	6
Integrated Science	5
Social Studies	3
Religious Studies	4
Spanish	2
Physical Education	2
Literature	3
<b>Elective 1</b>	2
<i>Art</i>	
<i>Music</i>	
<i>Sewing</i>	
<i>SRA (Compulsory)</i>	
<b>Elective 2</b>	2
<i>Agriculture</i>	
<i>Electricity</i>	
<i>Food Processing</i>	
<i>SRA (Optional)</i>	
<b>Total</b>	<b>34</b>



## DRUGS & ALCOHOL

Mount Carmel contends along with the Belize Association of Principals of Secondary Schools that the abuse of illicit drugs and alcohol among high school students is insidious and represents a serious threat not only to the welfare, health, and academic life of the individual student, but also threatens the fabric and discipline of this institution. The pursuit of academic success by other students and the spiritual development and moral growth of them all are placed at risk by the occurrence of illicit drug possession, abuse, or peddling by an individual or individuals (whether students or outsiders).

Mount Carmel demands that all students refrain from using illicit drugs and alcohol. Alcohol includes champagne, beer, rum or any drink which contains alcohol. Drugs include all illegal drugs such as marijuana, crack, cocaine, etc. and non-prescribed drugs. The following are rules regarding the treatment of drugs and alcohol violations:

### Out-of-bounds locations

There are many healthy locations which contribute to the well-being of youths and our students in particular. However, some establishments do not provide safe and sound entertainment for anyone, especially our students. The Liquor Licensing Laws of our country are clearly defined.

MCHS prohibits all its registered students, regardless of age from entering such establishments as nightclubs and bars. This applies all year round. Any such cases will be dealt with by the Disciplinary Committee. Students found guilty of violating this policy will be given 2 demerits and suspended..

**Pregnancy:**

Any student who becomes pregnant or is responsible for a pregnancy while registered as a student will be asked to withdraw. Release from MCHS will be applied only after the case has been properly investigated and proven. The consideration to

readmit a student after the birth of a child from a pregnancy while he/she was a student will rest at the discretion of the Board of Management.

**Abortion:**

Any student who is proven to have participated, in any way whatsoever, in an abortion, will be withdrawn from MCHS.

**Form 2**

Subject	Credit Hours
English A	5
Integrated Mathematics	6
Integrated Science	5
Social Studies	3
Religious Studies	4
Spanish	2
Physical Education	2
Literature	3
<b>Elective 1</b>	2
<i>Art (Painting)</i>	
<i>Sewing</i>	
<i>Music</i>	
<i>SRA (Must)</i>	
<b>Elective 2</b>	2
<i>Agriculture</i>	
<i>Electricity</i>	
<i>Food Processing</i>	
<i>SRA (optional)</i>	
<b>Total</b>	<b>34</b>

**Form 3**

Subject	Credit Hours
English A	4
English B	4
Integrated Mathematics	6
Religious Studies	4
Spanish	2
Information Technology	5
<b>Elective 1</b>	4
<i>Human and Social Biology A &amp; B</i>	
<i>Tourism</i>	
<i>Principles of Accounting A &amp; B</i>	
<b>Elective 2</b>	4
<i>Principles of Business</i>	
<i>Discipleship</i>	
<i>Creative Arts</i>	
<i>Biology</i>	
<b>Elective 3</b>	5
<i>Electronic Data Preparation and Management</i>	
<i>Chemistry</i>	
<i>Food Processing</i>	
<b>Total</b>	<b>38</b>

\* All electives must have a minimum of 18 students.



**PARENTING**

Mount Carmel High School promotes high moral standards in accordance with Catholic teaching. The School not only expects its faculty and staff to live according to that standard, but it expects the students to live by it as well. Sexual immorality and pre-marital relations are not only inappropriate, but damaging to an individual and society as well. With the visible consequences of AIDS, venereal diseases, and teenage pregnancies, abstinence before marriage is the only REAL SOLUTION and authentic way of life. With that in mind, the following circumstances will be dealt with accordingly.

**Contraception:**

Possession of contraceptive devices such as condoms, pills, etc. is strictly forbidden. Adequate disciplinary measures will be taken. Parents will be called in for a conference along with the student. The student may then be referred for counseling.

**Premarital relations:**

Any student found living in union with another person will be asked to withdraw. The Disciplinary Committee will make the final decision.





## WEAPONS & VIOLENCE

The rise in crime in our society has plagued our community, and because of the accessibility of weapons, the following guidelines will be enforced:

### Signs of violence:

Any student who exhibits signs of violent behavior on or off campus by assault or battery will be considered for immediate release from MCHS. In exceptional circumstances, students may be suspended with mandatory counseling. A Disciplinary Contract may then be signed. Students are required to report any signs of violence, including self-injury.

### Possession of Weapons:

Any violation concerning the possession of any kind of weapon (sharp edge weapons, tear gas, knives, ice-picks, firearms, etc.) makes the student liable for suspension or release. The weapon will be confiscated, and the parents will be informed. Incidents will be reported to the police.

### Use of a weapon:

Any student who uses a weapon on or off campus to threaten or inflict a wound on a student or a member of the staff will be liable for immediate release from MCHS. The incident will be reported to parents and to the police.

### Random searches:

MCHS reserves the right to randomly search any student's possessions at any time. The student, and at least another faculty member, must be present during the search.

### Threatening Teachers

Threats to teachers will be taken seriously. Any student who threatens a teacher will be given 8 demerits and a suspension. According to discretion of the teacher, threats may be reported to the police.

## Form 4

Subject	Credit Hours
English A	4
English B	4
Integrated Mathematics	6
Religious Studies	4
Spanish	1
Information Technology	5
<b>Elective 1</b>	4
<i>Human and Social Biology A &amp; B</i>	
<i>Tourism</i>	
<i>Principles of Accounting</i>	
<b>Elective 2</b>	5
<i>Principles of Business A &amp; B</i>	
<i>Discipleship</i>	
<i>Biology</i>	
<b>Elective 3</b>	5
<i>EDPM</i>	
<i>Chemistry A &amp; B</i>	
<i>Food Processing</i>	
<i>Advanced Spanish</i>	
<b>Total</b>	<b>38</b>

\* All electives must have a minimum of 18 students.



## PROMOTION REQUIREMENTS

To be promoted, students must show a satisfactory level of competence with a minimum Grade Point Average (GPA) of 2.0 (Grade C-) in a given subject in order to be categorized as having passed the subject and not failing 10 or more credit hours. Grades D+, D and F are regarded as failing grades.

The Grade Point Average (GPA) is a weighted average used to indicate to the student and faculty the individual progress of each student in his/ her course. It is computed in the following manner: multiply the grade point equivalent of the letter grade received in each course by the number of credits\* assigned to the said course and dividing the overall results by the total credits of the classes taken in the respective form. The Final GPA is calculated to two decimal points. These new requirements will ensure that each and every class is given the attention it deserves, since a failure in any class causes the loss of points from the student's overall GPA.

### Repeating a Form

A student is considered to have failed the semester or year if he/she:

1. Obtains a semester/yearly GPA of less than a 2.0

**OR**

2. Obtains a grade lower than C- in a combination of subjects with a total credit value of 10 or more.

For example:

Student A		Student B	
Math	6	English	6
Social Studies	<u>4</u>	Spanish	3
		Music	<u>2</u>
Credits Failed	<b>10</b>	Credits Failed	<b>11</b>

\*Both Student A & B failed.



## OTHER POLICIES:

### Death & Bereavement:

Death afflicts all families. Moments of bereavement can bring peace and strengthen bonds among its members. In cases involving the demise of a member or a close relative/friend of the MCHS family, due representation in the rituals will be ensured. Classes may be interrupted upon the discretion of Administration. Grieving and support sessions through the Offices of the Counseling Team and Campus Ministry will be facilitated.

### Educational visits & class trips:

The safety of our students is important, especially while on educational visits. All such visits should be planned with at least four weeks' advance notice. Letters with the necessary information and parental approval and costs must be duly signed and returned to the office. Students on these trips are reminded that the school rules apply all the same. The expenses of an educational trip must be financed through fund-raisers or by the parents/guardians themselves. (Note: The school takes no responsibility for trips organized on weekends or holidays.)

### Policy on school related accidents:

All accidents or mishaps on campus must be immediately reported to a senior member of staff. First aid and medical attention, as necessary may be available and will be offered. In the case where such accident is directly caused by any student(s), the said student(s) and his/her parents will be required to cover the cost of medical attention. MCHS does not make itself responsible for any cost of medical attention incurred due to any action / injury caused on the part of any of its students.



## COMMUNITY SERVICE

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The vision of Mount Carmel High School focuses on our students attaining "... a level of Christian maturity that will bring peace, love, and joy to their own lives, allowing them to contribute to the creation of a truly Christian society." To meet this aim, a Community Service program is implemented.

- All Third and Fourth Year students are expected to complete 24 hours of works of mercy each year in order to graduate. (see Graduation Requirements.)
- First and Second form students are expected to complete each year at least ten hours of works of service, as a class, for the school year. Such examples of works of mercy may include classroom upgrading, upkeep of furniture, painting of chalkboard, walls and Grotto. A school project should be undertaken which shows dedication and commitment on behalf of the students. The project, once completed, should be an indicator of the time, talent and money offered by the students with the help of the Homeroom Teacher. The project should be identified and planned at the beginning of the school year upon which the Religion HOD should be informed. The objectives are to be completed by April of the academic year. All community service completed will be recorded in the student's personal file. Incomplete community service will be reflected in the student's report and transcript.

### Note:

- A student who meets the promotion credit hour and GPA requirement, but fails a Core subject area may still be promoted for that year, upon completion of summer classes.
- **Do note that a student can fail a Core Area only once during his/her 4 years of schooling at MCHS.** (Example: if Integrated English is failed in 1st Form, the student cannot afford to fail Integrated English or English A from 2nd to 4th.)
- Students who fail a core area in 1st or 2nd form and are required to take summer classes to pass are still considered to have failed the core area for that year, even if they are promoted. Thus, they cannot afford to fail that core area for the remaining years at MCHS.
- There will be a final exam at the end of each semester that will be worth 20-25% of the final grade for the semester. The yearly grade will be an average of the two semester grades.
- Semester report cards will be issued for all students for semesters I and II.
- If a student obtains a grade of 55% or less or an "F" in any subject, a 55 will be written on the report card. The student needs to improve that grade in order to pass the subject.
- Progress report cards will be issued by the end of September for First Formers only.
- Parents are encouraged to visit the school by appointment and consult with their child's teacher regarding the progress in his/her subjects at least once a month.



## GRADING SCHEME & GRADING POLICY

Percentage	Letter Grade	Grade Point Average
90-100	A	4.00
87-89	B+	3.5
84-86	B	3.00
80-83	B-	2.75
77-79	C+	2.50
74-76	C	2.25
70-73	C-	2.00
68-69	D+	1.75
64-67	D	1.50
60-63	D-	1.25
56-59	E	1.00
0-55	F	0.75

- The maximum GPA that a student can achieve is 4.00 (A).



## PARTICIPATION IN RELIGIOUS ACTIVITIES & PATRIOTIC EVENTS

MCHS is a Catholic institution. We look forward to all our students showing respect and pride in our Belizean identity and to be reverent in all our religious services. Non-Catholics are asked to show the proper respect for the practices and traditions of the Catholic Church. We believe all people deserve respect, and expect the same from those involved with our school. As such:

- All our students are expected to participate in all patriotic events and religious activities, including assemblies, parades, Eucharistic Adorations, solemnities, retreats and Masses;
- Reverence must be shown during prayer at all times; this includes kneeling at the appropriate times during Mass, chapel and religious activities.
- Students should move promptly for Mass and assemblies at the Teachers Memorial Event Center or to the Catholic Church where they are to organize themselves according to the seating arrangement under the supervision of the Home-Room teacher;
- Students should stand at attention during the singing of the National Anthem and give the respect to the National flag at all times.

**Pageants:**

MCHS recognizes the sanctity of the human body. In keeping with our Christian moral values, however, no MCHS student is allowed to participate in any beauty pageant or in any activity in which they are exposed to any form of sexual harassment/exploitation. Any student who does not comply will be sanctioned.

**Pornography:**

Pornography reduces the human person in all his/her mystery to an object to be used for pleasure. This is a violation of human dignity and offends God and all persons involved.

Any student who is involved or has access, and is caught in possession of pornography will be sanctioned accordingly. In the case of any student who brings pornography to campus or is involved in it, he/she will be asked to withdraw. Any case of pornography will be dealt with by the school's Disciplinary Committee immediately.

**Grading Policy:**

- A 3.51-4.00 - Superior achievement
  1. Student exceeds maximum requirements of course.
  2. Student's work is consistently reflecting excellent quality.
  3. There is active participation in class.
  4. Student exceeds the basic objectives of the course.
  
- B 2.75 – 3.5 above average achievements
  1. Student covers all requirements at an above average level.
  2. His/ her work is consistently of high quality.
  3. Student's contributions to class discussion are pertinent and effective.
  
- C 2.00 – 2.74 Average Achievement
  1. Student meets basic requirements satisfactorily.
  2. Student shows progress in application of knowledge acquired .
  3. Student meets basic objectives deemed necessary to pass the subject in CXC or to be otherwise engaged in university.
  
- D 1.25 – 1.99 below Average Achievement
  1. Student has not met the minimum requirements.
  2. Work done is generally of poor quality.
  3. Student scores poorly in assessments.
  4. Excessive absenteeism.
  
- E 1.00 – F 1.24
  1. Minimal evidence of effort.



## GRADUATION REQUIREMENTS

In order to graduate from Mount Carmel High School, a student must meet the following:

1. Have met the requirement to pass 4th Form.
2. Have a minimum cumulative GPA of 2.0 over the Four years at MCHS.
3. Have completed required hours of Community Service.
4. Fulfill all financial obligations to the school.

### NOTE:

- Should a student fail to meet the minimum academic requirements as outlined above, he/she will be required to repeat the year.
- The valedictorian and salutatorian will be chosen based on their **four year** average at Mount Carmel High School.
- Transfer students must have completed at least two years at MCHS with a minimum GPA of 2.0 in order to qualify for graduation.
- All graduates are expected to participate in the Parent's Night and Graduation Ceremonies decently dressed.
- All fourth form students must attend all extra classes, graduation practices and examinations in uniform.
- If a fourth form student is caught drinking he/she will not be allowed to participate in the graduation ceremony.

**A fourth former who fails to comply with MCHS rules at any time, up until he/ she has formally graduated, runs the risk of being sanctioned. Sanctions include, but are not limited to, having the student:**

1. **Withdraw from MCHS; and/ or**
2. **Be disallowed from attending all Graduation activities; and/ or**
3. **Be denied all awards and honours; and/ or**
4. **Be denied a diploma; and /or**
5. **All of the above**

- Plagiarism can occur in various forms and degrees, but generally it takes one of three forms: verbatim copying, paraphrasing, (words are changed but the sense of the original material remains the same), or lifting from the original of an apt word or phrase which expresses the meaning one wants.
- One can avoid the problems of plagiarism with relative ease. Acknowledgments of indebtedness to the work of others can be made in proper footnote and bibliographic entries.
- Materials quoted directly, materials paraphrased and ideas or concepts "borrowed" from another's writings must be given recognition in both footnotes and bibliography, except in the case of very short papers, in which correct footnoting may suffice.
- In the event a teacher feels that a student may have plagiarized, he/she will notify the Dean of Students. The matter will then be reviewed. Any student found guilty of plagiarism will be sanctioned. The student will receive a zero on the assignment and the appropriate number of demerits.

### Cheating:

Giving information as well as receiving information is considered cheating. Cheating on assignments, quizzes and exams is a form of plagiarism and will be sanctioned accordingly.

### Harassment:

MCHS emphasizes the human dignity and respect due to all students and members of staff. In line with the country's laws and our Catholic Christian values, all forms of harassment are rebuffed: verbal / non- verbal, visual and / or physical comments and gestures of a sexual or discriminatory nature are strictly prohibited. Students are required to report any form of harassment, involving self or others, to Administration immediately. Any such cases will be dealt with by the school's Disciplinary Committee. Students found guilty may be suspended or asked to withdraw from MCHS.

- While friendships are very much encouraged at MCHS, romantic relationships are prohibited for students. High school is a time for studying and preparing for life. There is a time for everything. Romantic relationships are for after high school.

**Involvement in the Occult:**

- Any student found to be involved in the occult (Satanism, Emos, Ouija board, Black Magic, etc) will be reprimanded and will be given counseling. Should the student refuse or recur in such activity, he/she will be asked to withdraw from MCHS.

**Theft:**

Theft is defined by the Criminal Code of Belize as “dishonestly appropriating property belonging to another.” Theft in any form is unacceptable and will not be tolerated.

- Any student who is guilty of petty stealing or any misdemeanor as defined by the Criminal Code of Belize will be penalized accordingly. This may involve immediate dismissal.
- For any major offense or any Felony as defined by the Criminal Code of Belize, the student will be asked to withdraw.
- In every case, parents will be consulted. Students may be recommended to undergo counseling. MCHS reserves the right to report any case to the police.

**Plagiarism:**

To plagiarize is to deliberately and consciously steal, what another student, scholar, or author has thought, spoken, or written and to present it as one’s own. Any time one tries to convince one’s reader that what someone else has thought, spoken, or written is his own, he is plagiarizing. It is a particularly disagreeable form of stealing, since it deprives the author of credit for what he has created. The academic community looks upon plagiarism as one of the most serious of crimes.



MERITS

**Honour Award:**

Students who maintain an average of A-(3.50-4.00) or better and are in good disciplinary standing are eligible for the Mount Carmel First Honour Award.

Students who attain a GPA between 3.00 – 3.49 obtain a Second Honour Award.

- Awards are given during the assemblies at the beginning of the new semester.
- MCHS reserves the right to remove awards and all privileges from students who fail to live up to the MCHS Honour Code.

**Good Samaritan Award**

This award is given once a month to the student who displays Christian virtues and goes out of his/her way to serve his fellow brethren on and outside campus. It may be given to one or more students.

**Student of the Month**

This award is given to one student per form. It is bestowed upon a student who displays a positive attitude towards work, has a pleasant disposition and who has shown marked overall improvement academically or with his or her behaviour.

## **End of Fourth Form Awards**

### **Award of Excellence**

This is awarded to any student who strives to live the Gospel values in his/her daily life, shows leadership skills and initiative, and engages actively in community participation.

### **Prolife award**

This award is given to any student(s) who displays the exemplary virtues associated with being an MCHS prolife student. In addition, the student is expected to be an advocate for the most vulnerable in our society such as the elderly, the unborn and those with special needs.

### **Mr. Benjamin Lemus Award**

This award is issued to a student who best exemplifies the virtues of humility, dedication, loyalty and has also demonstrated mastery and a passion for the vocational-technical subjects.

### **Subject Awards**

This award is given to each student with the highest grade in each subject during the Fourth Form year.

- All students are expected to be prepared for their respective classes. They should have the necessary materials/books at hand. Students are not allowed to borrow books during class time. Students who are out of class without permission will be sanctioned.
- Assignments given to students should be completed and presented as requested by the respective teacher.
- Students are encouraged to read. However, material not related to the subject area during the class period should be avoided unless permission is granted by the teacher.
- Students should not chew gum, or eat during classes. In times of warm weather, students may be allowed to have drinking water in a clear bottle. Eating sweets/candies in between classes is strictly prohibited.
- Students are not allowed to purchase any food item from the snack shop or canteen during regular class time. Students caught buying food at the snack shop before the buzzer goes for lunch or break will be sanctioned. This also applies after the buzzer has signaled an end to Break or Lunch. In exceptional cases, students may be allowed to buy water only, with the consent of a teacher.

### **Public displays of affection:**

- Students may never engage in public displays of affection such as holding hands, kissing, caressing, petting, or embracing, especially while in uniform. Any such activity, at any time, whether in or out of uniform, should be discouraged. To this effect, students are not permitted to place themselves in any compromising situation within or outside campus. Students who fail to abide by this will be required to attend a Parent-Teacher Conference. Further action may be taken depending on the gravity of the situation.



- Students may not use obscene language or gestures at school or any school-related functions, in the classroom or at any time. This includes on the streets, whether in or out of uniform.
- Quarrels and fighting are never permitted to go unpunished. The punishment will be determined by the gravity of the situation. MCHS students who are involved in such situations may be placed on probation with mandatory counseling and bound to keep the peace. Failure to comply with the conditions will result in the student(s) having to withdraw.

### **Student Preparation & Participation:**

- Students must report to school by 7:50 a.m. daily. By the time the second buzzer goes, all students must be seated in their Home Room for Roll Call and morning devotion.
- **Buzzer for Lunch & Break:** First Buzzer: Students should make their way to the classroom. Second Buzzer: Students should be in class seated and ready for their class. Failure to comply will be considered late.
- All students are required to engage in the activities during Home Room period. They are expected to collaborate fully in all Home Room activities, including Eucharistic celebrations, assemblies and community projects.
- All students are invited to engage in a club of their choice, and to abide by its regulations. In addition, students will be assigned to a given House and are expected to participate fully in the activities organized, taking advantage of given opportunities to earn points for the House. Respect and teamwork are expected at all times from all members of the Club/House.



## ATHLETIC DEPARTMENT

Athletics are an integral part of a well-rounded education. Not only can a Mount Carmel student excel and grow in the classroom, but he/she may do the same on the playing field. Mount Carmel offers several sports for both boys and girls. They are as follows:

- Basketball
- Football
- Softball
- Track & Field
- Volleyball
- Other activities as may be planned.

Athletics in its proper place promotes sportsmanship, discipline, teamwork, and health. MCHS participates in sporting events endorsed by BCAPPS and by BAPPSS – NSSSA (WSSSA at the local level.). MCHS also coordinates intra-mural sports activities for all students through its House system. Students are encouraged to participate and / or cheer for their schoolmates.

### **Sportsmanship**

Members of Mount Carmel teams are representatives of the school both at home and away. Appropriate conduct on and off the field is a reflection of the standard of quality that Mount Carmel expects of all its students. The school insists that the highest measure of sportsmanship and a wholesome relationship with our opponent schools be maintained at all times. Individual leadership and responsibility are required to fulfill these expectations. Anyone who fails to live according to this standard will lose the privilege of participating.

## Discipline

Each member of a Mount Carmel team is expected to put academics before athletics. If a student has academic or disciplinary problems, that individual's participation will be decided on a case by case basis.

## Teamwork

Being a part of any team requires working together. This requires practice and discipline, not only as individuals, but as a team. Therefore, practice is a required part of athletics. Working together also requires the dedication and hard work of a coach. That coach is the leader of the team. Anyone who fails to practice or to communicate with and follow his/ her coach may lose athletic privileges.

## Health

Any individual who participates in athletics strives for health on and off the field. Each member is expected to follow the school rules on drugs and alcohol. If those rules are violated, the individual will lose athletic privileges.

- Students are expected to be in a supervised classroom. **If a teacher has not reported to the classroom with in five minutes of the buzzer it is the duty of the President to report it to the office.** It will be the duty of the Class
- President and his vice to maintain order in the class during the absence of a teacher.
- The Class Presidents shall have the authority to report to the Home Room Teacher a summons with the case(s) of student (s) who infringe on the Honour Code. The students involved will be disciplined accordingly. It is expected that all students will give their Class Presidents the respect that their office demands.
- No "horse playing" is allowed in classrooms, labs, or workshops at any time. This is to be discouraged especially where there is equipment that can be damaged, or
- machinery that could cause injury. This also applies in and around the play areas.
- Students caught bullying will be sanctioned with a
- maximum of four demerits.
- No "idle" chatter, "horse playing", or disrespect is to be
- tolerated in Church, during Mass, or during assemblies. All students are expected to participate actively in Mass and assemblies. Home Room teachers are expected to take
- attendance at the beginning and at the end of the event. The use of the restrooms is strongly discourage during Mass or assemblies and permission must be granted by a teacher to use the restroom.
- **Any student who is told to leave a class must leave immediately and without comment.** He is to report directly to the Dean or the main office. Failure to report and to
- inform that he was sent out of class may result in the student being sanctioned. It is considered a serious offence.
- Skipping class is a serious offence and will be sanctioned accordingly. If the student is late to class he/she should get a note from administration.
- Students are expected to sit properly and respect the seating arrangement.



## CLASSROOM & PERSONAL CONDUCT

Mount Carmel High School is a place of learning. Every student has a right to an education and an equal opportunity to learn. Every teacher has a right to instruct and to teach in an orderly classroom. Any disregard for these rights will not be tolerated. Depending upon the severity, jugs, demerits or immediate suspensions may be given for violating these rules.

### **Respect for Authority:**

- Students must follow the rules for classroom conduct as prescribed in the Student's Handbook, as well as those of their individual teachers. Unless expressly permitted by a
- teacher, students must obtain permission to speak by raising their hands and must remain seated during all classes. Students may never congregate around the teacher at his / her desk, blocking his view of the rest of the class.
- Students are not allowed to remain or enter the classroom during Break/Lunch Class Presidents should ensure that the classroom is locked during Break/Lunch. During Break/Lunch students should be in the eating areas assigned – basketball court and picnic tables. Should students need to use the rest-rooms they may do so and avoid loitering around the classrooms.
- **Note:** a fee of 25 cents is charged for the use of the restrooms to assist with the purchasing of toiletries.
- Students should not leave campus during breaks school hours without the permission of the Principal, Vice-Principal or Dean. Students leaving school during school hours must ensure that their release is recorded by the Security Guard. Note: A student will not be allowed to leave campus for any
- appointments unless a signed note from his/her parent or guardian is submitted in advance.



## CAMPUS LIFE

The School offers various after school activities for the student body. They expand leadership skills, knowledge, and like athletics, extracurricular activities are an extension of Mount Carmel High School life.

### **Clubs**

A variety of clubs become available during the course of the first semester. These are geared towards stimulating the creativity and social character of the individual.

### **Student Council**

The Council consists of one elected representative from each home-room class who is in good academic and disciplinary standing. The President and Vice-president of the council are elected from the third/fourth forms. The council not only serves the student body and the community, but it voices the concerns of the students to the members of staff, and is guided by its own constitution. If a student is not a good role model ( 8 demerits or more) he/she will be asked to leave his/her position.

### **Houses:**

MCHS encourages healthy competition among its student population. To this effect, students participate in various activities which highlight their academic, athletic and personal capabilities in activities such as school-work, sports, clubs and other in-school events. Students who excel in the above-mentioned areas will earn points for their respective Houses. The Houses are named after prominent figures who have contributed to the welfare of MCHS, the parish and the community at large.

## **Fund-raising**

Any authorization relevant to fund-raisers should carry the seal/stamp of MCHS with the corresponding signatures of the Home-Room/Club Teacher and Principal.

- Any student who engages in fund-raising without the authorization of the school is liable for immediate release from MCHS.
- Students are required to cooperate fully in all fund-raisers.

These include

- School Fairs
- Classroom Fund-Raising Drives
- School Raffle (selling or purchasing at least 1 raffle booklet), and
- Other projects/activities undertaken by the Student Council.

**Note:** Funds obtained through the student body will assist in undertaking projects of improvement in the school, the parish and the underprivileged in the community.

## **Other Services**

- Counseling—Mount Carmel High School offers the services of an Academic and Guidance Counseling Team trained to provide students with academic and personal development.



## **RESPECT FOR PROPERTY**

### **Vandalism:**

Students must take proper care of all school property such as buildings, tools, library books, computers, furniture, lab equipment, text books, etc. In the case of books, either damaged or lost, a fee will be charged to the student's account.

Any damage to or negligent use of any school facilities, equipment or furniture, such as: defacing walls, sitting on the arms of chairs, or deliberately destroying any part of the campus which is provided for the benefit of all members of the school, will be considered a serious offense. Students responsible will be required to replace or restore any damaged property and will also be subject to suspension plus a fine, and in serious cases, subject to having to withdraw.

### **Littering:**

Students guilty of littering will be subject to one demerit or Jug.

### **Restricted Areas:**

Students are not allowed to enter the teacher's lounge. Those who enter restricted areas without permission will be penalized. The computer lab, food processing center, A/V room library, science labs, and workshops are also off-limits to students and visitors without permission or supervision.

### **Access to resource rooms and workshops:**

Students are required to abide by all rules and guidelines as outlined by the instructor or the supervisor in the computer lab, the science labs, A/V room, food processing center, workshops, and the library.



## CONTACTING STUDENTS WHILE ON CAMPUS

- In case of an emergency, a parent/guardian may call the Office and leave a message to the secretary who will ensure that the message is conveyed to the student.
- All packages and messages must be delivered to the office.
- Students can make or receive phone calls or messages from the office only through the secretary. Students are responsible for covering these costs. Should they not have the required money on them, this will be charged to their account.
- Only authorized personnel will be allowed to contact students while on campus.



## ATTENDANCE

### **Absence from Campus:**

In order to retain student-status all students are required to attend school regularly and to be at school on time for the beginning of the school day. Students are required to attend at least 95% of the scheduled class sessions, except in the case of certified illness. Students must not miss more than 10 days (20 sessions) of school.

All absences must be explained by a parent or guardian before the student will be re-admitted. No student may miss school for a frivolous reason. Notes brought explaining absences are to be submitted to the respective homeroom teacher as soon as the child reports to school, and are to be signed by parents or guardians.

Each subject teacher will keep track of students who are absent from his/her classes. Continued absence may result in the student not being permitted to sit make-up tests. NOTE: Excessive unexcused absences, truancy, skipping classes are considered serious offences.

### **Lateness:**

Unexcused lateness will not be tolerated. It is the student's responsibility to be at school at least ten minutes before the first bell each day (7:50 a.m). After every 5 unexcused latenesses a demerit will be given. After 10 days of unexcused lateness a day's suspension will be given and two demerits. Parents will be called for conference. If a student is late to class during the course of the school day, he/she is to report to the secretary to obtain a pass. Jugs may be given for unexcused lateness. It is the student's duty to give a pass for admission into class for the subject teacher.

**Remaining on Campus:**

While on campus, ALL required classes / school-related activities must be attended. Once a student arrives and is admitted on campus, he may not leave until the close of the school day, except to attend off-campus classes or approved school functions, or in the case of an illness / emergencies. The limit of the campus is clearly defined by the fence surrounding the school property. Students are not allowed to leave campus without prior authorization from administration and parent or guardian. A student that leaves campus without permission will receive four demerits.

**Illness while on Campus:**

If a student should complain of illness during the school day, his/ her parents/ guardians will be called by the secretary so they can pick them up at school. Failure to get in touch with the parents/ guardians may result in the student having to remain in school. A doctor's note should be sent on his/her return. Should the note come from the parent, it must include the date, signature of parent/guardian, name of student and phone number of the parent/guardian. He/she must hand the note over to the Home Room Teacher.

**Note:**

- In case of illness, we have been advised that it is the responsibility of the parent or guardian to accompany the child to a medical centre.
- Mount Carmel High School is not authorized to give medications to any student.
- Students are not allowed to have any medication in their possession. Any necessary medications must be given to the office with a note from a parent or doctor.

**Fashion Accessories:**

The only fashion accessories allowed are the following: black, white, brown or beige hair ribbons, clips, or ties may be worn by girls, but may not be of colours popularly associated with street gangs. Girls may wear religious medals and/or scapulars under their school blouses. They may also wear one ring, a watch, and / or one chain / necklace. Boys may wear religious medals and/or scapulars under their school shirts. They may also wear a watch or bracelet, one ring, and one chain / necklace. If used as sacramentals, rosaries may be worn under the shirt. Rosaries as fashion accessories may not be worn. We encourage students to have and to carry rosaries in their pockets or book bags.

**Electronics:**

- Students are prohibited to have cell-phones on the school compound.
- MP3 Players, computer devices, I-pods, toys, radios, cameras or other items not related to legitimate school activity are prohibited unless expressly permitted by the Administration.

All unacceptable clothing and accessories, including cell-phones, will be confiscated by school authorities and may be purchased by its owner at a cost of \$10 per item after two weeks of the date confiscated. If a student repeats the offense, he / she will pay \$25 to repurchase the item after one month of being confiscated . If there is a third offence it will be purchased at the end of the year for \$50.

**NOTE:** While our staff may try to recover items reported lost or stolen from students on campus, Our Lady of Mount Carmel High School is not responsible for any items which are lost or stolen. Our staff will not recover prohibited items that have been lost or stolen.

**To avoid losing personal items leave them at home.**



## PERSONAL APPEARANCE & ACCESSORIES

### Hair:

Boys' hair must be less than collar length and may not cover the eyes or ears. Sideburns may not extend below the bottom of the ear. Beards and moustaches are not allowed. Hair of both girls and boys must be neat with no unusual styles; unnatural colouring or other such hair arrangements are not permitted. Normal haircuts are the required norm. Spiked hair styles, mohawks, dreadlocks, inscriptions, or unnatural colouring are not permitted and will result in students being sanctioned.

**Earrings:** Male students may not wear earrings of any kind while in uniform, casual-wear days or on school-related functions.

Female students are allowed to wear one pair of stud earrings on the ear lobe only. Dangling or gaudy earrings are never permitted. Nose rings are not allowed.

**Body piercing:** is not allowed; and tattoos are not allowed. Should a student have acquired a tattoo before entering MCHS, it should be reported to administration before entering MCHS.

**Hats** are not allowed on campus. Girls are allowed to wear tasteful **bandanas**.

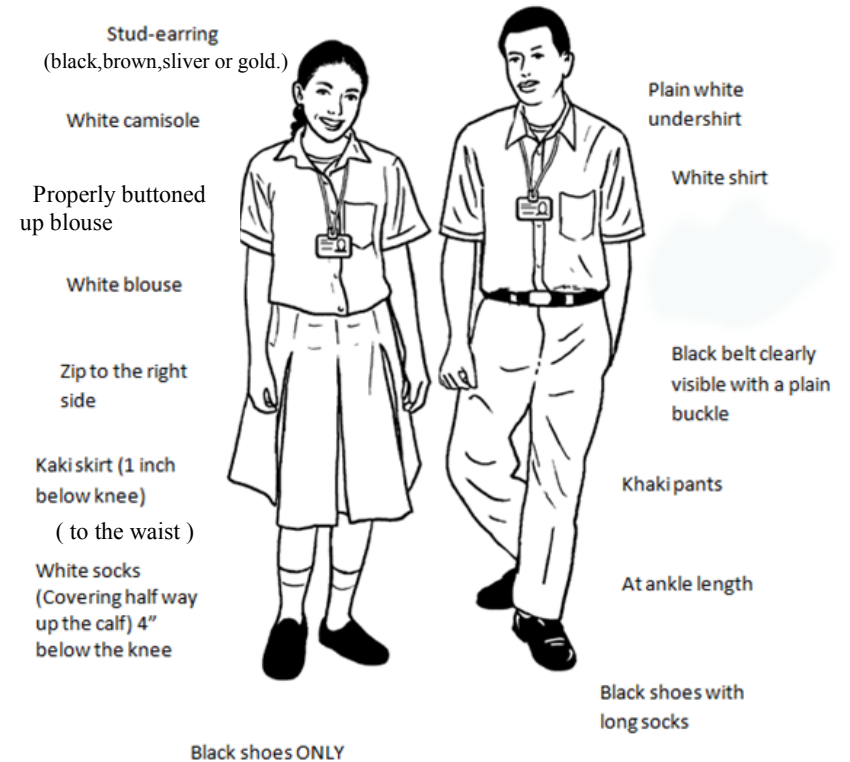
**Handkerchiefs** that are not associated with gang may be used but should not be draped from the uniform.

**Makeup:** No makeup of any kind may be worn with the school uniform. Curlers, finger nail polish, lipstick, gloss, eye shadow, eye liner, rouge, and sparkles are expressly forbidden. Fingernails must be neatly kept at a reasonable length.



## SCHOOL UNIFORM

### Mount Carmel High School Uniform



ID card is only required for students commuting from Melchor, Guatemala for Immigration purpose.

- Whenever and wherever an MCHS student is in uniform, the uniform must be worn correctly. All students must wear a plain white undershirt or camisole beneath the prescribed uniform shirt or blouse. Shirts / blouses must be properly buttoned and tucked in at all times and comfortably loose from the body whether in or out of school campus.

- The formal uniform must be worn every day of school, from Monday through Friday, except on Casual Wear Days.
- Students must wear only the khaki coloured pants or skirts as prescribed. They should not wear jeans of any make or colour, balloon pants, parachute pants, sweatpants, shorts or other types of informal attire.
- Knights of the Immaculate are permitted to wear their group's t-shirts only on special Marian feast days as determined by coordinators of the groups and authorized by Administration.
- All students should be fully out of uniform within three hours after dismissal.
- No student is allowed to play any sport while in uniform during school hours.

#### **Boy's uniform:**

- Boys' pants must not touch the floor (should be at least 1 inch above the floor). The hem of the pants should not be slit at the bottom of the legs. Baggy, cargo or skinny-jean style pants are not permitted. Sagging is strictly prohibited at all times.
- Boys should wear above ankle socks while in uniform. The adequate uniform foot wear includes only black covered footwear which must be neatly worn at all times.
- Plain black belts are the only belts allowed as part of the uniform. Belts must be worn properly at all times. (Only normal and plain buckles are allowed.
- Only plain white undershirts must be worn under the Blouse/shirt.

#### **Girl's uniform:**

- Girls' skirts must be at least 1 inch below knee length. (It should fold behind the knee when the girl is kneeling in an upright position.) It should be worn on the waist.
- Girls should wear regular white socks at least four inches below the knee – half way up the calf.
- The adequate uniform foot wear includes only black covered footwear which must be neatly worn at all times.
- Only white undershirt must be worn under the blouse.

#### **PE Uniform:**

A school t-shirt, or plain white t-shirt, and black/navy blue athletic shorts should be worn during Physical Education class. The athletic shorts need to be at least half-way down the student's thigh. Appropriate footwear (tennis shoes) is needed. Failure to report in appropriate PE attire will result in disciplinary action.

#### **Casual Wear Days:**

On such occasions, students should abide by the Dress Code which includes, for boys – School t-shirt with long jeans pants and, for girls – School t-shirt with skirts 1 inch below the knee or full length jean pants. No pants with holes will be allowed. Students who do not comply will be sent home.

#### **Field Trip Attire:**

Attire for Field Trips can include school uniforms or the attire outlined for Casual Wear Days. All school policies apply on field trips.