



**2022-2023**  
**MISSION COLLEGE PREPARATORY**  
**PARENT AND STUDENT**  
**HANDBOOK AND CALENDAR**

**Mike Susank, Principal**

682 Palm Street, San Luis Obispo, CA 93401  
Office (805) 543-2131  
[www.missionprep.org](http://www.missionprep.org)

**Please return if found**

Property of: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
In case of emergency, please notify: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



powered by **SDI INNOVATIONS**

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.

© 2022. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883  
[www.schooldatebooks.com](http://www.schooldatebooks.com) • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

# ◆ TABLE OF CONTENTS ◆

◆ <b>EXPECTATIONS OF THE SCHOOL</b> ◆ .....	9
MISSION COLLEGE PREP IDENTITY .....	9
PROFILE OF AN MCP GRADUATE .....	10
MCP CATHOLIC IDENTITY .....	10
NON-DISCRIMINATION POLICY .....	12
◆ <b>FAMILY EXPECTATIONS</b> ◆ .....	12
CONTRACT .....	12
PARENT SERVICE HOURS .....	13
TUITION & FEES PAYMENT EXPECTATIONS & ACCOUNTABILITY PROTOCOLS.....	13
TUITION PAYMENT REQUIREMENTS.....	14
INTERNATIONAL STUDENT TUITION AND FEES PAYMENT EXPECTATIONS.....	15
MCP TUITION ASSISTANCE PROGRAM .....	15
COMMUNICATION .....	16
PROACTIVE COMMUNICATION.....	16
PROBLEM RESOLUTION POLICY.....	16
HOW TO MAKE CONTACT: EMAIL.....	17
PARENT CONFERENCE .....	17
ATTENDANCE PROCEDURES .....	17
TARDINESS .....	17
STUDENT ABSENCE.....	17
MEDICAL APPOINTMENTS .....	18
FIELD TRIPS .....	18
FLEX EVENTS.....	18
DEPENDENT STATUS OF 18-YEAR OLDS .....	18
SCHOOL GUEST PASSES.....	18
PREGNANCY POLICY .....	19
LIVING ARRANGEMENTS.....	19
PARENTAL RESPONSIBILITY WHEN OUT OF TOWN .....	19
FORGOTTEN ITEMS .....	19
FOOD DELIVERIES .....	19
LOST AND FOUND.....	19
WORK PERMITS.....	19
WITHDRAWAL .....	19
ADVANCEMENT & VOLUNTEERISM.....	20
PARENTS ASSOCIATION .....	20
FUNDRAISING .....	20
MISSION ATHLETIC FUND & FOUNDATION.....	20
LEGAL NOTIFICATIONS.....	21
CHILD ABUSE REPORTING .....	21
CONFIDENTIALITY POLICY.....	21
CUSTODY OF MINORS.....	21
NOTIFICATION OF ASBESTOS.....	21
COMPUTING AND COMMUNICATION RESOURCES .....	21
LIMITATIONS OF LIABILITY .....	22

◆ <b>STUDENT EXPECTATIONS</b> ◆ .....	22
CAMPUS MINISTRY .....	22
RETREATS .....	22
COMMUNITY SERVICE .....	23
ACADEMICS .....	24
CANVAS and NAVIANCE STUDENT .....	24
COURSE OF STUDY .....	24
GRADUATION REQUIREMENTS .....	24
NON-CREDIT COURSES .....	26
GRADING SYSTEM .....	26
PROBLEM RESOLUTION POLICY .....	26
COURSE SCHEDULE CHANGE (Add/Drop window) .....	26
WITHDRAWAL FROM A COURSE .....	27
TEXTBOOKS .....	27
HOMEWORK .....	28
Test Calendar (and the 'Two-A-Day' Policy) .....	28
GRADE REPORTS .....	28
SEMESTER FINAL EXAMINATIONS .....	28
GRADE CHALLENGE .....	28
AFTER-SCHOOL OFFICE HOURS .....	28
FIELD TRIPS .....	28
WALKING FIELD TRIPS .....	29
ACADEMIC ACHIEVEMENT .....	29
QUALITY POINT SYSTEM .....	29
NON-MCP COURSE WORK .....	29
ADVANCED PLACEMENT (AP) .....	29
ACCOMMODATIONS & STUDENT STUDY TEAMS (SST) .....	30
PARTICIPATION IN COMMENCEMENT EVENTS .....	30
ACADEMIC EXCELLENCE AWARDS .....	30
CALIFORNIA SCHOLARSHIP FEDERATION (CSF) .....	30
VALEDICTORIAN AND SALUTATORIAN .....	31
ACADEMIC ACCOUNTABILITY .....	31
ACADEMIC SUPPORT .....	31
CO-CURRICULAR PROBATION .....	32
ACADEMIC INELIGIBILITY .....	32
STUDENT REVIEW COMMITTEE (SRC) .....	32
STUDENT COUNSELING SERVICES .....	33
ACADEMIC AND COLLEGE ADVISING .....	33
LETTERS OF RECOMMENDATION .....	34
STUDENT ASSISTANCE PROGRAM .....	34
REFERRALS .....	34
STUDENT ACTIVITIES .....	35
STUDENT GOVERNMENT .....	35
STUDENT CLUBS .....	35
DANCES .....	36
CODE OF DANCE .....	37
DANCE GUEST PASSES .....	37

JUNIOR-SENIOR PROM.....	37
ATHLETICS.....	37
VARSITY LETTER POLICY .....	37
SPIRIT PACKS .....	38
SPORTS SEASONS.....	38
ATHLETIC CONFLICT RESOLUTIONS.....	38
INJURY AT SCHOOL OR A SCHOOL EVENT .....	38
STUDENT-ATHLETE HEALTH AND SAFETY.....	38
PHYSICALS.....	39
LOCKER ROOMS AND SECURITY.....	39
ATHLETIC CODE .....	39
ATHLETE OF THE YEAR SELECTION CRITERIA .....	40
GENERAL STUDENT CONDUCT .....	40
ATTENDANCE.....	41
SHORT-TERM ABSENCE AND SCHOOL WORK .....	41
LONG-TERM ABSENCE AND SCHOOL WORK.....	41
RETREATS AND SCHOOL WORK.....	42
LATE WORK POLICY .....	42
MINIMUM ATTENDANCE AND EVENT ELIGIBILITY .....	42
TARDINESS .....	43
FLEX EVENT SIGN UP .....	43
VIOLATIONS OF ACADEMIC INTEGRITY .....	43
DRESS CODE.....	44
DRESS CODE VIOLATIONS .....	46
Chewing Gum.....	46
STUDENT COMPORTMENT.....	46
ROWDINESS AND PHYSICAL VIOLENCE.....	46
RESPECT FOR OTHERS / CYBER-BULLYING.....	47
MISTREATMENT.....	47
ABUSIVE/THREATENING LANGUAGE .....	47
PROFANITY .....	48
SEXUAL HARASSMENT BY AND AMONG STUDENTS .....	48
STEALING AND VANDALISM.....	48
RESTRICTED AREAS.....	48
CAMPUS FACILITIES USE.....	49
STUDENT DRIVING AND PARKING.....	49
LOCKERS.....	49
DISCIPLINARY NOTICES.....	49
DETENTION .....	50
SUSPENSION .....	50
BEHAVIORAL PROBATION.....	50
EXPULSION .....	50
GENERAL CONDUCT.....	51
TECHNOLOGY .....	51
ELECTRONIC DEVICES.....	51
TECHNOLOGY RESOURCES APPROPRIATE USE.....	52
ACCEPTABLE USE POLICY .....	52

PERSONAL SAFETY PRECAUTIONS ..... 52  
HEALTH AND SAFETY ISSUES ..... 53  
MEDICATIONS ..... 53  
SAFE ENVIRONMENT PROTOCOL..... 53  
ILLNESS AND INJURY ..... 53  
Earthquake Procedures ..... 54  
Evacuation Procedure ..... 54  
Lockdown Procedure ..... 54  
SMOKING ..... 55  
DRUG- AND ALCOHOL-FREE ENVIRONMENT..... 55  
HANDBOOK CHANGES AND REPLACEMENTS ..... 55  
HALL PASS POLICY ..... 55



## **FACULTY AND STAFF**

<u><b>Name</b></u>	<u><b>Department</b></u>
Dave Anderson .....	World Language/Latin
Tara Anderson .....	Visual & Performing Arts/Music
Amy Arena .....	Registrar
Karen Beaudin .....	Parent Assn Facilitator; Advancement Associate
*Jennifer Blomfield .....	Socio-Emotional Counselor; Visual & Performing Arts/Drama
Fr. Russ Brown .....	Campus Ministry & Formation
*Justin Buresh .....	Religion
Stephanie Buresh .....	Dir of Co-Curriculum & Campus Ministry
Jay Chalfant .....	Dir of Technology
*Maria Christensen .....	World Language-Spanish
Mike Daniels .....	Science-Physics, Robotics
Bob Donohue .....	Mathematics, Computer Science
Noah Doughty .....	Science
Maite Farias .....	World Language/Spanish
Shawna Foster .....	Dir of College & Academic Advising
Brian Geraghty .....	Religion
Brittany Guerra .....	Dir of Curriculum & Counseling
Joannie Hamm .....	College Essay Specialist
Carlesha Harris .....	Business Manager
Darnell Harris .....	Dir of Alumni Relations
Kevin Hitchen .....	Dir of Athletics
Jeremiah Jurgenson .....	Technology; Events Coordinator
John Krossa .....	Dir of Student Activities; Mathematics
Beth Lindeman .....	Science
Felix Lugo .....	Dir of Student Life & International Enrollment
Kristin Marsalek .....	Religion; Social Studies
*Ernie Martin .....	Social Studies
*Kelly Morris .....	English
Julie Newton .....	English
Deacon Tom O'Brien .....	School Chaplain
Sandy Ocegüera-Dodge .....	English
*Peggy Randall Wenter .....	Science
Reynaldo Solano .....	Facilities
Brett Schmoll .....	Social Studies
Kristen Schulz (Fresh Fare) .....	Café
David Schuster .....	Asst Dir of Enrollment
Michael Sharpe .....	Campus Security
Kristin Stevens .....	Athletic Trainer
Mike Susank .....	Principal
Erik Terry .....	Asst Dir of Athletics; English; Social Studies
Tom Trokey .....	Attendance
Caroline Portzel-Vaccaro .....	Visual & Performing Arts-Art & Photography; Yearbook
Tatiana Velasco .....	Counselor
*Richard Waters .....	Mathematics
Ryan Weisenberg .....	Dir of Enrollment & Mission Advancement
Diane Wilsdon .....	Testing Specialist; Mathematics

## ◆ EXPECTATIONS OF THE SCHOOL ◆

In a culture of care and accountability, it is important for us to hold appropriate expectations for one another and to remain committed to supporting one another in our common pursuit. The three sections of this handbook reflect our emphasis in this regard—Expectations of the School, Family Expectations, and Student Expectations. Parents and students should familiarize themselves with all sections of the Handbook as there are overlapping expectations. Students should pay particular attention to the Student Expectations sections as they are expected to act in fidelity to those policies and guidelines.

All parties should know that occasional updates or changes to this handbook may occur even after publication. The online version of both the Handbook and Calendar are always considered the official version. Please go to [missionprep.org](http://missionprep.org) to check for more specific information, including relevant calendar dates.

### MISSION COLLEGE PREP IDENTITY

#### **Our Vision**

Forming People to Transform the World

#### **Our Mission**

Mission College Prep creates a culture of care and accountability in partnership with families to form women and men of scholarship, inspiration, and leadership in service to deeper life with God and deeper life with one another.

#### **Our “Why” and “How”**

Mission College Preparatory Catholic High School is an exceptional Catholic, college preparatory school in the Diocese of Monterey, striving to be an extension of family and church. Our educational environment fosters the development of the whole person—mind, body, and spirit—by promoting academic excellence, celebrating the unique God-given gifts of each student, and providing students with opportunities to experience God daily. All aspects of our school are designed to promote faith and learning through an integrated curriculum in academics, athletics, the arts, and spirituality. MCP assists parents in the formation of young Christian adults by preparing them to serve God and others. The students' experience of Christian community fosters academic, spiritual, and social growth. Reflecting these values, the MCP motto is “Becoming Women and Men for Others.”

---

### INTEGRITY STATEMENT

*MCP forms and promotes community members of integrity and honor, who have courage in their actions and decisions, who take ownership and accept responsibility in all academic, community, and personal endeavors, even in the face of adversity.*

---

## PROFILE OF AN MCP GRADUATE

Guided by the Mission of MCP to prepare students for lives of intellectual and spiritual growth, graduates are unique individuals who will be:

- Faith-filled
- Academic achievers
- Spirited individuals
- Ethical decision-makers
- Effective communicators
- Compassionate leaders
- Globally responsible citizens
- Lifelong learners
- Stewards of Self

## MCP CATHOLIC IDENTITY

### Introduction

What makes Mission College Preparatory a Catholic high school?

What is it about being a Catholic school that makes a difference?

Christian education is intended to “make men’s faith become living, conscious, and active through the light of instruction.” A Catholic school is a unique setting within which this ideal can be realized in the lives of Catholic children and young people. It is in such a school that they experience learning and living fully integrated in the light of faith (To Teach as Jesus Did, 1972, # 28).

There are six characteristics that together indicate something distinctive about our Catholic identity at Mission College Preparatory Catholic High School. These hallmarks flow from our mission statement. Together, they form a unique constellation of beliefs and practices that sets us apart from other schools, and that demonstrate what a profound difference a Catholic education at Mission College Preparatory Catholic High School can make.

### We Are Catholic

We are a Roman Catholic high school in the Diocese of Monterey, California. We are a community of openness and inclusivity, modeled according to the self-sacrificing generosity of Christ. We demonstrate by our love for one another, as well as for our neighbors, that “...within the fundamental unity of the faith, there is room for a plurality of cultural differences, forms of expression, and theological views” (To Teach as Jesus Did, 1972, #18). Although MCP is a Catholic school, students of other faith traditions are most welcome and often their participation and presence both complement and enrich the rest of the school community.

We are all religious educators doing the critical work of formation with our students. “[T]rue education is not limited to the imparting of knowledge; it promotes human dignity and genuine human relationships, and prepares the way for opening oneself to the Truth that is Christ.” (Lay Catholics in Schools: Witnesses to Faith, 1982, #55)

### We Exist In Community

“The Catholic school’s proper function is to create for the school community a special atmosphere animated by the Gospel spirit of freedom and charity” (Declaration on Christian Education, 1965, #8). We are nourished in our relationships with one another at Mission College Prep, and ultimately, through our participation in the Eucharist. Individual successes depend upon the successes of every other member of our community. Through our commitments to one another,



we grow increasingly into the Body of Christ. Here at MCP individual successes are placed in service to the betterment of the whole community and celebrated in that context.

We embrace every student as an individual Catholic education presumes that every student is full of worth by having been made in God's image. At Mission College Prep, we strive to draw out the inner vitality of every student. "It must never be forgotten that the purpose of instruction at school is education, that is, the development of man from within, freeing him from that conditioning which would prevent him from becoming a fully integrated human being" (The Catholic School, 1977, #29). The task of education, then, is to facilitate that voyage of self-discovery for the young person. This is ultimately what formative education in the Catholic tradition means.

### **We Educate For Excellence in Academics, Athletics, the Arts, and Spirituality**

Because we believe that the goodness of God is meant to be celebrated and embraced, our curriculum reflects the fact that we believe all aspects of experience are relevant for the fullest becoming of the human person—every aspect of God's good creation facilitates the reflection and experience of grace in our students, enabling them to become their best selves.

Education at Mission College Preparatory Catholic High School is formative; therefore, it fosters the whole student in all of the dimensions of life—artistic, athletic, intellectual, spiritual, moral, emotional, civic, and social. "For these reasons, we believe that although 'School' is often identified with 'teaching'; actually, classes and lessons are only a small part of school life. Along with the lessons that a teacher gives, there is the active participation of the students individually or as a group: study, research, exercises, para-curricular activities, examinations, relationships with teachers and with one another, group activities, class meetings, school assemblies" (The Religious Dimension of Education in a Catholic School, 1988, #47).

We partner with parents and other significant adults In recognition of the sanctity of the family, we support parents and often grandparents and other significant adults in the lives of the students. We partner with families whom we recognize as primary educators in the crucial work of formation.

"Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Catholic schools collaborate with parents and guardians in raising and forming their children [to] ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools 'schools for the human person' and allows them to fill a critical role in the future life of our Church, our country, and our world" (Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, 2005, p. 3).

### **We Educate For Just Leadership**

"Since it is motivated by the Christian ideal, the Catholic school is particularly sensitive to the call from every part of the world for a more just society, and it tries to make its own contribution towards it" (The Catholic School, 1977, #58). At Mission College Prep, outreach to church and community is a sign of our identity. Adults and students work together, grappling with global issues, as well as with those issues that confront us closer to home. No human sorrow is a matter of indifference to our community. We work in myriad ways for the improvement of our lives. In this way, we strive to "form human beings who will make human society more peaceful, fraternal and communitarian" (Lay Catholics in Schools: Witnesses to Faith, 1982, #19).

### **Conclusion**

Accordingly, we understand and embrace our Catholic identity at Mission College Prep. We believe that these hallmarks set us apart from other schools and demonstrate what a profound

difference a Catholic education makes. It is our hope that this reflection will promote more meaningful involvement in the life and mission of Mission College Prep.

## **NON-DISCRIMINATION POLICY**

Mission College Preparatory Catholic High School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, nationality and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

Mission College Preparatory Catholic High School does not discriminate on the basis of race, color, nationality, and/or ethnic origin, age, sex, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs. While Mission College Preparatory Catholic High School does not discriminate against students with special needs, a full range of services may not be available. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Likewise, Mission College Preparatory Catholic High School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, or national and/or ethnic origin.

Mission College Preparatory Catholic High School reserves the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

## **◆ FAMILY EXPECTATIONS ◆**

Acceptance of a student to Mission College Prep means that the family of the student is also accepted into the school. By partnering in the fulfillment of the mission together, we can enact a greater sense of community while at the same time enhancing the success of our students.

Although there are contractual aspects involved in matriculation, we hope that what may begin as a set of obligations may become transformed into a wholly embraced opportunity. We strive to facilitate a meaningful experience for all of our stakeholders, including our parents. We believe that appropriate and balanced school involvement is a necessary element in the formation of a healthy community.

The information in this section is to orient parents to the typical issues and obligations that one may encounter. The topics covered have been focused on those specifically related to parent obligations. Student expectations are listed later in the Handbook. Parents should refer to the Student section for specific Graduation and Behavior expectations.

## **CONTRACT**

Tuition, registration fee, capital improvement fee (per family), and service hours constitute the minimal financial obligation of the parents/legal guardians on behalf of their student's enrollment at the school. All past years' financial obligations must be met in order to re-enroll at MCP for the following school year. In addition, parents/legal guardians agree to adhere to the policies and practices set forth in this handbook.

The principal will only consider a request to terminate this contract before the first day of classes, August 15, 2022. Any requests after August 15th will be referred to Mission College Prep's Board of Trustees. **Note:** if approved, no refunds will be issued for prior payments received.

For more information on the components of tuition, including the tuition payment schedule and service hours, please contact the Business Office.

## **PARENT SERVICE HOURS**

Parents are required to donate a minimum of 15 hours of service to the school each school year per family. In the spirit of support parents often contribute far more. Parent service commitment is vital and integral for the school. MCP relies on parent talents, service, and generosity to benefit students and the school community as a whole. Service hours should be reported to the Business Office via the MobileServe app as they are completed. The deadline for completing Parent Service Hours, or submitting planned hours, is April 15th. Families that do not meet the 15 hour minimum will be billed \$25 per each unmet hour.

Acceptable service projects for satisfying the parent service hour requirement include:

- Service as Parents Association Leader
- Assistance with Parents Association activities and committees
- Attendance at monthly Parents Association meetings
- School-requested assistance
- Assistance with ASB activities, projects, and dances
- Assistance with school fundraising
- Athletic-requested assistance
- Team transportation of 3+ Players
- Field trip transportation of 3+ Students
- Assistance with Mission Athletic Fund & Foundation
- Service as member of MCP Board of Regents
- Donation of activity-specific refreshments (\$25 Value = 1 Service Hour), or 4 dozen homemade cookies, or equivalent homemade refreshments = 1 Service Hour

Requests for other types of projects to satisfy the parent service hour requirement need the approval of the Business Manager. Attendance at MCP or Parents Association social functions or at athletic events does not fulfill the service hour requirement. Hours donated to other schools, parishes, or charitable organizations also do not count as MCP parent service hours.

MCP no longer requires Scrip, but families are encouraged to sign up to support the school via Amazon Smile. It is easy, effective, and much appreciated. Please contact the Business Office for information.

## **TUITION AND FEES PAYMENT EXPECTATIONS & ACCOUNTABILITY PROTOCOLS**

Catholic education is costly and MCP deeply appreciates the sacrifices that all families make in order to provide an MCP education for their children. Due to various circumstances, some families fall behind on tuition payments. Because we budget very tightly based on the number of students enrolled, when anticipated revenue is delayed the school is placed in a hardship position. The purpose of this communication is to emphasize the importance of the prompt payment of tuition and fees and to provide clarification about protocols when that expectation is not met.

MCP expects that when families aren't able to make a scheduled tuition payment that the family calls the MCP's Business Office proactively to indicate the plan for paying the bill, preferably before the bill is due. MCP will attempt to demonstrate flexibility with families in individual circumstances to the extent that communications are open and a viable plan that does not compromise the school is agreed upon.

There are certain additional protocols that are hereby enacted in order for the school to be a responsible steward of the resources entrusted to our care:

- In order for a student to start school, the first tuition payment, at the agreed upon amount, must be made in full, and the school account must reflect no outstanding financial obligations (past due tuition, fees, school-issued equipment, etc.)
- Students with tuition accounts over 60 days past due, or whose tuition is not current within 10% of the total amount owed, may not be allowed to start the second semester.
- Tuition must be current within 10% of the amount owed for families to register their students for the following school year (registration occurs in March).
- Students with tuition accounts over 60 days past due, or whose tuition is not current within 10% of the total amount owed, may not be seated for their second semester final exams.
- For senior class students, both the diploma and final transcripts will be withheld until all financial obligations are met.
- MCP reserves the right to enforce the following policies as deemed necessary by the administration:
  - Students may not be allowed to continue to attend classes if scheduled tuition payments become delinquent, unless written arrangements are made in advance with the business office
  - Students may be suspended from all activities, sports, school events, and/or classes until the tuition account is current.
  - A diploma will not be handed out at graduation and an official transcript will not be released at the end of the semester or school year if the outstanding balance is not paid in full.
- Withdrawal for any reason, including both voluntary withdrawal or if dismissal becomes necessary, parents/guardians are financially responsible for all tuition and fees through the end of the school year.
- MCP will always attempt to communicate with families and to offer reminders about our process and expectations, but a family's compliance with our protocols cannot be exclusively dependent upon MCP's communication. It is the responsibility of the parents who sign the enrollment contract to ensure that tuition and fees are paid on a timely basis and kept current.
- MCP reserves the right to withdraw any student based on the following: parents/guardians who refuse to pay tuition and/or fail to make financial arrangements and/or are non-communicative with the Business Office.
- MCP has the right to take legal action to collect school tuition and fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.

## **TUITION PAYMENT REQUIREMENTS**

All families must have created a Family Portal in FACTS to pay their tuition. Instructions for creating the Family Portal can be found on the school website or by calling the Business Office.

Returning families' FACTS accounts will be rolled over into the new school year with the same payment settings as the prior year. Changes can be made if desired through the FACTS website or by contacting the Business Office. Tuition plans may be remitted in 1, 2 or 10 payments within the school year, beginning July 1, 5, or 20, depending on the payment plan chosen. For the 2-payment option, the second payment is due in December (1, 5, or 20), the date corresponding to the initial payment made in July.

- Check, cash, or credit card may be used in either the payment options. Credit card payments will be charged a 2.85% service fee.
- Payment plans due on the 1st of the month are considered late after the 9th and will incur a \$50 late fee.
- Payments due on the 5th or the 20th are ACH payments and are automatically processed against the account. Returned payments will incur both a return fee from FACTS and a late fee from the school of \$50.

## **INTERNATIONAL STUDENT TUITION AND FEES PAYMENT EXPECTATIONS**

International student tuition is due in two payments: on May 15 and on December 1 of each school year. The first payment will be half of total tuition plus registration and capital expenditure fee. The second payment will be the remaining tuition balance. International students who have not made the first payment by May 15 will no longer have their spot reserved at MCP. Students who have not paid the remainder of their bill by January 1 will not be eligible to begin taking classes for the second semester until the obligation is met. There will be a \$100 late fee for overdue international tuition payments.

## **MCP TUITION ASSISTANCE PROGRAM**

Tuition assistance at MCP is need based, and awards are determined on an annual basis. While the school strives to meet the full need of the family, it is not always possible for MCP to meet 100% of need for all families. It is also our intent to meet the demonstrated need for a student over four years, but award levels may vary from year to year based upon both variance in family income and availability of school resources. Families must reapply (and be reevaluated) for tuition assistance each year. All tuition assistance requests are evaluated first by FACTS who then recommends assistance amounts to the school for each family based upon income level, family expenses, and other special circumstances affecting a family.

Tuition assistance comes in three forms: grants, work-study, and scholarships. Grants are direct tuition remissions. Students who receive grants also receive work-study hours so that a student can participate in the process whereby his/her tuition obligation is met. In this case, a student can provide service for the school and be "compensated" at a rate of \$20 per hour. This results in a reduction in the amount of tuition due, rather than an actual payment. Work-study is administered through our Student Activities Department. We can guarantee a measure of confidentiality in this regard since all MCP students must complete service hours on behalf of the school (there is nothing to distinguish work-study from service work). Parents can exercise their judgment regarding whether or not their student should participate in work-study, but a reduction in the total amount of assistance may be offered.

Annually, at Royal Day, select students receive scholarships based on various criteria. In all cases, scholarship awards are distributed by reducing the amount of tuition owed by a family.

The tuition assistance process requires financial documentation from both parents/guardians, regardless of marital status, unless there is court documentation that further specifies parental financial responsibility for the student. If a family shows that financial responsibility is shared between divorced parents, then a party may apply for tuition assistance at whatever percentage of responsibility the court has specified.

The registration fee is non-refundable, but a family may petition for a refund of the registration fee if they ultimately decide to not pursue an MCP education for their student because of an insufficient tuition assistance award but have operated in good faith through all steps of the tuition assistance process. Tuition assistance applications will be available in December. Families who apply to MCP after the tuition assistance deadline may certainly apply for tuition assistance, but there is no guarantee that funds will be available.

## **COMMUNICATION**

### **PROACTIVE COMMUNICATION**

There is no substitute for an appropriately supportive and engaged parent, grandparent, or guardian who can advocate on behalf of the student. Prior to the point when any concern has become serious, please take the time to contact us and work with us to best support your student. Making up schoolwork after an extended illness, experiencing disciplinary issues, social exclusion, friend conflicts, anxiety, family struggles, or issues having to do with teachers are a few examples of when calling the school, offering a heads up, asking for some discussion, or inviting an action proposal can be beneficial. Happy, engaged young people make for the best students. We want flourishing kids here at MCP. And to best ensure that, we rely on your communication with us so that we can be responsive to your family's needs. We do not encourage these discussions at the expense of appropriate accountability for our students. We encourage students to initiate appropriate conflict-resolution protocols, as specified below, whenever appropriate.

### **PROBLEM RESOLUTION POLICY**

Students are generally expected to seek resolution among the educational staff prior to parents becoming engaged. However, in cases of student health and/or safety, communication should occur immediately between adults.

Classroom issues relating to academic performance, grades, discipline, etc. should be addressed first to the staff member involved. Messages for the teacher should be sent by email or left on his/her voice mail. Teachers should respond within 24 hours. When a meeting is needed, the student or a family member should make an appointment with the teacher to discuss the problem face-to-face.

In cases when the problem(s) cannot be resolved with the concerned teacher, parents should contact the Academic Counselor. Other issues should be taken up first with the staff member who is responsible for that area at the school. Front office personnel can direct your inquiries properly. Problems that do not get resolved directly with the concerned party for any reason should be escalated appropriately.

Concerns in the area of Athletics or other co-curricular activities work similarly. First, the student should speak with the coach or moderator, and then the parent may contact the coach/moderator. Unresolved matters then should be taken to the Director of Athletics.

## HOW TO MAKE CONTACT: EMAIL

When a meeting with any teacher, staff member, or coach/moderator is needed, contact is best made through email. A complete contact directory is available on the school's website. Messages may also be left through the school's voicemail system at (805) 543-2131.

## PARENT CONFERENCE

In addition to the above protocol parents may also consult the Counseling Department whenever the need may arise and, if appropriate, request a gathering of all relevant teachers, parent, and student to address global academic concerns.

## ATTENDANCE PROCEDURES

Student attendance is vital to create a positive classroom culture and to best enable academic success. Students are expected to be in their scheduled classrooms, on-time for every class period. Daily presence and engagement in all MCP programming is essential to our ability to fulfill our mission as a school and to maximize student formation, and proactive parent communication is necessary to maximize this school-home partnership.

Eight or more absences in a single semester within a single subject reflects a significant portion of missed classroom experience. MCP will alert families after five missed periods in any class, and a parent phone conference will be requested at six missed classes. Starting with the eighth absence of the semester in a given class, an instructor may withhold credit for any work missed due to any subsequent, non-school related absences. Note: Absences due to school sports, ASB, retreats, or other official school functions will not be considered in the accumulation of absences.

## TARDINESS

Tardiness affects both the students who arrive late to their classes and the students within the classroom. While it is understood that unplanned, unpredictable events occur, it is also imperative that every effort is made to ensure prompt arrival at school. MCP has adopted a balanced approach that supports students well. A detention will be given only upon a student's third (or more) tardy arrival to school in any given calendar month. However, it must be noted that late arrival without a parent's note on any late start day will automatically result in a detention. There is rarely any excuse for a student to be tardy during the school day. Students tardy after break or lunch will automatically be subject to detention.

## STUDENT ABSENCE

Parents/legal guardians, accepting responsibility for communication with the school, are to email [attendance@missionprep.org](mailto:attendance@missionprep.org) or phone the school (805-543-2131) before 9:00 A.M. any and every day their son or daughter will be absent, as well as sending a written note with the student the day that they return to campus. Failure to present the written note signed by parent/legal guardian will result in the student receiving a detention. **A parent's phone call notifying the school of the absence does not eliminate the need for a written note.**

For Attendance Purposes, absences are any occasion where a student is not present in class for more than twenty (20) minutes and are classified as follows:

- **Excused Absences** are those classes and/or days missed with permission of the parent and proper notification of the school.
- **Cuts** are absences without parental or school approval. Absences without a parent note will be considered a cut. Cuts may result in serious disciplinary action, including suspension. Being out of class for any duration without instructor permission will be considered a Cut.

## MEDICAL APPOINTMENTS

On the day of the appointment, the student is to bring a written note signed by his or her parent/guardian stating the reason for leaving school, the name, address, and phone number of the student's destination, and the time frame the student is to be excused, including when the student will return to school. The student will present the note to the Front Office in the morning before school or during break or lunch and request a yellow early dismissal slip. A note requesting an early dismissal slip must be presented even if a parent is picking up the student for the appointment.

The student will then use their yellow early dismissal slip for permission to leave class. **Students must sign out in the office before leaving campus. An early dismissal slip does not take the place of signing out.** Upon returning from the appointment, the student must sign in at the office and secure a class re-admit pass.

Please do not schedule appointments at the time of school liturgies. A student **MUST** have written permission from his or her parent to go to any medical appointment during the school day, and the note must also give permission if the student will drive him or herself to the appointment. **A phone call is not sufficient to allow a student to leave.**

## FIELD TRIPS

Students wanting to go on a field trip must return the trip-specific school permission form (signed by the student's parent/guardian) by the stated deadline. School dress code and disciplinary procedures will be in effect during field trips. Drivers for field trips must be over the age of 25, must have cleared all necessary fingerprinting and Volunteer training, and completed the driver checklist (found on MCP's website). Students are not authorized to ride in a vehicle driven by another student to attend field trips or activities. Students must have an absence form signed by teachers whose classes the student will miss.

## FLEX EVENTS

Participation in Flex events is essential to the partnership upheld between MCP educators and families. Flex events are designed to complement classroom instruction with formational experiences that align with the Profile of the Graduate. (Please see the beginning of this handbook for a description of our mission and what we strive to achieve for each student.)

Students are expected to attend Mass, rallies, assemblies, and other Flex events that build community and create a sense of belonging. Other critical formational Flex events include College and Guidance Counseling workshops and tutorials.

## DEPENDENT STATUS OF 18-YEAR OLDS

Students who turn 18 before the end of the school year are still considered dependents by the school. All students must have parental permission to leave school during the school day, and parents must sign permission forms/notes for absences. Parents are financially responsible for school expenses and will receive the official communications, e.g. report cards, chosen to receive during online registration.

## SCHOOL GUEST PASSES

Only students considering attending Mission College Prep are welcome to visit during the school day. Permission for a prospective student's visit is to be obtained from the Director of Enrollment, and the request must be made at least one day in advance of the visit. Emergency contact information and parental release form must be provided by the student's guardian(s). Guests



should be aware of and comply with all school rules, including the dress code. (Please see “Dances” in the Student Activities section of this Handbook for information about dance guests).

## PREGNANCY POLICY

A student becoming pregnant while enrolled at MCP will be allowed to remain during her pregnancy under compliance with the appropriate expectations of the Diocese of Monterey.

## LIVING ARRANGEMENTS

The parents or legal guardians must notify the administration of any change in their student’s living arrangements whether he or she is living alone or with another designated guardian. Any student not living at home must notify the Front Office within three days of the move. At this time a conference will be scheduled to determine the conditions to be met in order for the student to remain in the school.

## PARENTAL RESPONSIBILITY WHEN OUT OF TOWN

If a parent/guardian will be unavailable (i.e., out of town on business or vacation), a signed note must be provided to the Front Office in advance. This note must include:

- The student’s residence during the parent/guardian’s absence, including address and phone number;
- The name, address, and phone number of the adult(s) responsible for the student;
- The date(s) the parent/guardian will be out of town; and,
- A phone number where the parent/guardian may be reached in case of an emergency.

## FORGOTTEN ITEMS

To maximize classroom instruction time and to minimize disruptions, we do not deliver or release gifts, flowers, messages, photos, packages, mementos, etc. during class time. Students who receive a delivery at school will be sent a note requesting they come to the Front Office after class to pick up any items dropped off.

## FOOD DELIVERIES

Students are allowed to receive food deliveries from outside vendors during school hours. All outside food vendors and deliveries to MCP during school hours must be received at the Front Office through the Palm Street entrance. Students may not meet the delivery person (e.g. UberEats, DoorDash, CafeRunner, etc.) without the permission of MCP Staff/Administrator.

## LOST AND FOUND

All lost and found articles will be turned in to the Front Office. Unclaimed articles are periodically taken to Mission Thrift.

## WORK PERMITS

Students seeking employment need to fill out a work permit, obtainable from the Front Office, and have it approved by an administrator. In order to be able to receive a work permit, students must be at least 14 years old and must have at least a 2.0 GPA at the end of the previous semester to be approved.

## WITHDRAWAL

If a student is to withdraw from MCP, including a transfer during the summer, the family is required to complete a *Withdrawal from School* form and to submit the completed form, along with the \$25 withdrawal fee, to the Registrar. An exit interview with the principal is a requirement of the withdrawal process. **Note:** parents/guardians will be financially responsible for all tuition and fees through the end of the school year. Contact the Registrar at [aarena@missionprep.org](mailto:aarena@missionprep.org).

## **ADVANCEMENT & VOLUNTEERISM**

The Office of Advancement promotes meaningful involvement in the life and mission of our school. There are a variety of ways in which members of our community can partner with us, most notably by getting involved through our Parents Association. Please see our website for more detailed opportunities of involvement at MCP.

### **PARENTS ASSOCIATION**

Parents Association information can be found on the MCP website. The Parents Association is the chief facilitator of volunteer opportunities at our high school. There are many ways to get meaningfully involved. MCP parents/legal guardians indicate their preference for type of volunteer activity upon registration each spring, and can contact lead people for more information.

### **FUNDRAISING**

Fundraising is an additional aspect of our advancement efforts. Our fundraising approach is generally to encourage widespread participation in the school's Annual Fund, although there are other avenues of support. We seek participation among all stakeholders in the Annual Fund at whatever financial level is best discerned and we want people from all eras and avenues of our Mission history to express belief, commitment, and investment in our unique culture.

Accordingly, we seek to eliminate as many of the fundraising activities done at the programmatic level as possible. The Annual Fund provides budget money for programs throughout our school and across our curriculum. No fundraising, no matter how small, may take place without administrative approval. A contribution to the Annual Fund makes the most significant impact on student programming because the money goes directly into the operating budget and allows some administrative discretion based on needs.

There are many ways to provide financial support to Mission College Prep:

- Annual Fund – Provides revenue for the operating budget.
- Endowment Giving – Produces annual disbursement that supports tuition assistance and other school programs.
- Planned Giving – Estate gifts bolster school operations or build our endowment.
- Capital Campaign Contributions – Goes to facility upgrades and capital improvements, including equipment purchases.
- Royal Dinner & Auction – Our annual school fundraising dinner and auction event that promotes and celebrates community.
- In-Kind Donations – Donated services or products that help meet our needs.

Why do donations to the school not “count” to fulfill service requirements or other contractual financial obligations? Because tuition and aspects thereof are not tax-deductible by law; a donation that is applied against tuition owed would be a violation of tax law and could jeopardize our tax-status as a 501 C 3 (non-profit) entity. Likewise, families who generously offer to pay tuition for another student must realize that such generosity is not tax-deductible under the law.

### **MISSION ATHLETIC FUND & FOUNDATION**

Mission Athletic Fund & Foundation (formerly Boosters) is an independent organization that provides support and revenue for both Mission College Prep and Old Mission School Athletics and other school needs. There are involvement and service opportunities authorized by the school, so visit [www.mission.foundation](http://www.mission.foundation) for more information.

## **LEGAL NOTIFICATIONS**

### **CHILD ABUSE REPORTING**

Any teacher or staff member who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse, or emotional maltreatment is mandated by the Child Abuse Reporting Law (PC11166) to notify the proper authorities. Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, school personnel will report suspicious injuries or behavior to the proper state authorities.

### **CONFIDENTIALITY POLICY**

There are four instances in which a teacher or staff member is legally bound to inform a parent and/or authority with information given during any on- or off-campus discussions: 1) when a student indicates he/she is going to physically harm him/herself or jeopardize his/her life; 2) when a student indicates he/she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he/she is being physically and/or emotionally abused; or, 4) when a student indicates he/she has committed a felony, i.e., selling drugs, stealing, etc.

### **CUSTODY OF MINORS**

MCP abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, MCP will provide the noncustodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **NOTIFICATION OF ASBESTOS**

To comply with the law and regulations of A.H.E.R.A., we are informing parents, students, and staff that we have no known asbestos in the building.

## **COMPUTING AND COMMUNICATION RESOURCES**

MCP believes that we are preparing our students to be high functioning inhabitants of a digital future. Like all other examples of technology, mastery should include both knowledge of how a tool may be used to enhance the lives of ourselves or others and the capacity to resist those uses that can bring harm to self or others.

Mission College Prep provides its students with access to fast, secure, and modern technology resources to enhance the education and school experience of all students. At the core of our computing environment is the MCP Cloud ([cloud.missionprep.org](http://cloud.missionprep.org)), a web portal that provides students single sign-on access to various online software including Canvas, Google G-Suite, Microsoft Office 365, and other instructional applications. Canvas is a modern and intuitive "virtual learning environment" that gives all students and families "anytime, anywhere" access to their student's classroom assignments and grades, from any web browser and from any Apple or Android phone. Google G-Suite and Microsoft Office 365 are the two predominate cloud-based office application suites and fully licensed versions of each are provided to all MCP students.

Because it is a single sign-on system, students need only remember a single username and password to access all of the online software in MCP Cloud. MCP students use those same credentials to access all technology resources on campus, including logging in to any of the three student computer labs on campus or accessing the MCP Wi-Fi network with their own laptop,

tablet, or phone. If a student forgets their credentials or is concerned that someone else may have gained access to their account, they can reset their password at MCP Cloud by entering a secret code that is texted to their cell phone. Just one reset at MCP Cloud will re-secure all of their accounts at Canvas, Google, Microsoft Office 365, etc.

By design, MCP's computing architecture is "platform independent"--there is no requirement for students to use a specific kind of laptop or tablet. Our recommendation to families considering the purchase of a new computer is to select whatever kind of computer you are most comfortable with. That is, if you use Windows at home, then consider buying a Windows laptop. Or if you use Apple products, consider buying a MacBook. If you want to limit your expenses, or if you just want to buy a device that's really simple to own and operate, then buy a Chromebook. Chromebooks cost ½ to ¼ the cost of a Windows or Mac laptop and do not require any special knowledge to maintain. We expect a Chromebook will serve the needs of most students just fine, and for many families a Chromebook may be the best (simplest and least expensive) choice. Regardless of the device, it is recommended that the device chosen have a full keyboard. Tablets are great for consuming information, but producing information -- which is what we'll be expecting from your student -- is still best done on a device with a keyboard.

### **LIMITATIONS OF LIABILITY**

Mission College Prep makes no guarantee that the functions or the services provided by or through the school's technology will be error-free or without defect. MCP will not be responsible for any damages suffered, including, but not limited to, loss of data or interruptions of service. MCP is not responsible for the accuracy or quality of the information obtained through or stored on the system. MCP will not be responsible for the financial obligations arising through the unauthorized use of the system. MCP is not responsible for student access of wireless networks provided by others in the vicinity of the school. (See the Student Expectations section for more details).

### **◆ STUDENT EXPECTATIONS ◆**

In forming young women and men of scholarship, inspiration, and leadership, it is expected that students will actively seek to maximize their opportunities at MCP and be self-advocates should they encounter challenges. The purpose of this portion of the Handbook is equip students with the knowledge of our school's expectations so that students can best meet those expectations throughout their time at MCP.

### **CAMPUS MINISTRY**

The primary role of the Campus Ministry department at MCP is to coordinate all matters related to the growth of MCP as a faith community. Campus Ministry operates on the assumption that the young person's emerging faith demands more than classroom religious instruction. Students are exposed to opportunities for spiritual growth through participation in monthly Eucharistic celebrations, prayer services, retreats, and service projects aligned with local and global needs.

### **RETREATS**

School retreats are one of the most important faith formation opportunities for students at MCP. The MCP retreat program includes both student- and faculty-led retreats, and retreat opportunities exist for each grade level. The Freshmen Retreat experience consists of two separate, day-long retreats, one in the fall and one in the spring. The Sophomore Retreat is an all-day (14-hour) service-based retreat, and there are other multiple service retreat dates planned for the year. The Junior Retreat is an overnight reflective retreat held annually in the fall. The Senior Kairos retreat

is a four-day retreat held each year in August, just after school begins. Attendance at both the freshman and senior retreats is required by members of those respective classes.

We believe the Senior Kairos Retreat to be an invaluable formation experience. An entire week of school is set aside for this opportunity, and this retreat is a requirement for graduation. Should a student in their senior year miss the Senior Kairos retreat due to illness or some other unavoidable conflict, he/she is still expected to complete a (minimum) 4-day religious retreat experience on his/her own time (and at the family's expense) and then prepare and deliver a 15-20 minute presentation to the Director of Campus Ministry and the Principal on their retreat experience. This retreat and reflection exercise are to be completed by May 1 of his/her senior year.

Retreat dates for each class are listed in the calendar section of this Handbook, on the school website, and published in our home-school communications.

## COMMUNITY SERVICE

As members of the Mission College Prep community, we are called to live according to a pattern of love and service modeled by Jesus Christ. As followers of Christ, we believe that we are all brothers and sisters and that much of the injustice in the world would be extinguished if more people acted on this principle. We try to model this calling in two different types of service.

Students are required to complete school service, that benefits our Mission College Prep community. We do this because it results in a better sense of ownership and belonging to our community. School service includes any opportunity that supports/benefits our school and is not completed during class time. School service opportunities include helping teachers after school in their classrooms, being a Royal Ambassador, helping at athletic events, Open House, etc.

Students are also required to complete community service, to reach out beyond the borders of our school to our city, our state, our country, and our world to apply the idea that everyone in the world is our sister and brother. All community service hours must be associated with a non-profit organization. We ask that all community service be a gift of time, not donation. Although donating items to organizations in need is important, we want to instill the value of giving of one's time and talents as opposed to one's goods.

Service to one's family or family business is not accepted for community service. Although it is important to help our family, we feel this falls under the category of family service, not community service and therefore is not an accepted activity to fulfill the service obligation. Internships also will not be counted toward community service hours.

**Freshmen** are required to complete five hours of service for MCP activities or events throughout the year. In addition, freshmen are asked to complete 10 hours of community service.

**Sophomores** are required to complete 10 hours of service for MCP activities or events throughout the year. In addition, sophomores are asked to complete 15 hours of community service. Included in these hours, the sophomore class is responsible for organizing and serving at People's Kitchen at the Prado Day Center the second Saturday of every month or participating in one of our glean dates throughout the year. Students will be signed up for one of these activities at the beginning of the school year.

**Juniors** are required to complete 10 hours of service for MCP activities or events throughout the year. In addition, juniors are asked to complete 20 hours of community service.

**Seniors** are required to complete 10 hours of service for MCP activities or events throughout the year. In addition, seniors are asked to complete 20 hours of community service. **All service must be completed before an MCP diploma is issued and before final transcripts are released.**

\* All service must be logged through our service site MobileServe in order to receive official verification of hours. All hours for the school year must be submitted/logged onto MobileServe by June 15th of each year in order to receive credit. Hours not logged by June 15th will not be counted and you will need to complete those additional hours the following year. Remember, seniors must have all of their hours completed in order to receive a diploma and a final transcript to their accepted college.

## **ACADEMICS**

MCP provides a formative, challenging, faith-filled, and inspiring education in a nurturing environment that facilitates our students' exploration and discovery of their best and truest selves. Through promoting mastery and passion within academic disciplines, MCP equips students with what they need to be successful in the college and career of their choice.

### **CANVAS and NAVIANCE STUDENT**

Canvas and Naviance Student are MCP's online communities and its main form of communications. Canvas contains valuable information such as course syllabi, grading policies, homework assignments, announcements, scheduled tests or quizzes, due dates of major projects.

Naviance Student is a web-based service designed for students and parents, and is a required component of a student's 4-year high school experience. This is the place where students are to record their community service hours, complete a variety of assessments, and apply for colleges. Canvas and Naviance Student will be explained during the first few weeks of class. At that time, students and parents will receive instructions and individual passwords allowing access to the programs. Both students and parents are strongly encouraged to become very familiar with and make frequent use of these programs for information, as well as for monitoring of academic progress.

### **COURSE OF STUDY**

All students will be enrolled in seven classes during each semester of their four years of study. Students may take college-level, elective classes through Allan Hancock College, Cuesta College, BYU Online, or Cal Poly, but pre-approval from the student's Guidance Counselor is required before a student can register for such a class. Core classes are expected to be taken at MCP.

Any and all grades from courses taken at MCP are used in calculating a student's semester and cumulative GPA (which is the GPA that MCP will report to colleges and is used to determine MCP class standing). The Director of Curriculum is the final arbiter in determining any units that may be used to satisfy a student's MCP graduation requirements.

As a Catholic school we recognize and value the diversity of faith backgrounds among our community. However, as a Catholic high school it is also a graduation requirement that students will successfully complete a Religion course at MCP during every semester of attendance. Students are also expected to attend any required class-level retreats as well as school-wide liturgies and prayer services.

### **GRADUATION REQUIREMENTS**

In order to earn the MCP Diploma, a student will meet the following minimum requirements in each departmental area (5 units per semester, per course). This is based upon four years of attendance at MCP. In cases of extreme student illness or transfer, a student's unit/course requirements may be amended at the discretion of the Director of Curriculum or the Principal.

<u>Department</u>	<u>Semesters</u>	<u>Units</u>
Religion	8	40
English	8	40
Social Studies	7	35
Mathematics	8*	30*
Science	6**	30
Foreign Language	4	20
Fine Arts	2	10
Health	1	5
Electives	8	40
Community Service	8	Completion

*Total Units Required for Graduation at MCP = 250*

### Notes

1. Only students who have successfully completed all of the above requirements will be issued an MCP diploma.
2. While a semester grade of "D-" is considered the minimum for successful completion (Pass), it should be noted that most universities/colleges regard any semester grade below "C-" to be the equivalent of a grade of "F". It is strongly recommended for college admission purposes that students who earn a semester grade of "D+", "D", or "D-" repeat that course.
3. If a student successfully repeats a course that he or she previously passed (in order to post an improved grade), he or she will not receive additional unit credit.
4. In any course that is required for graduation, a student who earns a semester grade of "F" must repeat that semester course successfully before a diploma will be issued.
5. Units taken at any school other than MCP may still be posted on the MCP transcript and, if approved by the Director of Curriculum, used to satisfy graduation or other requirements, but will not be used to calculate the student's GPA.
6. Students registered for an AP class are required to take the AP examination. If a student does not take the AP examination, their transcript will reflect enrollment in a non-AP course.
7. Students are not required to attend classes the day(s) of their AP exams. If a student arrives prior to an exam to attend class, they must sign in at the Front Office. If a student decides to stay on campus after an AP exam, they must be in class. If a student leaves campus after an exam, they must sign out at the Front Office.

### Additional Departmental Notes

**\*Math:** MCP requires its students to take a math course during every semester of their attendance at MCP, but only 30 units (6 semesters) must be for unit credit.

**Algebra Proficiency:** To best prepare students for success, all incoming freshmen are required to take a math placement exam.

**Double Coursework:** Students wishing to be concurrently enrolled in any two math courses must obtain pre-approved from the Math department chairperson.

**Math and Foreign Language:** Mathematics and Foreign Language courses require a grade of "C" or better in the second semester for a student to advance to the next level within the discipline. Appeals will be heard by the respective department chair(s), but grades of "C-" (or lower) correspond to significant gaps in mastery and retaking the course is expected prior to advancement.

**Foreign Language Proficiency:** To best prepare students for success, all incoming freshmen who aspire to enter MCP at level II or higher in a given foreign language are required to take the corresponding language placement exam.

**\*\*Science:** The specific courses that constitute the 30-unit MCP graduation requirement in Science are Biology, Chemistry, and Physics.

## **NON-CREDIT COURSES**

Study Halls and Strength/Conditioning are recognized as a good fit for some students, but due to the non-academic nature of the curricula they have zero (0) unit value. It should be noted that enrollment in more than six semesters of these courses over a student's four year career may put the student at risk of falling below the units required for graduation. Beginning with Academic Year 18-19, transcript grades in these courses will be Pass/No Credit only, and the grade will be based upon the instructor's observation of both the student's effort and fidelity to the school's attendance policy.

## **GRADING SYSTEM**

Grades are cumulative through each semester. At the end of the semester, final letter grades are assigned with the following meanings:

A – 90-100%	P – Pass
B – 80-89%	N – No Credit
C – 70-79%	I – Incomplete
D – 60-69%	W – Withdrawal
F – 59% or lower	WF – Withdrawal Failing

"A"- "F" grades may be assigned with pluses and minuses.

Students may be given an "Incomplete" if the quality of their work is satisfactory, but due to illness or family emergency they have completed an insufficient quantity of work to merit a passing grade at the end of the marking period. The "incomplete" for any semester should be made up within the first three weeks of the next semester or it may become an "F". An "Incomplete" will be calculated into the GPA as a 0.0 until a letter grade (A-F) replaces it.

## **PROBLEM RESOLUTION POLICY**

We want issues to be resolved at the most direct level possible. Students are expected to seek resolution among the educational staff prior to parents becoming engaged. However, in cases of student health and/or safety, communication should occur immediately between adults.

Classroom issues relating to academic performance, grades, discipline, etc. should be addressed first to the teacher/staff member concerned. After meeting with the teacher, if a student still has unresolved concerns they should contact the Academic Counselor and/or their parent.

Concerns involving co-curricular matters work similarly. First, the student should speak with the coach/moderator and then the parent may intercede. Unresolved matters then should be taken to the Dean of Athletics or Director of Activities.

## **COURSE SCHEDULE CHANGE (Add/Drop window)**

In addition to being critically important for student formation, the choice of courses drives the master schedule process (impacting staffing and other school resource decisions). Once classes start in August it is not always possible to alter a student's schedule due to the limits of the master schedule and class size restrictions. Thus the course request and scheduling process is expected



to include abundant reflection and discernment in the spring of the prior Academic Year by the student, his/her parents, and the student's counselor.

After school has begun, a three week Add/Drop window allows for limited student discernment. If, during that time the student's counselor determines a course change to be necessary, the student may submit a completed Change of Schedule Request form to the Director of Curriculum no later than the Friday of the third week of classes (this marks the close of the Add/Drop window). Approved requests submitted prior to the close of the Add/Drop window will result in no record of the dropped course appearing on the student's transcript.

An additional two weeks of schedule change time is allowed in one specific circumstance: a student is dropping an Honors or AP course AND is also adding the College Prep level class for that course. This specific request may occur as late as the Friday of the fifth week of classes without a record of the dropped course appearing on the student's transcript.

Again, even within the Add/Drop window, schedule changes cannot be guaranteed. After the Add/Drop window closes, the only option is Withdrawal.

### **WITHDRAWAL FROM A COURSE**

Withdrawal from a course after the Add/Drop period results in a record of the course on the student transcript, and will only be considered after consulting with the instructor and the student's counselor. A student who requests Withdrawal from a course after the Add/Drop window will remain enrolled in the course until the next Marking Period grade is posted, but once posted the student may be enrolled into a zero (0) unit course. The posted Marking Period grade will be used to determine co-curricular eligibility and the transcript will reflect a semester grade of "WF" (Withdrawal Failing) for the dropped course.

If a student wishes to avoid the posting of "WF" but is struggling after the Add/Drop window has closed, they will be advised by their counselor on a study plan with specific, measurable objectives for the student to meet. The student will also meet with their instructor prior to the end of the marking period. The meeting outcome will be an agreement/plan on how the student will utilize office hours over the following marking period. The student's academic performance will be reassessed at the conclusion of the following marking period (approximately six weeks).

If the student has met the expectations of the agreed plans and is still struggling to maintain a satisfactory grade, the student will remain enrolled in the course until the next Marking Period grade is posted, but once posted the student may be withdrawn from the course and be enrolled in a zero credit course for the remainder of the semester. The posted marking period grade will be used to determine co-curricular eligibility and the transcript will reflect a semester grade of "W" (Withdrawal) for the dropped course. However, it is the goal of this policy that through the pursuit of these strategies the student will return to adequate academic progress and ultimately remain enrolled in the course.

The only withdrawal option for second semester is a "WF" for the second semester grade on the transcript and zero credits unless an alternative plan is approved by the Director of Curriculum. The most common case for approval is a second semester move from an AP or Honors course to the College Prep class for that course. Such a request shall be made to the Director of Curriculum in the first week of the semester.

### **TEXTBOOKS**

You may purchase student textbooks online at <http://bookstore.mbsdirect.net/missionprep.htm>. Textbooks should be purchased in July after final course schedules have been distributed.

Students may sell back their textbooks to MBS from the last day of second semester final exams through June. Refer to the bookstore website above for further information.

## **HOMEWORK**

Homework is assigned to reinforce the concepts that are presented in the classroom. Students can expect to do an average of two to three hours of study and written work per school night.

### **Test Calendar (and the ‘Two-A-Day’ Policy)**

Students are to have no more than two tests, quizzes (longer than 15 minutes), or major projects due per day. If students have been scheduled for more than “two-a-day,” students may respectfully point out the conflict with the teacher(s) at least one day prior to this scheduling conflict. Essays and short quizzes are excluded from this policy.

## **GRADE REPORTS**

Grades are available 24/7 through Canvas, and a Progress Report is issued at the conclusion of each of the first two marking periods in each semester (approximately every six weeks). Report cards are issued at the conclusion of each semester and reflect the final grade in each course. Co-curricular eligibility is determined by the grades in each Progress Report and Report Card.

## **SEMESTER FINAL EXAMINATIONS**

Semester examinations are given in the large majority of subjects and generally account for 20% of the final grade. Students are to take the semester final exam on the day it is assigned, unless other arrangements have been made prior to the day of the exam. Students are expected to be present for the duration of final exam week. A “Fail” may be assigned for any “no shows” unless specifically excused in advance by the Director of Curriculum.

## **GRADE CHALLENGE**

Barring a case of clear and egregious computational or data entry error on the part of the instructor, the posting of the semester grade is final. Any challenge will be brought first to the student’s teacher and shall occur in the first week after the grade is posted.

## **AFTER-SCHOOL OFFICE HOURS**

Teachers will be offering at least three hours per week of office hours, either in the morning or afternoon. Each teacher will post their office hours schedule by the first week of each semester on their Canvas classroom home page. Teachers who have scheduling conflicts can offer alternative times when students can avail themselves of guided study time with the teacher. Students and teachers utilize this time in many different ways here at MCP, but it is apparent that the very best students in our school make prime use of after school office hours. Its primary purpose is to increase engagement and inculcation of the course material rather than to remediate, although that, too, is an aim of the program.

## **FIELD TRIPS**

Students going on a field trip must return trip-specific school permission forms (signed by the student’s parent/guardian) by the appointed deadline. No student may attend a field trip without this prior written parent permission. School dress code and disciplinary procedures will be in effect during field trips. Students are not authorized to ride in a vehicle driven by another student to attend field trips or activities. Students must have an absence form signed by teachers whose classes the student will miss.

## WALKING FIELD TRIPS

Students going on a walking field trip must have completed the guardian permission authorization (a component of the annual school registration process). Students without authorization will remain on campus and complete an alternative assignment.

## ACADEMIC ACHIEVEMENT

### QUALITY POINT SYSTEM

Mission uses a 4.0 quality point system:

A – 4.0 (5.0 for Honors or Advanced Placement courses)\*

B – 3.0 (4.0 for Honors or Advanced Placement courses)\*

C – 2.0 (3.0 for Honors or Advanced Placement courses)\*

D – 1.0

F – 0.0

**\*Note:** The boost in GPA only occurs at the end of a semester. Please also note that Honors Algebra II does not receive this boost.

**“+” grades** are credited with 0.33 additional points above the grade level for MCP GPA only. (B+ = 3.33 points). **“-” grades** are credited -0.33 points below the grade level for MCP GPA only. (B- = 2.67 points). The Mission College Prep GPA (grade point average) is cumulative from all MCP semester grades except grades of P, N, I, WF, and W.

### NON-MCP COURSE WORK

If a student wishes to take a course at any institution other than MCP, a petition must first be obtained from the counseling office. The Petition to Take a Non-MCP Course form will go through an approval process.

The grade and credits for the course will not be placed on the MCP transcript until after the Registrar receives an official transcript from the institution (ordered by student). Approved credits earned will count toward the graduation requirements, but will not be reflected in the cumulative credit total shown at the bottom of the transcript. The letter grade earned will not factor into the MCP GPA calculation.

### ADVANCED PLACEMENT (AP)

Honors and AP classes receive a higher quality point value because the course content proceeds at a greatly accelerated pace and both homework and class requirements are significantly greater than the normal college prep classes at MCP.

#### Application for Enrollment in an AP or Honors Course

Any student may request an AP/Honors course. Interested students must complete an AP/Honors recommendation form for each individual course and turn it in for the department's recommendation. Students with department recommendations, a grade of 87% or higher in the prerequisite course, and/or the permission of the Honors/AP teacher will be placed in the course. Students are expected to maintain a “B” average in all AP/Honors courses.

#### AP Exams

If a student is enrolled in an AP course but does not take the AP exam, the course will be re-designated on the MCP transcript as a non-AP course. Exam fees for the individual AP exams are to be paid by the end of the first week in March. The cost in 2020 was \$95 per exam, with the cost going up to \$135 for each exam for payments received after the deadline listed in the

Handbook's calendar. MCP's Business Office will send you an invoice with an electronic payment link.

Students taking an AP exam are not required to attend classes the day of testing. If the student comes to school to attend class prior to or after the AP exam, that student must sign in at the Front Office.

## **ACCOMMODATIONS & STUDENT STUDY TEAMS (SST)**

The curriculum at MCP is college preparatory in nature. Families seeking academic accommodations should initiate discussions upon their student's application to the school. Upon admission, families should immediately provide any information about their student's learning needs to the school for review. MCP cannot meet all learning needs identified in IEPs and 504 plans, although students will be served to the best of our ability. Students who are struggling academically will be identified early in the year and given extra help, study skills instruction, additional tutoring, and supervision. MCP relies on parent input and partnership to best meet student needs. Effective and mutual communication is key.

## **PARTICIPATION IN COMMENCEMENT EVENTS**

A student who has not completed all graduation requirements (including the Senior Exit Checklist) will not be issued a diploma but may at the discretion of the principal be allowed to participate in Commencement events. However, serious disciplinary missteps by a student in their senior year may, at the discretion of the principal, be grounds for a student being denied participation in either Baccalaureate Mass and/or Graduation.

## **ACADEMIC EXCELLENCE AWARDS**

Semester Honor Rolls will be determined for students meeting the following grade point averages:

With Distinction .....	4.00 or above
Principal's List .....	3.50 through 3.99
Honor Roll .....	3.00 through 3.49

## **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

To qualify for California Scholarship Federation (CSF) membership, the student must earn a minimum of 10 points from the previous semester's grades from courses taken on the MCP campus. The points are computed as follows:

- The first four points must be from List I.
- The first seven points (including the four points described previously) must be from Lists I and II. The remaining points may come from any list (I, II, or III).
- One additional point is given for Honors/AP classes up to a maximum of two additional CSF points per semester.
- No more than five courses may be used to qualify for membership.
- For membership into CSF, students are eligible to apply at the beginning of the second semester of their sophomore year (based on the previous semester's grades).

### **CSF Points are granted as follows:**

A = 3 CSF points

B = 1 CSF point

C = 0 CSF points (even in AP or Honors courses)

D or F in any course disqualifies the student from membership for the semester.

Students who are CSF members for a minimum of four semesters of their last three years of high school (including one semester of their senior year) receive lifetime membership that entitles them to a gold seal on their diploma and transcripts, and also entitles them to wear a gold honor cord and tassel during graduation. CSF membership is coordinated by the Counseling office and the Director of Curriculum.

## **VALEDICTORIAN AND SALUTATORIAN**

The recognition of the top academic performers in the senior class as the Valedictorian and Salutatorian is a decision reserved for the Principal. Cumulative GPA is the single most heavily weighted criterion, but the minimum standard for consideration for each award will be the following:

- Academically ranked in the top 5% of their class based on seven semesters (freshman through the first semester of senior year).
- Good citizenship and community service participation, all the way up to (and including) the moment of graduation.
- Attendance at MCP for eight consecutive semesters.
- Willingness to work with school administration on a graduation speech and then to deliver the speech at Commencement.

## **ACADEMIC ACCOUNTABILITY**

MCP believes that our co-curricular (Athletic and Student Activities) programs are complementary of the Academic experience and that each supports and reinforces the value of the other. We care for the growth of the whole student and want to ensure student academic and co-curricular success by creating a partnership between these programs. Coaches, teachers, advisors, and academic administrators will engage in regular communication regarding students in order to help them meet our high expectations in all areas. However, participation in such programs is a privilege that stems first from a student's demonstrated academic progress. In support of that progress there are three distinct levels of school intervention for students who are struggling.

## **ACADEMIC SUPPORT**

A student who, at the conclusion of any marking period, earns a GPA between 2.0 and 2.5 is considered to be underperforming and will therefore automatically be placed on Academic Intervention beginning with the first day of the subsequent marking period. Academic probation is not intended to be a punishment. Rather, it is an opportunity for fresh strategies to be employed for student success. Parents are encouraged to work with their student to rearrange student time priorities so that academic course work is given its due attention. While the minimum academic threshold for participation in co-curricular activities is a 2.0 GPA, the purpose of academic probation is to alert students who are approaching that threshold and provide some additional motivation for a student to improve his or her academic performance prior to a loss of eligibility. Students on Academic Intervention are expected in after-school office hours or Student Choice a minimum of three days per week with particular focus on those classes where the student is earning a grade of C or lower. While on Academic Intervention, students can still attend co-curricular events and have full access to practice and other activities, but should be cautioned that they are approaching a loss of co-curricular eligibility and should make all necessary adjustments.

## **CO-CURRICULAR PROBATION**

Students who at the conclusion of any marking period fall below the 2.0 GPA threshold are automatically ineligible to participate in any CIF-sanctioned competition or to have a leadership/player role in MCP co-curricular events for the duration of the subsequent marking period (CIF sports, Drama, ASB Leadership, Marching Band, Mock Trial, and other out-of-class activities).

However, a student may petition once per Academic Year for Co-Curricular Probation. Students wishing to participate in a sport must see the Director of Athletics. All other activities must petition the Director of Co-Curriculum. Probation is only available to students who posted a marking period GPA at or above 1.5 and have no more than one grade of F. (See Academic Intervention below.) For eligibility purposes, an "Incomplete" will be calculated into the GPA as a 0.0 until a letter grade of A-F replaces it.

Immediately upon approval for Co-curricular Probation, the student is returned to full eligibility for the duration of the marking period. Should the student then fail to earn grades at or above 2.0 at the conclusion of the subsequent marking period, the student will then be ineligible with no opportunity for co-curricular probation until the following academic year.

## **ACADEMIC INELIGIBILITY**

Students who at the conclusion of any marking period are either failing two or more classes OR have earned a GPA below 1.5 OR have already utilized the probation option (above) are not eligible for co-curricular activities for the subsequent marking period.

Students in this circumstance are in extreme academic deficit and therefore are expected to immediately alter their priorities to better meet their academic obligations--they are ineligible to participate in games, perform in plays, Marching Band, or Mock Trial, and could possibly be affected elected ASB positions. Students under Academic Ineligibility may attend these events as spectators and, if approved, may still attend practices and other events associated with these activities (though again, not to perform publicly), but will not be allowed to miss class time or miss after-school office hours. These students are required to attend after-school office hours daily and meet weekly with the academic counselor to verify office hour attendance and assess progress.

The Athletic Director reserves the right under all circumstances to inform a student who doesn't have the required GPA to spend practice time studying if she/he feels that the student needs time to focus on coursework. Students may be allowed to come late to practice or their activity because they are receiving tutoring or making up work if they:

1. Tell the coach or the club/activity advisor the day before they are going to be late.
2. Come to practice or activity late with a note signed by the teacher from whom they were getting extra help.

## **STUDENT REVIEW COMMITTEE (SRC)**

The Student Review Committee (SRC) is composed of the guidance counselor and/or Director of Curriculum or Co-Curriculum. Advisors or other teachers may attend the SRC and/or provide written input. The committee will meet with students on Co-curricular Ineligibility, Probation, or under Academic Intervention along with their parents to determine possible causes and corrective actions. It is the goal of an SRC meeting to take a big-picture look at the student's performance and to find support strategies that will lead to greater success. The Director of Curriculum oversees the SRC program.

# **STUDENT COUNSELING SERVICES**

## **ACADEMIC AND COLLEGE ADVISING**

Mission College Prep offers a comprehensive guidance and counseling department to meet the academic, personal, and post-secondary needs of our students. Based on a partnership with families, teachers, and students, the Guidance and College Counseling Department will create sustainable systems that:

- support students in their unique abilities and aptitudes and how they relate to college and career paths;
- empower students to embody the Profile of the Grad to the best of their ability;
- help students realize their academic and personal goals and potential; and,
- Assist Students in finding and ultimately enrolling in a school that best fits their interests, talents and life-goals

A Student Success Team (Academic and College Advisor, counselor, teachers, and others) monitors the academic progress and personal growth of MCP's students and provides both workshops and individual meetings each year.

### **Academic Advising Services:**

- Graduation Requirements
- 4-Year Educational Planning
- Course Selection
- Academic Support Options
- Progress Report Review
- Student Success Team (SST) Meetings
- Yearly Transcript Evaluations
- Enrichment Opportunities
- Senior Graduation Progress Letter
- Advising-Grade Review with Teacher-Mentor

### **Personal Awareness:**

- Learning Style Assessment
- Strength Explorer
- Goal Setting
- Career Interest Assessment
- Resume Development and Maintenance
- Career Cluster Research

Additionally, Guidance and College Counseling staff will provide the following college counseling events/resources each year.

### **College Advising:**

- UC/CSU Entrance Requirements
- College Admission Testing ACT/SAT
- Interpretation of ASPIRE and PSAT Results
- Family Connection Tools
- College Research
- College Application Workshops
- MCP College Fair

- College “Boot Camp”
- Individual Meetings with Juniors and Seniors
- Navigating Scholarships and Financial Aid
- Parent College Planning Nights at Each Grade Level
- Letters of Recommendation

## **LETTERS OF RECOMMENDATION**

Letters of recommendation are required as a part of the college application process for many colleges and universities, as well as for scholarship applications. In an effort to assist teachers, coaches, and administrators in writing these letters, the student will complete a High School Resume within Naviance Student that outlines his/her academic work, test scores, co-curricular achievements, community service, and work experience. As many college application deadlines fall near the Christmas holiday break, requests for letters of recommendation need to be made with vacation schedules in mind, providing an appropriate timetable for completion and submission. Letters of recommendation must be requested at least 3 academic weeks before the deadline, which may not include holidays and other vacation periods.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program reaches out to students whose individual needs interfere with their success in school. Student Assistance is not therapy nor applicable only for clinically diagnosable disorders. MCP utilizes the professional services of a trained facilitator. The role of the facilitator in the session is to listen, support, and assess student needs.

After the initial assessment, the facilitator will, when appropriate, offer referrals to health care professionals. In some cases where the nature of the challenge isn't clinical, the facilitator can work with the student to attempt to resolve the issue or become an on-campus resource for the student. The facilitator also acts as liaison with the Guidance department to provide appropriate academic accommodations for students in the given circumstances.

Referrals of students to the program can come from the Guidance department, parents, teachers, or from students themselves. The source of the referral is confidential, and participation in the program is voluntary. Referrals can be made for specific issues, i.e., anxiety, testing anxiety, athletic injuries, performance, or self-esteem.

## **REFERRALS**

When a student refers him/herself, or is referred for an alcohol, drug, pregnancy, child abuse, or other serious problem to an administrator at the school, the administrative team determines the best way to help the student. Some of these ways are:

- To call in or to refer the student to an outside agency at the family's expense.
- To work in conjunction with a counselor, psychiatrist, or psychologist who is counseling the student.
- To call in parents to assist in handling the problem.
- To work with the student on a regular basis at school.

In the case of suspected or student-reported child abuse, the school is required by law to report any evidence of (or even suspicion of) physical abuse or neglect, sexual abuse, or psychological abuse to Child Protective Services, which is part of the County Department of Social Service.



## **STUDENT ACTIVITIES**

Mission College Prep is dedicated to the total educational growth of each student entrusted to its care. We hope that students will avail themselves of the totality of experiences MCP has to offer.

Activities of a non-academic nature are an integral part of student life. They are a means of social interaction, involvement, and education, and participation is strongly encouraged. The year's activities include interscholastic and athletic programs, dances, rallies, music and drama productions, assemblies, retreats, liturgies, prayer services, club events, and community service, among other initiatives and involvements.

At MCP we encourage participation along with commitment. In order to be eligible to participate in activities, a student must maintain a 2.0 grade point average. If an MCP student falls below a 2.0 GPA at the end of any marking period, he or she will be subject to the eligibility policies outlined in the Academic Accountability section, under Academics in this Handbook.

## **STUDENT GOVERNMENT**

The student government consists of Student Council and Leadership. The student government plans and coordinates student activities, promotes understanding and unity among students, faculty, and parents, and represents students' needs and concerns in all areas of student life. The Student Council consists of Associated Student Body (ASB) officers who represent the entire school and officers from each class. Student Council meetings are held at least once a month during the school year and all students are invited to participate. Students with questions or concerns can contact their class or ASB officers at any time.

All fundraising activities or spending by any part of the student government, including class officers or the Leadership class, must be approved by the Student Council and coordinated with the Director of Activities, the Director of Mission Advancement, and the Principal.

In 1994, the ASB adopted a constitution that recognizes that all students have the following rights and privileges:

- to speak freely and responsibly,
- to petition the Student Council or the Principal to address concerns and grievances,
- to be free from any form of discrimination,
- to have a safe and secure school environment,
- to learn free from unwanted distraction, and
- to have a campus free from illegal substance abuse

All students are encouraged to read the constitution and get involved in the student government.

## **STUDENT CLUBS**

MCP encourages the creation, development, and growth of student clubs that further MCP's Mission Statement of forming women and men of scholarship, inspiration, and leadership. To create a club, prospective club members must submit a petition to the ASB secretary that contains all of the following:

1. A club name.
2. A statement of intent (including an explanation of why the club should be chartered and of the club's general purposes, such as goals, activities, and interests.)
3. Minimum of 8 signatures of prospective club members, unless otherwise decided by the ASB officers.

4. Written support of a faculty sponsor who will be the advisor of the new club (the advisor is the adult who provides general oversight/advice to the leadership of the club).

After the ASB secretary receives a complete petition, she/he will grant the club an initial charter. This charter enables the club to officially meet on campus to write its constitution and bylaws in preparation for step two of the chartering process. This initial charter does not allow the club to take part in any activities other than the writing of a constitution. If a prospective club does not move beyond the initial charter to Step II within 45 days of its chartering, the initial charter is forfeited and the prospective club must start the process over with a different petition.

A club advances to the second step of the process as soon as the club presents a basic, working constitution to the ASB officers within 45 days from the granting of the initial charter. A basic working constitution is a set of written laws or rules that explain specifically how the club will be structured to pursue the goals outlined in the statement of intent from Part I. See the Director of Activities for examples of constitutions and guidelines.

## DANCES

To assist in the development of social relationships and to facilitate the growth of community spirit, approximately six dances are held during the school year, including a winter semi-formal dance and a spring prom. All dances except the spring prom are free of charge to all Mission College Prep students.

The following rules apply to school-sponsored dances:

- All students and guests will be expected to follow the student conduct policy.
- Dress code will be specified before each dance by the Administration in consultation with the Director of Activities. All clothing must be in good taste—torn or immodest clothing is unacceptable. If in doubt, check with the Principal before the dance.
- Teachers and parents will chaperone the dances. Normally an administrator is also present during dances.
- Students must arrive and enter the dance no later than 30 minutes after the doors open.
- All freshmen and sophomores must remain at the dance until it is over and may not leave early, except with their parent(s).
- All juniors and seniors have the option of leaving no sooner than 30 minutes before the end of the dance, and must sign/check out. After leaving they may not return. If juniors or seniors bring sophomores or freshmen as dates, the freshmen or sophomores may not leave until the end of the dance.
- Students' bags are searched and checked upon entering a dance. No bottled drinks are allowed.
- Randomly selected students will take a breathalyzer at school dances and other activities. The dance/event entry procedure is called "Roll the Dice." Students who roll any combination of "7" will go to an adjacent room and blow into the breathalyzer. This policy is an attempt to discourage students from drinking prior to the dance. The purpose of this policy is not to "catch kids drinking" but rather to give kids another reason to "make healthy choices".
- Student possession of any intoxicant violates school policy. Any student found to be under the influence of tobacco, alcohol, or any other intoxicant will face both school disciplinary and possible legal sanction (please see the Health and Safety portion of this Handbook).

## **CODE OF DANCE**

It is expected that all Mission College Prep students exhibit/demonstrate respect and courtesy on the dance floor at all times. The manner of dance should be appropriate for a school function. We want students to have fun, but at the same time demonstrate good character and appropriate dancing. Vulgar/provocative dancing, such as “freak-dancing” and grinding, will not be allowed, nor any form of dance which is sexually suggestive or mimics sexual acts. The chaperones will deem improper and/or indecent behavior.

Any students exhibiting inappropriate form of dance will be cautioned, and if he/she remains in non-compliance they will be asked to leave the dance after parents are called. Any student who is insubordinate will be subject to further disciplinary action. If a student is asked to leave two dances in a school year, she/he will not be allowed to attend dances for the remainder of that school year.

## **DANCE GUEST PASSES**

Students are allowed one non-MCP guest per dance. Guests must be in high school and cannot be older than 20 years of age. A Guest Pass can be obtained from the Front Office. The Guest Pass must be filled out completely, signed by the Director of Activities, and submitted with a \$10 guest fee to the Front Office no later than 3:30 pm of the last Thursday of school prior to the dance. Failure to do so may result in refusal of date attendance. Guests should be aware of and comply with all school rules, including dress code. The student and guest must arrive together at the dance to be admitted. (Information regarding School Guest Passes is found in the Attendance Policy section of this Handbook.)

## **JUNIOR-SENIOR PROM**

For the Junior-Senior Prom, a Prom Behavior Contract must be submitted at the time tickets are purchased. Freshmen and sophomores are not allowed to attend Prom.

## **ATHLETICS**

Mission College Prep Athletics promotes the development and formation of the whole person in adherence with the MCP Profile of the Grad. Through athletics, student-athletes further their faith, sportsmanship, teamwork, hard work, and integrity. MCP encourages participation along with commitment. MCP is a member school of the California Interscholastic Federation (CIF). In order for any student to be eligible to participate in any CIF-sanctioned athletic contest, they must maintain a 2.0 grade point average at the conclusion of each Marking Period. If an MCP student falls below a 2.0 GPA at the end of any marking period, he/she will be subject to the eligibility policies outlined in the Academic Accountability section, under Academics in this Handbook.

The school is committed to providing everyone a fair chance to participate in Athletics. However, there are a small number of sports that have a fixed number of roster positions, and the number of student athletes who try out often exceeds that number so it is not possible that everyone makes the team. All such roster decisions are at the discretion of the head coach in consultation with the Director of Athletics. In some cases, junior or senior athletes may be assigned to junior varsity teams.

## **VARSITY LETTER POLICY**

In order to earn a varsity letter, the athlete shall participate in 50 percent of all varsity contests. Students must be in good academic standing and complete the varsity season.

## SPIRIT PACKS

Athletic teams may require some common items of clothing and, in some cases, items of equipment. These are bundled into what is referred to as the team “spirit pack”, and the expense for this is the responsibility of the individual family of the player. Once purchased it is considered the property of the student.

## SPORTS SEASONS

MCP has traditionally fielded the following teams in interscholastic competition:

### FALL: August-November

Girls Volleyball	Girls Tennis	Girls Golf	
Boys & Girls Cross Country	Football	Cheer	Esports

### WINTER: November-March

Boys & Girls Basketball	Boys & Girls Soccer
-------------------------	---------------------

### SPRING: February-May

Boys Golf Baseball	Softball	Stunt
Boy & Girls Track Field	Boys Volleyball	Esports
Boys & Girls Swimming	Boys Tennis	Girls Beach Volleyball

## ATHLETIC CONFLICT RESOLUTIONS

See Problem Resolution under “Academics”.

## INJURY AT SCHOOL OR A SCHOOL EVENT

Any time a student is injured at school or at a school event, including all Mission College Prep sports and club activities, a Record of Student Accident or Injury is mandatory. In case of an injury, the student needs to immediately advise their supervising coach and then visit with the athletic trainer, who will then submit the injury report to the Registrar. The report must be filled regardless of the severity of the injury. The injury report should be turned in by the next school day.

## STUDENT-ATHLETE HEALTH AND SAFETY

Mission College Prep employs an on-site athletic trainer to provide MCP student-athletes with care, supervision, and rehabilitation of sports-related injuries. The athletic trainer is on-site daily after school and at all home athletic contests and road football games.

All student-athletes must have a current physical on file with the Athletic Department prior to any participation in interscholastic sports at Mission College Prep (including school-sponsored summer activities). As a service to the community, local health care professionals provide MCP student-athletes with physicals at our annual Physical Night, held on campus in the spring every year with a small fee.

There are some additional student-athlete related health and safety guidelines and pieces of information of which to be aware:

- All administrators and coaches are trained in CPR and First-Aid.
- Football, basketball, soccer, volleyball, softball, and baseball student-athletes will participate in ImPACT testing prior to sports participation.
  - ImPACT Testing will help set a baseline for cognitive scores in a case of a head injury.
- In order to best provide for student-athlete health and safety, MCP’s Head Injury Protocol is up to-date with state and national best practice standards.

- Per state law (AB25) and CIF Bylaw (313), any student-athlete suspected of having a concussion will be removed from play and will not be allowed to return to play the same day.
- In order to begin the graduated return-to-play protocol, the athlete must have no physical symptoms, no cognitive symptoms (ImPACT test results), and written MD clearance. Return to play decisions will be made on an individual basis.
- Mission College Prep's student-athlete injury protocol is initiated through the athletic trainer. Coaches are instructed to send injured players to the trainer, or to notify the trainer immediately in the case of injury.
- Families of those student-athletes who are injured in an MCP game or practice will be provided with an insurance form for supplemental medical reimbursement.

## PHYSICALS

**To be eligible to play any sport or participate in summer practices, an athlete must have a current physical examination on file at the school.** Physicals must be completed prior to the start of the first practice. Students may not participate in their activities until the completed physical report form is on file in the Trainers Office. All other Athletic forms need to be turned in to the athletics office prior to the first scheduled practice.

## LOCKER ROOMS AND SECURITY

Students are responsible for keeping their equipment in their assigned locker and securing that locker daily. MCP students and visiting teams often have access to locker rooms throughout the day. **No items should be left in the locker room unless they are locked in a locker**—this includes during school, practices, games, and after school. Students who leave items out may receive detentions as this is both a safety hazard and increases the opportunity for theft.

## ATHLETIC CODE

It is a privilege to participate in all athletic activities at MCP. Accordingly, athletes are expected to conduct themselves by the following athletic code:

1. I will work daily during the season of the sport to improve my skills and be an asset to my team. I understand that my participation is a season-long commitment to myself, my team, and my coach, and that if I quit or am dismissed from the team after a roster has been formed, I will not be eligible for any other sport this season or the next without the approval of the Athletic Director and both coaches.
2. I will conduct myself in a manner to bring respect to my team and to myself, both at MCP and when competing at other schools. I understand that my behavior is a reflection not only of myself, but also my team, my coach, and my school.
3. I will be at every practice and competition this season. I will make every attempt to have appointments scheduled outside of game and practice times. If, for some important reason, I cannot, I will contact my coach by the morning before the practice or competition at the very latest.
4. I understand practice for fall sports begins before the beginning of school and there may be times during the school year when I will practice on Saturdays and during vacations. 6. I will organize my time so that my academic responsibilities and outside activities do not conflict with practices or games. I understand that my team commitment does not excuse me from maintaining academic excellence.

5. To be eligible to compete in a game or to practice on a school day, I understand that I cannot miss more than one period of that school day.
6. I am aware that smoking (including vapes), drinking, and the use of narcotics and other illegal, chemical, and performance-enhancing substances are harmful to my body, not condoned by the members of the MCP coaching staff, and are serious violations of MCP's Code of Student Conduct that can result in my dismissal from Mission College Prep.
7. I will be personally responsible for all school athletic equipment and uniforms checked out to me, and will return them in a good condition immediately following the last contest, or I will pay for the replacement of items.
8. I realize that it is a CIF rule that states I cannot be a team member of a MCP sports team and compete for a club team in the same sport during the same season.
9. I understand that the coach has the sole responsibility to decide who will play in a game, match, or contest.
10. I understand that unsportsmanlike conduct or other violations of this code or the rules determined by the coach may result in disciplinary action not only by the coach, but also by the Athletic Director or the administration in the form of possible suspension or dismissal from the sport or from school in the case of a serious infraction. Any suspension may affect future participation in MCP athletics.

### **ATHLETE OF THE YEAR SELECTION CRITERIA**

Male and Female Athlete of the Year selection will be based on the following point system:

1-sport athlete = 1 point	County Player of the Year = 3 Points
2-sport athlete = 3 points	All County 1st team = 2 points
3-sport athlete = 5 points	All County 2nd team = 1 point
All League 1st team = 2 points	All CIF 1st team = 2 points
All League 2nd team = 1 point	All CIF 2nd team = 1 point
League MVP = 3 points	All-State = 2 points
League Positional MVP = 3 points	CIF State Recognition = 2 Points

### **GENERAL STUDENT CONDUCT**

It is the responsibility of all community members—students, staff, and parents—to create a climate in the MCP community that is conducive to the exercise of self-respect and respect for others and their property. We strive for an atmosphere of courtesy, honesty, pride in one's work, and achievement within one's ability. Regulatory action and mechanisms of accountability are necessary to that pursuit.

The school reserves the right to determine, at its discretion, which actions fall short of the principles of the school. When a student has failed to meet the minimum expectations of student conduct, she/he will be subject to a range of disciplinary consequences at the discretion of the Director of Curriculum, staff member, and/or the Principal.

Typical consequences will first result in minor disciplinary action and may include a verbal or written reprimand to the student, detentions, Saturday school, in-house or external suspension, and behavioral contracts. Mediation may be selected as the appropriate follow-up depending upon the circumstances. For repeated violations, consequences will escalate.

Student or parent behaviors that are scandalous or that portray the school in a negative public light are also deemed actionable by MCP and may result in the suspension, withdrawal, or expulsion of a student. The school reserves the right to determine, at its discretion, when an action

is of such a severe nature as to warrant withdrawal or expulsion without a warning and/or without an intermediate step, short of withdrawal.

A student will not be suspended from school without the student's parent or guardian being notified. Repeated violation of school procedures subjects students to expulsion. Expulsions occur at the principal's discretion in consultation with the Diocesan Superintendent of Schools.

## **ATTENDANCE**

There is a direct, positive correlation between attendance in class and academic success. All of the policies within this subsection are intended to maximize student attendance and to maintain proper student supervision and custody. Absences are classified as follows:

- Excused Absences are those classes and/or days missed with permission of the parent and notification of the school. For more information, see Planned Absences.
  - Cuts are any absence from campus during the school day without school approval. Absences without a parent note will be considered a Cut and may result in disciplinary action, including suspension. Being out of class without instructor permission for any portion of a class period will be considered a Cut.

For Academic Purposes, Absences are further classified as follows:

- Short-Term Planned Absences are absences no greater than 2 school days (one class meeting) and known in advance, either due to MCP co-curricular events, pre-planned appointments, or family events.
- Long-Term Planned Absences are absences longer than 2 school days and known in advance (co-curricular events or pre-planned family events).
- Unplanned Absences-absences of any length due to sudden medical issues or other unpredictable emergencies.

### **SHORT-TERM ABSENCE AND SCHOOL WORK**

If a short-term absence means that a student will miss an announced graded event (e.g. test, quiz, timed writing, etc.), it is the student's responsibility to contact the teacher during the last class meeting before the absence to make other arrangements for the missed work. Courtesy demands the conversation between student and teacher should take place, but without other arrangements it will be assumed that the missed graded event(s) will be completed in the first class period after the absence or Late Work deductions may apply. Homework due the day of the absence is expected at the first class period after the absence. As such, it would require no advanced coordination but otherwise may be subject to the Late Work Policy.

It occasionally happens where a short-term absence does not impact a test day directly but rather falls immediately before the test day, impacting study time. For example, a student leaves school early for an out-of-town game on Tuesday evening, but is back on campus in time for the announced test on Wednesday. Again, without other prior arrangements, it should be assumed that the test will be taken as scheduled on the day of the student's return to campus. Otherwise the Late Work Policy will apply.

### **LONG-TERM ABSENCE AND SCHOOL WORK**

For any absence longer than two school days, students will be expected to obtain an Absence Packet from the Front Office. The form should be completed, with all the required signatures, and submitted back to Front Office at least five school days before the anticipated absence. The

contracted homework and makeup work should be completed and turned in according to the Late Work Policy.

## RETREATS AND SCHOOL WORK

Grade	Length of Retreat	Make-Up Policy
Freshman	1 Day	Work from those class meetings missed because of the retreat is due at the beginning of the second class session that follows the retreat. No extension is to be expected for classes not impacted by the retreat.
Sophomore	1 Day	
Junior	2 Days	Missed work is due at the beginning of the 2nd class session that follows the retreat.
Senior	4 Days	All missed work is due 5 school days after returning.

## LATE WORK POLICY

If a student is absent for an unplanned reason or fails to meet the Planned Absences expectations, the late work policy begins the day the student returns to campus. The student is expected to speak with their teacher(s) on that day in order to make arrangements for missing work. If this is not done, the 3- day partial credit period begins. It cannot be overstated how valuable proactive communication on the part of the student is in all cases of absence but especially in planned absences.

In cases of unplanned absences, if no communication is made regarding tests or assignments then the late policy will take effect on the day of the student's return.

### Late Homework:

One day late = One letter grade deducted for lateness

Two days late = Two letter grades deducted for lateness

Three days late = Three letter grades deducted for lateness

Each calendar day is counted as a day late. For example, if an assignment is due on Monday, and the student is on campus Tuesday but does not turn it in until their class meeting on Wednesday, then it is TWO days late.

The deduction is taken as a percentage of total points possible in the given assignment. For example, if a student earned a 92/100 (92%) on an assignment BUT turned it in two days late, the score becomes a 72/100 (72%) which is 2 letter grades lower than he/she would have received if it was on time.

Assignments are not accepted if they are more than 3 days late. Exceptions can only be made to this if a student makes arrangements with a teacher prior to the assignment being due.

## MINIMUM ATTENDANCE AND EVENT ELIGIBILITY

On the day of any co-curricular school event (athletic practice, contest, dance, trip, etc.), a student may not participate in their co-curricular event if she/he misses more than one period of class. If team dismissal occurs prior to the end of school, a student is expected to attend ALL other class periods, in their entirety, prior to the team release that day. A student who is discovered to have violated this policy shall sit out the next like-event. Students are also expected to check in with the teacher(s) of the classes they missed. Mass and Gospel Assemblies being fundamental to our transformational mission are not to be missed. Students who are absent from school-wide masses



or Gospel Assemblies will be considered to have exceeded the 'one period' limit and will not be able to participate in co-curricular events the day of the absence.

## TARDINESS

Students who arrive late to school must sign in at the Front Office before going to class and to receive a re-admit slip. Any late arrival on a late start day without a parent's note will automatically result in a detention.

Teachers will send students who arrive to class late to the Front Office for an admit slip. The attendance officer will determine if the student is tardy. A detention will be given for every three tardies to any and all classes in a calendar month. A note from a parent or guardian does not excuse a student from being tardy. There is no distinction between an excused and unexcused tardy.

**Students tardy after break or lunch will automatically receive a detention.** Students who report late to class by 20 minutes or more will be credited with an absence (and possibly a Cut) for that class. A note from a parent will be required for the absence.

If a student is tardy to a class because a teacher has detained him or her, the student should ask that teacher for a note in order to not be counted as tardy.

## FLEX EVENT SIGN UP

When students have options of which Flex event to attend, they are expected to sign up using FAST, MCP's online sign-up software no later than 15 minutes before the FLEX event begins. To access FAST, students go to [cloud.missionprep.org](http://cloud.missionprep.org), MCP's single sign-on page.

## VIOLATIONS OF ACADEMIC INTEGRITY

Please see MCP's Academic Integrity Statement.

Violations of academic integrity come in many forms, one of which is plagiarism. Plagiarism involves submitting someone else's work, words, and/or ideas as one's own. Plagiarism can also be defined as carelessly or inadequately citing ideas and words borrowed from another source so as to make unclear the distinction between one's own work, words, and/or ideas and those of another. **This would also include providing information (questions and/or subject material) from a test that one has already taken to other students who are taking the test later in the day, OR knowingly providing an assignment to another student so it can be plagiarized, OR any other act deemed by the Administration to be a violation of the MCP Integrity Statement.**

If a student is unsure of whether he or she is correctly using source material, or collaborating, the student should seek teacher input prior to submitting the assignment in question.

Cheating and plagiarism are contrary to the school's philosophy. Students are expected to have integrity in their work, understanding that through the process of completing assignments they grow, learn, and develop the skills necessary for academic and personal success. Students who copy or cheat on an assignment/test will minimally be given a zero for that assignment/test. Consequences for plagiarizing may also include receiving a detention, Saturday detention, and/or suspension, being placed on an academic contract, and/or a parent meeting with school administration. The Director of Curriculum, Director of Student Life, and/or Principal will determine the level and degree of the consequence.

## DRESS CODE

The MCP dress code philosophy promotes a culture of positive relationship rather than a discipline centered environment. It is also an opportunity to set the MCP Community up for more success and build positive relationships with our MCP families, students, and staff.

Mission College Prep believes there is a direct correlation between student appearance and overall behavior. Students are expected to come to school clean, well-groomed, modest in appearance, and appropriately dressed for participation in the educational process. Gentlemen are expected to be close shaven. At no time are students allowed to wear clothing that has inappropriate logos (alcohol, tobacco, drugs, etc.). When in casual attire at special events (e.g. sporting events), attire should be neat, appropriate, and modest. On special occasions, most notably liturgy days, we will expect that students will dress in a professional and respectful manner. The administration is always the final judge regarding dress code compliance.

### **Daily Dress: Appropriate and Spirited**

#### **ONLY the following is acceptable attire for every day school wear:**

##### **Blouses and Shirts**

- Polo Shirts, Shirts, T-Shirts, or Crewneck/Plain T-shirts (small logos no more than 3 inches square are acceptable, but tops should otherwise be without words or lettering, excepting MCP attire). No graphics allowed. Blouses and shirts shall be neat and properly fitting
- Sweatshirts with an MCP logo
- No Spaghetti straps or tank tops
- No midriff, crop tops, or showing of stomach (shirts, polos and t-shirts should be longer than waist length)
- Shoulders must be covered

##### **MCP Spirited**

- T-shirts, polo shirts, sweatshirts, and jackets may be worn with MCP logo only.
- MCP spirit wear is available for purchase on the MCP webpage (SHOP) or J.Carroll.

##### **Collegiate Wear**

- Sweatshirts, hoodies, t-shirts, and jackets are allowed (all grades).

##### **Skirts, Dresses, and Shorts**

- Skirts, dresses, and shorts (Bermuda-style shorts are okay) must be no higher than three inches above the knee. **Note:** The only acceptable shorts are those with belt loops.
- Dresses must have sleeves (unless covered by a sweater or other clothing item that conforms to the dress code and effectively covers the shoulders at all times).

##### **Slacks, Pants**

- All pants must be neat and properly fitting.
- All types of leggings, jeggings, and joggers may not be worn.

##### **Footwear**

- Footwear must be worn at all times.
- Sandal-type footwear must be worn with a back strap (including Crocs type footwear).
- Flip-Flops, house slippers, or athletic sandals are not permitted.

#### **The following is NOT acceptable attire at MCP:**

- Facial piercings (modest ear piercing is acceptable and only stud only nose piercing allowed)

- Tattoos. If a student has a tattoo, it should not be visible while they are in school. All tattoos must be always covered while they are in school.
- Clothing that is excessively tight or loose (as determined by the school)
- Baggy pants or shorts
- Pants or shorts that have holes or patches
- Any clothing that exposes underwear, midriff - no showing of stomach
- Clothing that is sheer or is inappropriately revealing
- Athletic shorts, sweat shorts, or swim trunks
- Spaghetti straps, tank tops, and halter tops
- Military-style fatigues
- Sweatpants, joggers, yoga pants, pajamas, and overalls
- Hats of any kind. Hoods and hats may not be worn inside the school buildings.
- Torn, cut, or excessively frayed clothing-or clothing with holes

### **Hairstyles**

- Hairstyles should always be clean, neatly trimmed, well groomed, and natural in color.
- Extreme hairstyles (mohawks, mullets, etc.) are not permitted.
- Hair dyeing of unnatural colors is not allowed.
- Boys must be cleanly shaven at all times or will be required to shave. Sideburns must not extend more than one half inch below the bottom of the ear.

### **Tattoos**

All tattoos must be always covered while on campus, including after school and at co-curricular activities/events.

### **Accessories**

- Hoods and hats are not to be worn anytime in the building or at indoor sporting events.
- Students may wear earrings in good taste. (Administration reserves the right to evaluate excessive earring use.
- Facial earring allowed: only single modest small nose stud.
- Backpacks may not display inappropriate writing, phrases, labels, or patches that are contrary to the values and philosophy of Mission College Prep.
- Sunglasses may not be worn inside the building.
- Health-related protocols, i.e., COVID-19, may require students to wear masks while on campus.

## **Mass Dress Code: Professional and Respectful**

MCP believes that it is important for students to experience wearing appropriate attire for religious and professional occasions. Please refer to the Handbook Calendar or the calendar on [missionprep.org](http://missionprep.org) for dates for Mass or Royal Dress dates.

### **Women**

- Dresses or skirts must be at the knee or lower (no slits).
- Dress slacks are permitted.
- Clothing that is sheer or is inappropriately revealing is not permitted.
- Dresses must have sleeves (unless a sweater is worn over the dress for the entire day)
- Dresses must be modest and may not be low cut or show any cleavage.
- Dress shoes or sandals with a back strap are required.

- Athletic looking shoes of any type or combat boots are NOT considered dress shoes.
- Sweatshirts or hoodies may not be worn.

### Men

- Dress shirt (tucked in all day); No polo shirts
- Tie (to be tied all day)
- Dress slacks with a belt
- Hard-soled leather dress shoes.
- Athletic looking shoes of any type or combat boots are NOT considered dress shoes.
- Sweatshirts or hoodies may not be worn.

## **DRESS CODE VIOLATIONS**

Most violations can be avoided if parents and students familiarize themselves with the dress code expectations, and if parents take an active role in making sure that students are attired correctly before leaving for school. When it is determined that a student's attire violates the dress code, the student will receive a detention and be referred to the office. The student shall be expected to correct their violation before being permitted to re-enter the classroom. This may involve being sent home to dress properly or be sold an MCP t-shirt to wear for the remainder of the day. Repeated violations of the dress code can only be viewed as a deliberate choice by the student and will receive appropriate consequences. The school administration reserves the right to amend this dress code when necessary, as in the case of changes in fashion and style or for health and safety.

### **Chewing Gum**

We prefer that students do not chew gum as it can be problematic in maintaining school hygiene and health, especially in its disposal. However, there may be teachers who allow gum chewing in their classrooms and teachers who do not. Students are expected to know the preference of the teacher and respect it as a rule of the particular class. Gum chewing is never allowed during Mass or special assemblies, and students will be asked to remove gum at these events. If any student is asked to remove gum at any time, the student will be expected to do so immediately and respectfully and to dispose of it in a trash can.

## **STUDENT COMPORTMENT**

### **ROWDINESS AND PHYSICAL VIOLENCE**

**Rowdiness** (e.g., pushing, shouting, running in the buildings, throwing objects, etc.) is unacceptable both on campus and at school-sponsored activities. For safety reasons, unauthorized use of frisbees, footballs, skateboards, scooters, etc., is not allowed. Non-compliance will result in confiscation and or further sanction.

**Fighting** is a serious violation of student expectations and will, at minimum, result in external suspension for the students involved. This includes fighting at school-related functions or fighting directly related to events that originated on campus.

**Weapons** of any sort are prohibited on campus. Possession may result in intervention by the police.

**Gambling** is prohibited on school premises and at school events.

## RESPECT FOR OTHERS / CYBER-BULLYING

Students are expected at all times to avoid any online activity that harms any MCP student, staff, or faculty member, or disrupts the educational process in any way. This may include, but is not limited to, using inappropriate or disrespectful language in public or private messages, or any other form of online harassment. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, then the student must stop. Students must never post private information about another person.

It is always unacceptable to use the school name, initials, logo, or pictures of staff, students, the school, or school activities with anything that is lewd, threatening, violent, or which could be degrading and/or offensive to another person. The deliberate publication on the Internet, or anywhere else, of improper materials may be grounds for serious disciplinary action up to and including expulsion. If the effects of the activity impact the school negatively, then MCP reserves the right to investigate, intervene, assess disciplinary consequences, and/or refer the incident to law enforcement. Cell phones and computers may not be used in any manner that will cause disruption to the educational environment. Specifically, the use of such devices to incite, harass, libel, slander, threaten, take pictures/video of any student or staff member of the MCP community that is considered degrading and or offensive to another person violates our policies and is actionable.

## MISTREATMENT

The term “mistreatment” is an overarching term that encompasses the many ways that students could hurt one another.

**The ways students mistreat one another may include the following.**

- Exclusion: When a person feels “left out”.
- Put-downs: When a person feels bad or hurt.
- Bullying: When a person feels intimidated or afraid.
- Unwanted physical contact: When a person’s physical boundaries are violated.
- Acts against everyone: When an entire community is affected (ex. vandalism).
- Hazing: mistreatment occurring in a co-curricular context.

**We recognize the three roles in all forms of mistreatment:**

- The aggressor
- The target
- The bystander

Mission College Prep is committed to empowering the bystanders to stand up and address mistreatment when it happens around them. A large percentage of the people in all forms of mistreatment are bystanders. Mistreatment of any kind at school or at a school-related event towards another person, impacting MCP school life, is actionable and will result in school intervention and serious disciplinary consequences.

## ABUSIVE/THREATENING LANGUAGE

Any written or verbal language or physical gesture directed at a teacher or at another student that is insolent, demeaning, abusive, or implicitly or explicitly implies a threat of bodily harm is a significant, actionable offense.

## **PROFANITY**

Profanity, whether expressed in written graffiti, gestures, or verbal comments, will not be tolerated, and appropriate disciplinary measures will be taken. Pornographic or offensive material, and lewd comments or gestures, are also prohibited.

## **SEXUAL HARASSMENT BY AND AMONG STUDENTS**

While sexual harassment is a form of mistreatment, it warrants some additional clarification. In accordance with the Church's respect for the dignity of each individual, Mission College Prep denounces sexual harassment by and among any member of the school community and may warrant the most serious of consequences.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status or progress.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an "intimidating, hostile, or offensive educational environment" (cf., Education Code, Section 212.5).

Examples of behaviors that are considered sexually harassing include, but are not limited to:

- Pinching, grabbing, slapping, or cornering another person
- Sexual comments toward or taunting of another person
- Pulling down pants and/or underwear of another or snapping a person's bra
- Assaulting or molesting another person

Sexual harassment of any kind at school or at a school-related event towards another person, impacting MCP school life, is actionable and will result in school intervention and serious and immediate disciplinary consequences including suspension, a behavior contract, possible expulsion, and or/referral to law enforcement.

## **STEALING AND VANDALISM**

The willful destruction or theft of school property or the personal property of other students or adults is unacceptable. Students will be held responsible for their behavior (regardless of their intent) that results in the damage or loss of school property or the personal property of another person. Stealing, destroying, or otherwise mutilating another's property is an act of violence and will have serious disciplinary consequences.

We encourage that all valuables be kept in the student's locker, and we require that all lockers are locked at all times. Each student will be distributed a free lock for academic and athletic lockers at the start of the school year. If misplaced, another lock may be purchased from the Business Office for \$5.00.

## **RESTRICTED AREAS**

We do everything possible to provide a safe environment on campus during the school day, and provide a number of supervised areas from which to choose. The following areas are off-limits when unsupervised.

**Restricted Areas during Lunch and Break. Students may NOT congregate in the following areas:**

- Hallways
- Stairwells
- Locker Rooms, Weight Rooms, and areas near the lower Locker Room

**Students may eat/congregate in specified areas only during Lunch and Break.**

These include:

- Café Royale and outside Courtyard;
- The tables and the area under the canopy by the Athletic Field;
- Classrooms/offices with teacher/staff supervision.

**Gymnasium** - Students may only be in the Gym with staff supervision – at any time.

**Parking Garage** - Parking spaces in the Garage are reserved for faculty/staff from 7:00am to 4:00pm and not available for student use. Students may not be in the Garage during school hours.

## **CAMPUS FACILITIES USE**

Upon arrival, students must remain on campus for the entire school day. When there is a late start after 8:30 AM and students arrive at school before classes begin, they are expected to go to Café Royale. Vandalism and unauthorized entrance on MCP property are taken very seriously. Acts of vandalism are not tolerated and could be subject to punishment (CA Penal Code 594).

Illegal entry to the MCP facility/property is not acceptable. Students may enter MCP property for school related events when supervision (by teachers, staff, and coaches) is provided. Unsupervised students must leave school grounds immediately.

## **STUDENT DRIVING AND PARKING**

Students are not permitted to go to their cars or to be in their cars between classes, during lunch, or during the school day for any reason. Books and lunches are not to be kept in cars. Because the school is located downtown and is also next to an elementary school, students must drive carefully and conscientiously at all times, especially when entering/exiting the parking garage. The speed limit in the garage is 5 mph. Parking spaces in the Garage are reserved for faculty/staff/visitors from 7:00am to 4:00pm on school days.

## **LOCKERS**

Only school locks are allowed on lockers, and students must only use lockers assigned to them. School locks are provided for both book lockers and athletic lockers for property security. A student is responsible for the condition and contents of their locker.

School officials may search students lockers where there is reasonable grounds to do so and without prior notice. Every reasonable effort will be made to ensure that the student and an additional staff member is present when a locker is being searched.

## **DISCIPLINARY NOTICES**

If a student violates school procedure by his/her behavior, the staff person who observes the behavior will give him/her a disciplinary notice. The student will normally receive notice of the consequence of that behavior by the following school day. This notice must be signed by the parent/guardian and returned to the Director of Student Life the next school day of attendance. The student must complete the required action(s) by the date(s) indicated on the notice or contact the Director of Student Life immediately.

## **DETENTION**

Detention is served on the day following the offense unless other arrangements are made with the Director of Student Life. Detentions normally occur every day at lunch time and two days a week after school. Failure to attend detention on the day assigned will result in an extra day of detention. Failure to attend this extra day of detention will result in additional consequences. If a student wishes to discuss a detention, he or she must speak to the issuing teacher or staff member first, and if still unsettled, contact the Director of Student Life for further clarification before the end of the day on which the detention was issued.

### **Detention Policy Progression**

- Detention = one day of lunch detention
- Director's Detention = the 4th detention within a semester will result in five days of lunch detention.
- Any detention thereafter earns the student five days of lunch detention instead of the single lunch detention.
- A total of nine detentions in a semester results in a one-day suspension.

## **SUSPENSION**

Suspension is the temporary removal of a student from the student body for serious breaches of discipline or for other administrative purposes. Suspensions may be in-school suspensions or at-home suspensions, depending on the circumstances of the infraction. Suspended students are not allowed to participate in extracurricular school activities, including athletics or drama. All suspensions are considered absences.

Students who have been suspended may make up all work missed during the suspension period. Students should complete homework that is posted on Canvas while they are on suspension and be prepared to turn it in when they return. Work that cannot be completed while on suspension may be made up when the student returns. The student will be given the same number of days to make up the work as the number of days suspended. Depending on circumstances, in lieu of a day of suspension, students may be assigned a day of Saturday School.

## **BEHAVIORAL PROBATION**

Behavioral probation is determined by the administration for chronic or serious violation of school conduct. Probation is typically indicated by means of a signed contract among school, family, and student. Behavioral probation is a designated period of time, usually with disciplinary sanctions, given to the student to prove him/herself as a responsible member of the student body. Students on probation who subsequently violate the terms of the contract or who violate school policy may receive further consequences, including expulsion. Eliminating participation in activities may also be a consequence of violating a behavioral probation contract.

## **EXPULSION**

Expulsion is permanent removal from the student body. Only the Principal, following the school policy stated in the Handbook and after consultation with the Diocesan Superintendent of Schools, has the authority to make the decision to expel a student. They may choose to consult with an advisory board or staff. Students who are expelled for disciplinary reasons are not allowed to return to campus or to attend any activities.



## **GENERAL CONDUCT**

Any form of conduct on- or off-campus that is detrimental to the good of the school or student body will warrant appropriate disciplinary measures. MCP reserves the right to take disciplinary action, including expulsion, on any student whose behavior, either in school or out of school, reflects poorly on the reputation of the school.

## **TECHNOLOGY**

MCP makes substantial, ongoing investment in technologies that support academic work, student life, and daily communications between teachers, students and families. We do this not only for the benefit of our students during their high school tenure, but also to prepare them for academic and professional opportunities going forward. For these reasons we expect all students to fully, meaningfully, and responsibly engage with the digital environment MCP has created for them, and we rely on our partnership with families to realize this goal.

All students are required to have access to a keyboard-based computer both at home and with them at school. Specifically, each student must bring with them to school each day a fully charged and working laptop so that they may engage with classroom activities requiring the use of a computer. Please recognize that a cell phone or a tablet is not an acceptable substitute for bringing a laptop to school. While cell phones are used for some communications and digital activities at MCP and tablets may be good for consuming information, a keyboard-based device is still the appropriate professional tool to produce the quality and quantity of academic work that is expected of our students.

All of the essential systems that students will engage while attending MCP are online or “in the cloud.” Moreover, these systems are platform-independent -- they will work with any reasonably modern computer: Windows, Mac, or Chrome. (Entry-level Chromebooks can be purchased for less than three hundred dollars and will very adequately serve the needs of most students.) Because our systems are online, Internet access is essential. While on campus, MCP provides all students, teachers, and guests a fast and secure wireless network. Similarly, families should arrange for Internet access so that the student may work efficiently from home.

We are aware that providing a laptop and/or arranging home Internet access may represent a significant expense for some families. Additional support will be offered to those families facing hardship and who are on Tuition Assistance. Interested families should contact the MCP Business Office. In general, and with the main focus on our student’s present and future success, we expect most families will be able to provide both a good working laptop for the student to bring to school and Internet access at home. The MCP technology department will help students connect their device(s) to the campus Wi-Fi and will ensure they have access to the online systems. However, MCP cannot provide general computer repair for personal laptops and other devices.

## **ELECTRONIC DEVICES**

Students may use their cell phone before or after school, during passing periods, and at lunch. But cell phones and earphones/earbuds are NOT to be used during class time, including when students leave the classroom with a hall pass. These items are to be turned off or muted and placed out of reach and out of sight so as to not cause a distraction for themselves or other students.

Failure to comply with this regulation may result in the confiscation of the device. The school will not be responsible for the loss, damage, or theft of any cell phone or electronic devices brought to school.

The consequences for the use of cell phones at inappropriate times (without permission):

- First offense, the student's cell phone will be confiscated by a staff member and taken to the Front Office and a detention will be issued.
- Any further offenses will result in five lunchtime detentions. The student will also lose his/her on campus cell phone privilege for a designated length of time.

## **TECHNOLOGY RESOURCES APPROPRIATE USE**

Each student is responsible for his or her behavior while using MCP Technology Resources. (For the purposes of this section, "MCP Technology Resources" includes: school-issued system accounts, school-owned computers, printers, peripherals, and use of the MCP Wi-Fi network.) To help ensure that all students have full access to a secure computing environment we publish this Acceptable Use Policy.

### **ACCEPTABLE USE POLICY**

MCP provides access to MCP Technology Resources for educational use and for school activities. Priorities for MCP administration of these resources include security, availability, and performance. The administration retains the right to have school personnel monitor computer, network, or account activity in any form necessary to protect the security, availability, and performance of the network and to ensure MCP standards for student safety. The administration retains the right to restrict or terminate a student's access to these resources at any time if the student violates this policy including, but not limited to, the following:

- Violating any aspect of the MCP Handbook through the use of MCP Technology Resources.
- 2. Using MCP Technology Resources for illegal activities.
- Using MCP Technology Resources to access or promote material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature).
- Using MCP Technology Resources to violate copyrights, license agreements, or other contracts.
- Using MCP Technology Resources for commercial purposes or financial gain.
- 6. Using MCP Technology Resources for non-educational purposes that is disruptive to other systems or users on the network, including: computer gaming, peer-to-peer file sharing, or excessive music/video streaming.
- Using MCP Technology for what is commonly called 'cyber-bullying.' Bullying or harassment of students, whether part of MCP or not, or any other persons, via electronic means, or otherwise, will not be tolerated, and will result in serious consequences.
- Tampering with, disabling, or damaging any MCP Technology Resource including the security and Internet content filtering technologies installed by the school.
- Accessing another MCP student's or MCP employee's account, including their files, email, and network access.
- Intentionally sharing your MCP account with anyone else.

### **PERSONAL SAFETY PRECAUTIONS**

Students are held responsible for all activity conducted on his/her account or under his/her password. Students may use only their own passwords and must protect the privacy of their passwords. Additionally, to guard against phishing and cyber-stalking, students should not share online or via email personal information about themselves or other people. Personal information includes first and last name, address, phone numbers, social security and passport numbers, etc.

Students should not meet in person someone they have met only online. Students must promptly disclose to a teacher or school staff member any message they receive that is inappropriate or that makes them feel harassed, bullied, or uncomfortable. Bullying or harassment of other students, whether part of MCP or not, or any other persons, via electronic means, or otherwise, will not be tolerated, and will result in serious consequences.

## **HEALTH AND SAFETY ISSUES**

### **MEDICATIONS**

MCP does not provide medications of any kind. Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the attendance office. If a student's condition potentially requires epipens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.

Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.

If it is essential that medications be administered at school, these medications must be administered from the attendance office only. NO member of the faculty or staff in the school office is permitted to administer any medication without the following:

- A signed written statement from the parent or guardian of the child.
- A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
- All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice);
- The prescription must be current and medications within the expiration limits).

Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or misadministration of any kind.

### **SAFE ENVIRONMENT PROTOCOL**

Students are encouraged to immediately report any unwanted contact of a sexual nature—whether coming from an adult or a fellow student—to a parent or a safe adult at school. Diocesan protocol for reporting to appropriate authorities will be followed, as well as any necessary action steps taken.

### **ILLNESS AND INJURY**

Parents/legal guardians are requested to keep emergency information updated. Students who become ill or are injured during the school day must go immediately to the Front Office.

However, a student who is seriously injured or who loses consciousness should NEVER BE MOVED. A staff member, if present, or another student should notify the Front Office of the injury, and then the school will call 911.

Students are to notify the Front Office of accident, illness, or injury before notifying parents so that

medical attention can be promptly administered. No student who is ill or injured may leave the campus without the Front Office first being notified, without receiving permission from the parent/guardian by phone or in person, and without the student signing out.

MCP participates in the student accident insurance program of the Diocese of Monterey. Students are covered by this insurance through the registration fee at all school-sponsored and supervised activities. Supplemental 24-hour year-round accident insurance is available in September. In case of injury, the Front Office needs to be contacted immediately.

## **Earthquake Procedures**

### **Procedure from inside the school:**

1. Teachers give the command to get to the ground (drop, cover, and hold)
2. Do not attempt to leave the building during an earthquake.
3. Move away from windows, tall cabinets, brick walls, and items that might fall.
4. Seek protective cover under desk, tables, or chair in a kneeling position with head close to knees. One hand should be holding onto the table or chair legs to prevent movement and the other hand over the head.
5. Remain in a drop position until a person of authority directs students to move.
6. When the ground movement ceases, each teacher must ascertain possible injury and determine the ability of the class to evacuate to the emergency assembly area.

### **Procedure to proceed outside the school building:**

1. Evacuate to the football field at the 50 yard line and have students sit quietly on the ground.
2. Use a "buddy-system" if the teacher is injured.
3. Move students away from buildings, trees and power lines. 2. If possible, get to the Emergency Assembly Area.

## **Evacuation Procedure**

1. The fire drill signal is a steady staccato alarm that will sound throughout the drill.
2. Students are to stop work immediately (and take shelter in the event of an earthquake).
3. Students are to follow all staff directives during the emergency.
4. Students are to walk rapidly and in silence to the proper exit. Students will contribute to the safety of fellow students by maintaining good order during all phases of the evacuation. 5. Staff will take roll when everyone is safely grouped away from the building.
5. Classes leaving the building first should walk far enough onto the field to allow ample room for classes following.
6. School staff will communicate the time to return to the classroom.
7. Students are to remain reasonably quiet throughout the entire drill.

## **Lockdown Procedure**

A single point-of-entry system allows us to manage our campus with optimal attention to the health and safety of all. ALL visitors must be immediately identified and directed to sign in at the Front Office.

- The lock down signal is the ringing of a Euro-alarm siren to signal that all classrooms and offices should be locked down.
- Doors should be closed and locked, and no one should be let in under any circumstances.
- Windows should be closed, shades should be drawn, and students and staff should stay away from windows. There must be absolute quiet at all times during this lockdown.
- Only police officials will unlock doors and indicate that the emergency is over.

## **SMOKING**

MCP is a 100% smoke free campus. Regardless of legality, students will not be allowed to smoke under any circumstances at MCP or within two blocks of the school or carry cigarettes or any tobacco or smoke/vape products on campus, whether licit or not.

## **DRUG- AND ALCOHOL-FREE ENVIRONMENT**

Any student with a substance abuse or addiction problem will be counseled with justice and compassion. MCP must always balance the needs of the individual student with the needs of the whole community for safety and the freedom to learn. Being caught using or possessing a controlled substance or related paraphernalia, or being under the influence at school or any school-related event, warrants significant disciplinary measures, including expulsion.

In the case of a student who continues on probation after a drug or alcohol violation, participation by the student may be precluded from any and all school-related activities, including athletic competition, retreats, student activities including dances and Prom, or graduation activities like Commencement Exercises, among all others. Furthermore, the school may request that parents enroll their student in a chemical dependency counseling program and agree that the school will have open communication with the counselor. At the school's request, this course of action may be complemented by the request of monthly, random drug or alcohol tests, to be submitted to the school for review by a qualifying testing agency, and paid for by parents.

If a student exhibits patterns of behavior that seems to indicate deleterious performance in coursework and co-curricular activities, MCP reserves the right to request of parents that the student submit to monthly, random drug tests, paid for by the parents, and turned over to school administration, as a condition of continuing as a student at MCP.

Administration has approved the use of narcotic drug sniffing dogs as a deterrent to the possession or the use of controlled substances on campus.

## **HANDBOOK CHANGES AND REPLACEMENTS**

The Principal has the right to amend this Handbook at any time. Lost Handbooks are replaceable at the Front Office. There is a \$10 charge for a replacement Handbook.

## **HALL PASS POLICY**

Students are expected to take care of their personal needs as necessary before school or during break or lunch periods as required. Getting class materials from lockers, using the phone, visiting the restroom, or getting a drink of water are examples of situations that should be taken care of prior to class and not during class time. It is recognized that there will be special circumstances that require the student to be out of the classroom during class time. Such situations should be very few, and not become routine in nature. During such an unusual or unplanned situation where the student must be out of the classroom during class, a hall pass signed and dated by the student's teacher is required. In addition, students working in leadership roles, as a Teacher's Aide (TA), etc. will wear a designated lanyard to indicate she/he is out of class on school business.

Lunch periods and breaks are the only times during the school day that students are allowed in supervised areas without a hall pass or special permission. Hall passes are included on the next several pages of this Handbook that must be carried by the student when out of class. If a student does not have his/her Handbook, she/he will not be able to leave the classroom.

# AUGUST 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	1	Home Team Meetings 2	Home Team Meetings 3
7	Staff Luncheon Teachers Back on Campus 8	Teachers Back on Campus 9	Teachers Back on Campus 10
14	All-School MASS (Assumption of Mary) Fall Athletics - Parents Meeting Mass Dress SPECIAL SCHEDULE: First Day of School 15	BLUE DAY 16	SPECIAL SCHEDULE: Picture Day 17
21	GOLD DAY: Late Start, E, F, G KAIROS 22	BLUE DAY KAIROS 23	GOLD DAY: E, Flex, F, G KAIROS 8:30 AM - 9:30 AM - PAL Training 6:00 PM - 7:30 PM - PAL Training 24
28	GOLD DAY: E, Flex, F, G Flex: Student Choice & Seniors College Workshop 29	BLUE DAY 30	GOLD DAY: E, Flex, F, G Flex: Student Choice & New Student Check-In 31

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
New Teacher Orientation <b>4</b>	Last Day to Register for 9/10/22 ACT Test New Teacher Orientation <b>5</b>	<b>6</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Transfer Student Orientation 9:30 AM - 12:00 PM - Seniors: College Bootcamp #1 <b>11</b>	8:30 AM - 10:00 AM - New Parents Welcome Reception 8:30 AM - 2:30 PM - 9th Grade Orientation <b>12</b>	<b>13</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
GOLD DAY: E, Flex, F, G Flex: ASB Rally <b>18</b>	BLUE DAY 8:00 AM - 9:30 AM - Parents Association Meeting <b>19</b>	Frosh Family Social Welcome Back Dance <b>20</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
BLUE DAY KAIROS <b>25</b>	NO SCHOOL <b>26</b>	College Board SAT Test Day - Register by 7/29/22 <b>27</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>1</b>	<b>2</b>	<b>3</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	Labor Day NO SCHOOL: LABOR DAY	5	6
		BLUE DAY Freshmen Election Week	GOLD DAY: E, Flex, F, G Flex: Gospel Assembly Freshmen Election Week
Patriot Day	11	12	13
	BLUE DAY Back To School Night 4:30 PM - 6:00 PM - Fingerprinting for Volunteers (Live Scan)	GOLD DAY: Late Start, E, F, G	BLUE DAY
18	19	20	21
	GOLD DAY: E, Flex, F, G	BLUE DAY	GOLD DAY: E, F, G, Early Dismissal Dept. Chair Meeting
Rosh Hashanah begins at sundown	25	26	27
	NO SCHOOL: DIOCESAN IN-SERVICE DAY	BLUE DAY Grades Pulled	GOLD DAY: E, Flex, F, G 1st Marking Period Grades Emailed Frosh Retreat PA Exec Team Mtg



REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<p><b>BLUE DAY</b> <b>1</b></p>	<p><b>GOLD DAY: E, F, G, Early Dismissal</b> <b>2</b>                      Last Day to Change Schedule                      Last Day to Register for 10/01/22                      SAT Test                      1:15 PM - 3:00 PM - Faculty/Staff Meeting</p>	<p><b>3</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY</b> <b>8</b>                      Freshmen Election Week                      Museum of Tolerance:                      Sophomores</p>	<p><b>GOLD DAY: E, Flex, F, G</b> <b>9</b>                      Flex: Student Choice &amp; Freshmen Elections</p>	<p><b>ACT Test Day - Register by 8/05/22</b> <b>10</b>                      People's Kitchen:                      11:00 AM - 11:30 AM - Juniors                      Drop Off Food</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>GOLD DAY: Late Start, E, F, G</b> <b>15</b>                      Club Rush @ Lunch                      8:30 AM - 10:00 AM - Parents                      Assn Meeting with ASB Students</p>	<p><b>BLUE DAY</b> <b>16</b>                      Club Rush @ Lunch                      Last Day to Drop Course Levels (AP/H/DE to CP)                      Last Day to Register for 10/22/22                      ACT Test</p>	<p><b>17</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><i>First day of autumn</i>  <b>BLUE DAY</b> <b>22</b></p>	<p><b>GOLD DAY: E, Flex, F, G</b> <b>23</b>                      Flex: All School MASS (Senior/Parent Liturgy)                      Mass Dress</p>	<p><b>End of 1st Marking Period</b> <b>24</b>                      5:00 PM - 9:00 PM - MCP AUCTION</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY</b> <b>29</b></p>	<p><b>GOLD DAY: E, Flex, F, G</b> <b>30</b>                      Flex: Advising</p>	<p><b>1</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
25	26	27	28
2	<b>BLUE DAY</b> Homecoming Week	3 <i>Yom Kippur begins at sundown</i> <b>GOLD DAY: E, FLEX, F, G</b> 7th Grade Royal Day Homecoming Week	4 Homecoming Week <b>SPECIAL SCHEDULE:</b> Async Day
Fine Arts Gala	9 <i>Columbus Day</i> <b>BLUE DAY</b> Mission Day of Golf Tournament	10 <b>GOLD DAY: E, Flex, F, G</b> Flex: Gospel Assembly Make-Up Day for School Pictures	11 PSAT for All 11th, 10th and 9th Graders <b>SPECIAL SCHEDULE</b> Weekday SAT for 12th Graders (Optional)
Drama Production	16 <b>BLUE DAY</b>	17 <b>GOLD DAY: E, F, G, Early Dismissal</b> 1:15 PM - 3:00 PM - Faculty/Staff Meeting	18 <b>BLUE DAY</b>
Drama Production	23 <b>GOLD DAY: E, Flex, F, G</b> MCP Blood Drive	24 <b>BLUE DAY</b>	25 <b>GOLD DAY: E, F, G, Early Dismissal</b> Dept. Chair Meeting PA Exec Team Mtg Staff Luncheon - Junior Class Hosts
30	31 <i>Halloween</i> <b>BLUE DAY</b> Halloween Rally at Lunch Trick or Treating		

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<p style="text-align: right;"><b>29</b></p>	<p style="text-align: right;"><b>30</b></p>	<p>College Board SAT Test Day - Register by 9/02/22</p> <p style="text-align: right;"><b>1</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY (Special Schedule)</b> 8th Grade Discovery Day Homecoming Week</p> <p style="text-align: right;"><b>6</b></p>	<p><i>Mawlid al-Nabi begins at sundown</i> <b>GOLD DAY: E, F, Flex, G</b> Homecoming Court (Before Lunch) Homecoming Football Game Last Day to Register for 11/05/22 SAT Test</p> <p style="text-align: right;"><b>7</b></p>	<p>Homecoming Dance People's Kitchen: 11:00 AM - 11:30 AM - Sophomores Drop Off Food</p> <p style="text-align: right;"><b>8</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY</b></p> <p style="text-align: right;"><b>13</b></p>	<p><b>GOLD DAY: Late Start, E, F, G</b> Drama Production 8:30 AM - 10:00 AM - Parents Assn Meeting with Faculty/Staff</p> <p style="text-align: right;"><b>14</b></p>	<p>Drama Production</p> <p style="text-align: right;"><b>15</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>GOLD DAY: E, Flex, F, G</b> Flex: All-School MASS Mass Dress</p> <p style="text-align: right;"><b>20</b></p>	<p><b>BLUE DAY</b> Drama Production</p> <p style="text-align: right;"><b>21</b></p>	<p>ACT Test Day - Register by 9/16/22 Drama Production</p> <p style="text-align: right;"><b>22</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY</b></p> <p style="text-align: right;"><b>27</b></p>	<p><b>GOLD DAY: E, Flex, F, G</b> Flex: Gospel Assembly</p> <p style="text-align: right;"><b>28</b></p>	<p style="text-align: right;"><b>29</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# NOVEMBER 2022

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	31	<b>GOLD DAY: E, Flex, F, G</b> Flex: All-School MASS (All Saints' Day) Mass Dress	<b>1</b> BLUE DAY <b>2</b>
<i>Standard time begins</i> <i>Daylight Savings Ends</i> <b>6</b>	<b>GOLD DAY: Late Start, E, F, G</b> Teacher Worktime; Grades Pulled <b>7</b>	<i>Election Day</i> <b>BLUE DAY</b> 2nd Marking Period Grades Emailed <b>8</b>	<b>GOLD DAY: E, Flex, F, G</b> Flex: Advising & Kris Kringle Sign-Ups <b>9</b>
JSA Fall State Conference <b>13</b>	<b>GOLD DAY: E, Flex, F, G</b> Junior Retreat Winter Athletics - Parent Meeting <b>14</b>	<b>BLUE DAY</b> Junior Retreat <b>15</b>	<b>GOLD DAY: E, F, G, Early Dismissal</b> PA Exec Team Mtg 1:15 PM - 3:00 PM - Faculty/Staff Meeting <b>16</b>
<b>20</b>	<b>BLUE DAY</b> <b>21</b>	<b>GOLD DAY: E, Flex, F, G</b> Flex: Gospel Assembly Kris Kringle Notification <b>22</b>	<b>NO SCHOOL: THANKSGIVING BREAK</b> <b>23</b>
Advent Begins <b>27</b>	<b>BLUE DAY</b> <b>28</b>	<b>GOLD DAY: E, F, G, Early Dismissal</b> Dept. Chair Meeting <b>29</b>	<b>BLUE DAY</b> <b>30</b>

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>GOLD DAY: E, Flex, F, G</b> Last Day to Register for 12/03/22 SAT Test	<b>BLUE DAY</b> Last Day to Register for 12/10/22 ACT Test 8:00 AM - 9:30 AM - Parents Assn Meeting	College Board SAT Test Day- Register by 10/07/22 End of 2nd Marking Period	3 4 5 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>BLUE DAY</b>	<i>Veterans Day</i> NO SCHOOL: VETERANS' DAY	JSA Fall State Conference People's Kitchen: 11:00 AM - 11:30 AM - Seniors Drop Off Food	10 11 12 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>BLUE DAY</b>	<b>GOLD DAY: E, Flex, F, G</b>		17 18 19 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Thanksgiving</i> NO SCHOOL: THANKSGIVING	NO SCHOOL: THANKSGIVING BREAK		24 25 26 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
27	28	29	30
4	<b>GOLD DAY: E, Flex, F, G</b> Flex: Kris Kringle: \$5 Gift	<b>5</b>	<b>6</b>
		<b>BLUE DAY</b> Kris Kringle: Toys for Teens	<b>GOLD DAY: E, Flex, F, G</b> Kris Kringle: "Makeup" Gift Day
11	#1 Science Final #2 English Final Finals Day #1	12	13
		Conflict Exam Day	#1 Religion Final #2 Math Final Final Day #2 PA Exec Team Mtg
<i>Hanukkah begins at sundown</i> CHRISTMAS BREAK	18	19	20
	CHRISTMAS BREAK Christmas Classic Day 2 Conflict Exam Day (If Needed)	CHRISTMAS BREAK Christmas Classic Day #3	<i>First day of winter</i> CHRISTMAS BREAK Christmas Classic Day #4
<i>Christmas</i> CHRISTMAS	25	26	27
	<i>Kwanzaa begins</i> CHRISTMAS BREAK	CHRISTMAS BREAK	CHRISTMAS BREAK
			28

**REMINDERS**

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>GOLD DAY: E, Flex, F, G</b> Kris Kringle: \$5 Gift Last Day for Tests <b>1</b>	<b>BLUE DAY</b> Kris Kringle: Homemade Gift 8:00 AM - 9:45 AM - Parents Assn Meeting w/ Christmas Party <b>2</b>	College Board SAT Test Day - Register by 11/03/22 <b>3</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
All School MASS (Immaculate Conception) Mass Dress SPECIAL SCHEDULE <b>8</b>	Christmas Morning Celebration SPECIAL SCHEDULE <b>9</b>	ACT Test Day - Register by 11/4/22 <b>10</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Conflict Exam Day Staff Christmas Luncheon - Sophomore Class Hosts <b>15</b>	#1 World Languages Final #2 Social Studies Final Finals Day #3 <b>16</b>	CHRISTMAS BREAK Christmas Classic (Basketball Tournament) End of Semester Marking Period <b>17</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
CHRISTMAS BREAK <b>22</b>	CHRISTMAS BREAK <b>23</b>	CHRISTMAS BREAK <b>24</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
CHRISTMAS BREAK <b>29</b>	CHRISTMAS BREAK <b>30</b>	CHRISTMAS BREAK <b>31</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p><i>New Year's Day</i> CHRISTMAS BREAK <i>New Year's Day</i></p> <p><b>1</b></p>	<p>CHRISTMAS BREAK</p> <p><b>2</b></p>	<p>TEACHER WORK DAY/ Grades Pulled</p> <p><b>3</b></p>	<p>BLUE DAY 1st Semester Grades Distributed School Resumes for 2nd Semester</p> <p><b>4</b></p>
<p><b>8</b></p>	<p>GOLD DAY: Late Start, E, F, G 8:30 AM - 10:00 AM - Parents Asn Meeting w/ ASB Students</p> <p><b>9</b></p>	<p>BLUE DAY</p> <p><b>10</b></p>	<p>GOLD DAY: E, Flex, F, G Flex: Advising</p> <p><b>11</b></p>
<p><b>15</b></p>	<p><i>Martin Luther King Jr. Day</i> NO SCHOOL: MARTIN LUTHER KING JR. DAY</p> <p><b>16</b></p>	<p>BLUE DAY</p> <p><b>17</b></p>	<p>GOLD DAY: E, Flex, F, G Flex: Gospel Assembly</p> <p><b>18</b></p>
<p><i>Lunar New Year</i></p> <p><b>22</b></p>	<p>BLUE DAY</p> <p><b>23</b></p>	<p>GOLD DAY: E, Flex, F, G Flex: Student Choice &amp; Course Selection for 10th</p> <p><b>24</b></p>	<p>BLUE DAY Museum of Tolerance: Juniors PA Exec Team Mtg</p> <p><b>25</b></p>
<p>Start of Catholic Schools Week</p> <p><b>29</b></p>	<p>GOLD DAY: E, Flex, F, G Catholic Schools Week</p> <p><b>30</b></p>	<p>BLUE DAY Catholic Schools Week</p> <p><b>31</b></p>	<p><b>1</b></p>



REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>GOLD DAY: E, Flex, F, G</b> <b>5</b>	<b>BLUE DAY</b> Last Day to Register for 2/11/23 ACT Test <b>6</b>	<b>7</b>	
<b>BLUE DAY</b> <b>12</b>	<b>GOLD DAY: E, F, G, Early Dismissal</b> 1:15 PM - 3:00 PM - Faculty/Staff Meeting <b>13</b>	People's Kitchen: 11:00 AM - 11:30 AM - Freshmen Drop Off Food <b>14</b>	
<b>BLUE DAY</b> <b>19</b>	<b>GOLD DAY: E, Flex, F, G</b> Flex: Student Choice & Course Selection for 11th <b>20</b>	Winter Formal <b>21</b>	
<b>GOLD DAY: E, Flex, F, G</b> Flex: Student Choice & 9th Grade Workshop <b>26</b>	<b>BLUE DAY</b> <b>27</b>	<b>28</b>	
<b>2</b>	<b>3</b>	<b>4</b>	

# FEBRUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	<b>GOLD DAY: E, Flex, F, G</b> All Catholic Schools MASS Catholic Schools Week Mass Dress <b>1</b>
Drama Production JSA Winter Congress <b>5</b>	<b>BLUE DAY</b> Spring Athletics - Parents Meeting <b>6</b>	<b>GOLD DAY: E, Flex, F, G</b> Flex: Gospel Assembly <b>7</b>	<b>BLUE DAY</b> <b>8</b>
<i>Lincoln's Birthday</i> Drama Production <b>12</b>	<b>GOLD DAY: Late Start, E, F, G</b> Freshmen Retreat Teacher Worktime/Grades Pulled <b>13</b>	<i>Valentine's Day</i> <b>BLUE DAY</b> Marking Period Grades Emailed <b>14</b>	<b>GOLD DAY: E, Flex, F, G</b> Flex: Advising <b>15</b>
<b>19</b>	<i>Presidents' Day</i> NO SCHOOL: PRESIDENTS' DAY <b>20</b>	<b>BLUE DAY</b> <b>21</b>	<i>Ash Wednesday</i> <i>Washington's Birthday</i> <b>GOLD DAY: E, Flex, F, G</b> Flex: All-School MASS (Ash Wednesday) Mass Dress PA Exec Team Mtg <b>22</b>
<b>26</b>	<b>BLUE DAY</b> <b>27</b>	<b>GOLD DAY: E, F, G, Early Dismissal</b> Dept. Chair Meeting Staff Luncheon - Senior Class Hosts <b>28</b>	<b>1</b>

THURSDAY	FRIDAY	SATURDAY	NOTES
<p><i>Groundhog Day</i>  <b>BLUE DAY</b>                      Catholic Schools Week</p>	<p><b>GOLD DAY</b>                      Catholic Schools Week                      Drama Production</p>	<p>Drama Production                      JSA Winter Congress</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>GOLD DAY: E, Flex, F, G</b>                      Flex: Student Choice &amp;                      Course Selection for 9th</p>	<p><b>BLUE DAY</b>                      Drama Production                      Last Day to Register for 3/11/23                      SAT Test                      8:00 AM - 9:45 AM - Parents Assn                      Meeting</p>	<p>ACT Test Day - Register by                      1/06/23                      Drama Production                      End of 1st Marking Period                      People's Kitchen:                      11:00 AM - 11:30 AM - Seniors                      Drop Off Food</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>BLUE DAY</b></p>	<p><b>GOLD DAY: E, F, G, Early                      Dismissal</b>                      Faculty/Staff Meeting</p>		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>BLUE DAY</b></p>	<p><b>GOLD DAY: E, F, G, Early                      Dismissal</b>                      Sophomore Experience Event</p>		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

# MARCH 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	BLUE DAY 1
5	BLUE DAY 6	GOLD DAY: Late Start, E, F, G 8:30 AM - 10:10 AM - Parents Assn Meeting with Faculty/ Staff 7	BLUE DAY 8
Daylight saving time begins Daylight Saving Begins 12	GOLD DAY: E, Flex, F, G 13	BLUE DAY 14	GOLD DAY: E, F, G, Early Dismissal 1:15 PM - 3:00 PM - Faculty/Staff Meeting 15
19	First day of spring GOLD DAY: E, Flex, F, G ASB Election Week 20	BLUE DAY ASB Election Week 21	Ramadan begins at sundown GOLD DAY: E, F, G, Early Dismissal ASB Election Week Dept. Chair Meeting 22
26	BLUE DAY MCP Blood Drive 27	GOLD DAY: E, Flex, F, G Flex: All-School MASS with Bishop Garcia Grades Pulled Mass Dress 28	BLUE DAY Marking Period Grades Emailed 29

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>GOLD DAY: E, Flex, F, G</b> <b>2</b>	<b>NO SCHOOL: DIOCESAN IN-SERVICE</b> <b>3</b>	<b>4</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>GOLD DAY: E, Flex, F, G</b> <b>9</b> Flex: Gospel Assembly	<b>BLUE DAY</b> <b>10</b> Last Day to Register for 4/15/23 ACT Test	<b>11</b> College Board SAT Test Day - Register by 2/10/23 LoveSLO Event People's Kitchen: 11:00 AM - 11:30 AM - Sophomores Drop Off Food	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>BLUE DAY</b> <b>16</b>	<b>St. Patrick's Day</b> <b>17</b> <b>NO SCHOOL: DAY OF GREATNESS</b>	<b>18</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>BLUE DAY</b> <b>23</b> ASB Election Week	<b>GOLD DAY: E, Flex, F, G</b> <b>24</b> Flex: ASB Elections	<b>25</b> End of 2nd Marking Period Spring Fling Dance	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>GOLD DAY: E, Flex, F, G</b> <b>30</b> Flex: Advising	<b>BLUE DAY</b> <b>31</b>	<b>1</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
<i>Palm Sunday</i> JSA Spring State Conference Palm Sunday	<b>GOLD DAY: E, Flex, F, G</b>	<b>BLUE DAY</b>	<i>Passover begins at sundown</i> <b>GOLD DAY: E, Flex, F, G</b> Flex: Way of The Cross
9 Easter EASTER	EASTER BREAK	EASTER BREAK	EASTER BREAK
<i>Laylat al-Qadr begins at sundown</i>	<b>BLUE DAY</b>	<b>GOLD DAY: E, Flex, F, G</b>	<b>BLUE DAY</b> Class Council Election Week Begins
23	<b>GOLD DAY: E, F, G, Early Dismissal</b>	<b>BLUE DAY</b> Class Council Election Week	<b>GOLD DAY: E, Flex, F, G</b> Dept. Chair Mtg Flex: Class Council Elections & Senior Class Meeting
Drama Production	Class Council Election Week Staff Luncheon - PA Hosts 1:15 PM - 3:00 PM - Faculty/Staff Meeting	25	26
30			

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
<p style="text-align: right;"><b>30</b></p>	<p style="text-align: right;"><b>31</b></p>	<p><i>April Fools' Day</i> JSA Spring State Conference</p> <p style="text-align: right;"><b>1</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>No Extracurriculars Allowed NO SCHOOL: HOLY THURSDAY</p> <p style="text-align: right;"><b>6</b></p>	<p><i>Good Friday</i> Last Day to Register for 5/06/23 SAT Test No Extracurriculars Allowed No Extracurriculars Allowed NO SCHOOL: GOOD FRIDAY</p> <p style="text-align: right;"><b>7</b></p>	<p>People's Kitchen: 11:00 AM - 11:30 AM - Frosh Drop Off Food</p> <p style="text-align: right;"><b>8</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>EASTER BREAK</p> <p style="text-align: right;"><b>13</b></p>	<p>EASTER BREAK</p> <p style="text-align: right;"><b>14</b></p>	<p>ACT Test Day - Register by 3/10/23 EASTER BREAK</p> <p style="text-align: right;"><b>15</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>GOLD DAY: E, Flex, F, G</b> Class Council Election Week Flex: Gospel Assembly</p> <p style="text-align: right;"><b>20</b></p>	<p><i>Eid al-Fitr begins at sundown</i> <b>BLUE DAY</b> Class Council Election Week 8:00 AM - 9:45 AM - Parents Assn Meeting</p> <p style="text-align: right;"><b>21</b></p>	<p><i>Earth Day</i></p> <p style="text-align: right;"><b>22</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>BLUE DAY</b></p> <p style="text-align: right;"><b>27</b></p>	<p><b>GOLD DAY: E, Flex, F, G</b> Coffee House Night Drama Production Flex: All-School MASS Mass Dress Poker Night Senior Signing Day</p> <p style="text-align: right;"><b>28</b></p>	<p>All County Speech Tournament Drama Production</p> <p style="text-align: right;"><b>29</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>30</b>	<b>BLUE DAY</b> <b>1</b>	<b>GOLD DAY: E, Flex, F, G</b> <b>2</b> 8:00 AM - 11:00 AM - AP Environmental Science Exam	<b>BLUE DAY</b> <b>3</b> 8:00 AM - 12:00 PM - AP English Lit Exam
Drama Production <b>7</b>	<b>GOLD DAY: E, Flex, F, G</b> <b>8</b> 8:00 AM - 12:00 PM - AP Calc A/B & B/C Exam 12:00 PM - 3:30 PM - AP Comp Sci Exam	<b>BLUE DAY</b> <b>9</b> 8:00 AM - 12:00 PM - AP English Lang Exam 12:00 PM - 4:00 PM - AP Physics Exam	<b>GOLD DAY: E, Flex, F, G</b> <b>10</b> Flex: Gospel Assembly
<i>Mother's Day</i> Mother's Day <b>14</b>	<b>BLUE DAY</b> <b>15</b>	<b>GOLD DAY: Late Start, E, F, G</b> <b>16</b> Last Day for Tests New Student Orientation 4:30 PM - 6:00 PM - Fingerprinting for Volunteers (Live Scan)	<b>BLUE DAY</b> <b>17</b> Athletic Physical Night Junior Parent Night PA Exec Team (new) Mtg
<b>GOLD DAY: Late Start, E, F, G</b> <b>21</b>	Senior Breakfast SPECIAL SCHEDULE <b>22</b>	MCP Royal Day <b>23</b>	#1 Social Studies Final #2 World Languages Final Finals Day #1 Graduation Practice #1 <b>24</b>
<b>28</b>	<i>Memorial Day</i> NO SCHOOL: MEMORIAL DAY <b>29</b>	#1 Math Final #2 Religion Final Finals Day #3 Graduation Practice #2 <b>30</b>	Conflict Exam Day Staff End-of-Year Luncheon - Freshmen Class Hosts <b>31</b>



**REMINDERS** 

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>GOLD DAY: E, Flex, F, G</b> <b>4</b> Last Day to Register for 6/03/23 SAT Test 8:00 AM - 11:00 AM - AP HUG Exam 8:00 AM - 11:00 AM - AP MacroEcon Exam 12:00 PM - 4:00 PM - AP Stats Exam	<i>Cinco de Mayo</i> <b>BLUE DAY</b> <b>5</b> Drama Production Last Day to Register for 6/10/23 ACT Test 8:00 AM - 9:45 AM - Parents Assn Meeting 8:00 AM - 12:00 PM - AP US History Exam	<b>6</b> College Board SAT Test Day - Register by 4/07/23 Drama Production	
<b>BLUE DAY</b> <b>11</b> 8:00 AM - 12:00 PM - AP World History Exam	<b>GOLD DAY: E, F, G, Early</b> <b>12</b> <b>Dismissal</b> PA Exec Team Lunch PA Exec Team Mtg 1:15 PM - 3:00 PM - Faculty/Staff Meeting	<b>13</b> People's Kitchen: 11:00 AM - 11:30 AM - Juniors Drop Off Food	
<b>GOLD DAY: E, Flex, F, G</b> <b>18</b> Flex: All-School MASS Mass Dress	<b>BLUE DAY</b> <b>19</b>	<b>20</b> PROM	
Conflict Exam Day <b>25</b>	<b>#1 English Final</b> <b>26</b> <b>#2 Science Final</b> Finals Day #2	<b>27</b>	
<b>1</b>	<b>2</b>	<b>3</b>	

# JUNE 2023

★ GOALS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	Grades Pulled 5	2nd Semester Grades Distributed 6	7
11	12	13	Flag Day 14
Father's Day 18	Juneteenth 19	20	First day of summer 21
25	26	27	Eid al-Adha begins at sundown 28

REMINDERS

THURSDAY	FRIDAY	SATURDAY	NOTES
6:30 PM - 8:30 PM - Baccalaureate Mass <b>1</b>	6:30 PM - 8:30 PM - Class of 2023 Graduation <b>2</b>	College Board SAT Test Day - register by 5/04/23 End of 2nd Semester Marking Period <b>3</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>8</b>	<b>9</b>	ACT Test Day - Register by 5/05/23 <b>10</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>15</b>	Last day to Register for 7/15/23 ACT Test <b>16</b>	<b>17</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>22</b>	<b>23</b>	<b>24</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>29</b>	<b>30</b>	<b>1</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>