

Mission College Preparatory

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2009 - 2010 Parent and Student Handbook & Calendar

name

phone number

Please return if found.

Regular	Normal	8:50 Day
8:05	Warning Bell	8:50
8:10 - 8:57	Period 1	8:55 - 9:36
9:01 - 9:48	Period 2	9:40 - 10:21
9:52 - 10:39	Period 3	10:25 - 11:06
10:39 - 10:44	Announcements	11:06 - 11:11
10:44 - 10:59	Break	11:11 - 11:26
11:03 - 11:50	Period 4	11:30 - 12:11
11:54 - 12:41	Period 5	12:15 - 12:56
12:41 - 1:12	Lunch	12:56 - 1:24
1:22 - 2:09	Period 6	1:34 - 2:15
2:13 - 3:00	Period 7	2:19 - 3:00

Short	AM Assembly	Long
8:05	Warning Bell	8:05
8:10 - 8:52	Period 1	8:10 - 8:48
8:56 - 9:38	Period 2	8:52 - 9:30
9:42 - 10:24	Period 3	9:34 - 10:12
10:24 - 10:29	Announcements	10:12 - 10:17
10:29 - 10:46	Break	10:17 - 10:34
10:50 - 11:32	Period 4	10:38 - 11:16
11:36 - 12:18	Period 5	11:20 - 11:58
12:22 - 12:51	Assembly	12:02 - 1:00
12:51 - 1:22	Lunch	1:00 - 1:30
1:32 - 2:14	Period 6	1:40 - 2:18
2:18 - 3:00	Period 7	2:22 - 3:00

Short	PM Assembly	Long
8:05	Warning Bell	8:05
8:10 - 8:53	Period 1	8:10 - 8:50
8:57 - 9:40	Period 2	8:54 - 9:34
9:44 - 10:27	Period 3	9:38 - 10:18
10:27 - 10:32	Announcements	10:18 - 10:23
10:32 - 10:47	Break	10:23 - 10:38
10:51 - 11:34	Period 4	10:42 - 11:22
11:38 - 12:21	Period 5	11:26 - 12:06
12:21 - 12:50	Lunch	12:06 - 12:34
1:00 - 1:43	Period 6	12:44 - 1:24
1:47 - 2:30	Period 7	1:28 - 2:08
2:33 - 3:00	Assembly	2:11 - 3:00

THE ALMA MATER

*All hail Mission Prep
All hail to our school
We stand all as one
United with you*

*In brotherhood reborn
A new school from the old
In the majesty of kings
Royal blue and bright gold*

*To learn, to grow closer
For knowledge in light
As players and teams
For your glory we fight*

*With pride we move onward
With pride we are strong
And to you Schola Dei
Our hearts always belong*

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LEADERSHIP DIRECTORY

STUDENT LEADERS

ASB Officers

President	Rachel Ronca	544-8787
Vice President	Ally Kersthold	534-9697
Secretary	Cat Hall	459-6088
Treasurer	Patrick Woolpert	545-8215
Spirit Leader	Clay Mead	801-3466

Senior Class Officers

President	Dylan Harris	459-5243
Vice President	Taylor Whitaker	459-2032
Secretary	Angie Ruddell	215-0976
Treasurer	Paul Raya	550-7973
Spirit Leader	Kevin Laird	801-5039

Junior Class Officers

President	Harrison Corbett	541-9294
Vice President	Leesa Minkel	542-9809
Secretary	David Tompkins	440-5670
Treasure	Deirdre Laird	441-2567
Spirit Leader	Tucker Marsano	434-2872

Sophomore Class Officers

President	Stuart Scott	835-3616
Vice President	Stephen Zehnder	441-3051
Secretary	Judy Ha	889-3700
Treasurer	Ben Marques	209-509-6106
Spirit Leader	Justin Mott	540-4618

Freshmen - Class of 2012

(Fill this in following the freshmen elections in September)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Spirit Leader: _____

FACULTY AND STAFF

Ext.	Name		Department (* Dept. Head)
408	Lisa	Allardyce	Director of Student Services
208	Dave	Anderson	Foreign Languages
320	Vickie	Backman	Science
209	Jennifer	Blomfield	Visual and Performing Arts
314	Justin	Buresh	Religion
407	Stephanie	Buresh	Campus Minister
401	James	Childs	Principal
* 210	Paca	Christensen	Foreign Languages
333	Jean	Conway	Director of Admissions
317	Kris	Couch	Technology
314	Anne	Domenic	English
334	Noah	Doughty	Science
310	Amy	Fraser	Math
401	Lois	Gall	Advancement Associate
509	Larry	Grant	Visual and Performing Arts
406	Joe	Grimes	Facilities Manager
* 302	Joannie	Hamm	Dir. of Instruction and Professional Dev.
204	Carol	laquinta	Café Royalé
405	John	Iribarren	Dean of Students
317	Greg	Junell	Director of Information Technology
312	JoLynn	Knight	Math
212	John	Krossa	Asst. Principal for Activities & Athletics
* 324	Sylvan	Levin	Social Studies
402	Linda	Lippincott	Business Office
327	Brady	Lock	Social Studies
401	Susie	Lock	Registrar, Administrative Assistant
322	Ernie	Martin	Social Studies
404	Ken	Mendonca	Assistant Principal for Academics
* 608	Kevin	Mullery	Math
317	Joe	Olesh	Technology
* 332	Peggy	Randall	Science
* 214	Valerie	Ratto	Religion
306	Sarah	Rogers	English
410	John	Scully	Alumni Director
* 114	Kirby	Shaw	Visual and Performing Arts
308	Paula	Walker	Foreign Languages
200	Lori	Wooldridge	Attendance Office

PARENTS' ASSOCIATION COUNCIL

Officers

Advancement Associate	Lois Gall	541-4683
President	Barb Morrow	550-6461
Vice-President, Class-level	Mary Kay Stratton	441-9025
Vice-President, School-wide	Brooke Salvini	704-6968
Vice-President, Staff	Grace Goschke	550-9131
Secretary	Socorro Siqueiros	215-9214
Parliamentarian	Kerry De La Rosa	466-7371
Past-President	Kathi Furphy	674-7264

Team Chairs

Administrative Chair	Donna Gibson	712-7879
Admissions Chair	Hilde Minkel	391-3668
Advancement Chair	Sheila Kearns	680-7551
Alumni Chair	Sallie Higgins	543-7030
Celebration Auction Chair	Lisa Marcum	440-0062
Communication Co-Chairs	Mary Hay	772-3200
	Mary Holliday	546-0772
Fine Arts Chair	Barbara Arkfeld	801-8467
Hospitality Chair	Karen Marsden	296-9270
Spiritual Chair	April Riforgiate	489-2202
Sports Game Chair		
Sports Team Chair	Suzie Laird	801-4603
Staff Chair		
Student Activities Chair	Jean Smidth	441-7846

Class Representatives

Sr. Chair	Carol Foran	441-0357
Sr. Secretary	Elizabeth Howell	467-2438
Sr. Parent Liaison	Flavia Gray	801-8534
Sr. Student Liaison	Pamela Jessup	305-0975
Jr. Chair	Kathy Tompkins	489-9778
Jr. Secretary	Vicki Usavage	474-1118
Jr. Parent Liaison	CeCe Lane	471-7117
Jr. Student Liaison	Denise Andreini	801-9351
So. Chair	Jamie Hollingsead	995-0256
So. Secretary	Janice Casacca	462-0123
So. Parent Liaison	Robin Scott	41-3601
So. Student Liaison	Amy Parkinson	235-7422
Fr. Chair	Laurie Souchek	437-4861
Fr. Secretary	Tammy Fenske	878-0258
Fr. Parent Liaison	Erin Taylor	550-9192
Fr. Student Liaison	Laurie Moore	481-6275

MISSION BOOSTERS CLUB

"Supporting our Student Athletes and More!"

Officers

President	Don Walter	235-4527
Vice President	_____	_____
Secretary	Mary Pat Reilly	481-9137
Treasurer	Ron Mainini	543-8859

Committee Chairs

Mem, School, Service Award	Kristy Hall	441-5299
Concession	Fritz Furphy	674-7265
Athletic Gear	Tina Liebscher	748-7801
Dinner & Auction	Debbi Dusi	801-7290
Hackers Golf Tournament	_____	_____

Board Members

Amy Parkinson
Dave McNamara
Gary Morrow
Tami Nicholas
Stacy Truelson
John Kelley
Officers and Committee Chairs

Members At Large

Lori Wooldridge
Paul Phillips
Barbara Fisher
Larry Fernandez
Rich Minkel
Mark Woolpert
Dennis and Jan Lawrence
OMS and MCP Athletic Directors

ABOUT MISSION COLLEGE PREPARATORY

What We Value

Seeking opportunities in this community to promote scholarship, to inspire, and to forge ethical leadership, our core values include:

- faithful conviction
- caring for all individuals
- accountability for our actions
- involvement on behalf of the community
- excellence in all pursuits
- academic inquiry
- enthusiasm and joy
- empowering leadership
- working for justice and peace

Our Vision

Forming People to Transform the World Tomorrow

Our Mission

Mission College Prep creates a culture of care and accountability in partnership with parents and other significant adults 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 a Catholic, coeducational, college-preparatory, secondary 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 curriculum 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."

PROFILE OF AN MCP GRADUATE

Guided by the Mission of MCP to prepare students for lives of intellectual, 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

MCP CATHOLIC IDENTITY

Introduction

What makes Mission College Preparatory a Catholic high school? And 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 demonstrates 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 Preparatory, 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 Preparatory Catholic High School, 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 who 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 Preparatory, 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 Preparatory. 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 Preparatory Catholic High School.

THE STORY BEHIND THE SCHOOL

On the feast of San Luis Obispo de Tolosa, August 19, 1876, San Luis Obispo was incorporated as a city, and a small band of the Sisters of the Immaculate Heart of Mary established the first Catholic school on its current site, the Academy of the Immaculate Heart, on San Luis Obispo's Mission grounds. The academy offered both elementary and secondary education.

In 1924, under the guidance of Reverend Daniel Keenan, the newly appointed pastor of Mission San Luis and Diocesan Superintendent of Education, plans were made to erect a new parochial secondary and grammar school. The building was funded from a grant by the Hearst family. The new high school (located on the second floor), named Mission High School in honor of the Spanish Padres, was dedicated on August 19, 1926, the fiftieth anniversary of the Academy of the Immaculate Heart.

In 1957, Father William Scully, assistant pastor to Reverend Msgr. Patrick Daly, initiated the task of providing separate facilities for the grammar school and the high school. The high school was renamed Mission Central Catholic High School.

In June 1970, Mission Central Catholic was closed and Mission-Nativity grammar school was expanded to include ninth grade. At that time, the grammar school assumed operation of the high school building as the Junior High campus.

The dream of reopening the school was born in the mid seventies. With the work of two Catholic laymen, Len Varni and Lyle Porter, a group of dedicated parents including Greg Morris, John Maulhardt, Larry Sage, and with the intervention of Reverend Jim Nisbet, Pastor of Mission San Luis Obispo, Bishop Thaddeus Shubsda gave full approval and re-dedicated the school, Mission College Preparatory, in August of 1983. The doors were opened in September of 1983 with eighty-six students. The first class to graduate from Mission College Preparatory Catholic High School

was the Senior Class of 1986, sixty years after Mission High School first opened.

In 1999, a building project commenced to more than double the size of the school and to provide state-of-the-art science classrooms, computer facilities, cafeteria, gymnasium and locker rooms, professional space, and underground parking. The “new building” was completed in time for the 2004-2005 school year.

Construction began in spring of 2008 to provide seismic upgrades and renovations to the historic building that has served the school since 1926.

EXPECTATIONS OF THE FAMILY

INTRODUCTION

Acceptance of a student to Mission College Prep means that the family of the student is also accepted into the school. Students and their families are expected to contribute to the building of the Catholic Community at Mission Prep.

Catholic and non-Catholic parents/ legal guardians must be in full agreement with the religious education program, which includes required attendance by all students in religion classes, retreats, and school liturgies.

PARENT SERVICE HOURS

The parent service commitment is a vital and integral part of the school. Parents are encouraged to be as involved as possible. We know that meaningful involvement in the life and mission of the school not only positively impacts the school program, but also serves in a transformative way for personal and community benefit.

Parents are required to donate 15 hours of service to the school each year. Parent Service Hours are a component of tuition and are specified contractually at Registration. In the spirit of support, most parents contribute far more. Please see the MCP Website, Parents Association Page for an overview of parent volunteer opportunities.

Refreshments/decorations donations are also accepted with prior approval from the event coordinator with the following dollar to service conversion: \$25 = 1 hour; receipt required. (Ex. \$75 of refreshments for Open House is equal to 3 service hours). A \$20.00 per hour fee will be assessed to families who do not complete the

15-hour service requirement. By May 1, parent service hours need to be turned into the business office or the drop box using the appropriate form, with payment for any incomplete service hours. Hours or fees turned in late will be assessed a \$30 late fee. Donations to the school, beyond refreshments/decoration expenses or other expenses incurred in the context of a school function, do not "count" toward the fulfillment of the service hour requirement.

Attendance at school and Parents' Association functions or at athletic events does not fulfill the service hour requirement. Service projects that do not apply to parent hours include hours donated to other schools, parishes, or charitable organizations.

SCRIP

Mission College Prep makes every effort to keep the tuition cost down. Our SCRIP Program is one way that we are able to achieve this goal.

We require every family to sign up and shop at either a participating grocery store or through e-scrip. Your support must total no less than \$1,000 by March 1. If your support is coming under a different name than your student's last name, please let us know so we can credit this to your account. There will be a fee of \$250 at the end of the school year if you have not met the minimum requirement. You may buy out of the scrip program for \$100 by September 15.

If you do not have access to the web, please contact the business office. Be sure to swipe your grocery card at every purchase in order for the school to receive credit. If you have any questions concerning scrip please contact Linda Lippincott at the MCP Business Office (543-2131 ext 402).

Sign up as follows:

Albertsons has an easy on line registration form. Simply go to www.albertsons.com and click "In the Community" and "Albertsons Community Partners". Our Albertson's number is 49000121185. If your card number is not tied to your phone number, you will need to call 1-877-932-7948 (Customer Service) and have that done before registering your card with MCP.

Ralphs Sign up your card at www.ralphs.com by clicking "Community Contribution Program". Our NPO number is 83313.

Scolari's There are sign up sheets for their "Neighbor to Neighbor" program and their "Friendship Fund" program at the school office. If you shop at Scolari's, please fill out both forms. Do not turn these forms into the store. Turn forms into the Business Office at MCP.

Spencer's now has an eScrip Community Card. If you shop at Spencer's please pick up a Spencer's eScrip Community Card at their store. Register your card at www.escrip.com by clicking "my escrip" or "sign up now", "register grocery cards" and choose "escrip community" card. Our escrip number is 500001520.

Von's Sign up your credit card at www.escrip.com. Follow the same procedure as Spencer's except choose "Vons" card.

New Frontiers Register a credit card at www.escrip.com and shop with that card at New frontiers and the school will receive credit. There are also other stores that give escrip credit when you use your registered credit card. See the list at Register your card at www.escrip.com.

TRADER JOE'S and FOOD FOR LESS do not participate in the eScrip program.

ADVANCEMENT

Formerly called Development, the Office of Advancement promotes more meaningful involvement in the life and mission of our school. There are a variety of ways that members of our community can partner with us, most notably by participating in the Annual Fund, and by getting involved.

FUNDRAISING

No fundraising may take place without the Principal's approval.

BOARD OF REGENTS

The Board of Regents at Mission College Preparatory Catholic High School is established by the school's Principal in order to assist the school administration in the governance of the school.

The Board of Regents provides advice and direction to the Principal. As such, its nature is advisory, or consultative, only. Accordingly, the Board of Regents does not formulate policy; it may provide advice or direction in the formulation of policy if specifically requested by the Principal, but only at his/her discretion. The implementation or enactment of school policy is accomplished solely by the Principal and school staff, at the direction of the Principal. Members of the Board of Regents, organized and operating, as a consultative body cannot act independently, apart from the Principal and school administration. All matters discussed at the Board of Regents meetings are considered confidential unless otherwise noted.

The Board of Regents has responsibility to provide direction and prudent counsel to the Principal in the following areas:

- Planning
- Finance
- Public Relations
- Development/Institutional advancement
- Mission effectiveness
- Evaluation of Board function

The Principal, at his/her discretion, can bring other matters outside of the above-mentioned responsibilities to the Board for their review and comment. Due to employment law and its confidentiality provisions, no employee/personnel matters can be addressed as a part of any Board agenda, or during the course of a Board session. Appropriate methods to deal with personnel concerns are outlined for the Principal, in consultation with the Superintendent of schools, within the Diocesan publication called, "Personnel Guidelines for Schools."

Although the Board of Regents regularly meets once monthly throughout the school year, the Principal may call a special meeting at any time. Board committee meetings, authorized by the Principal, may take place apart from regular meeting times or sessions.

PARENTS' ASSOCIATION

Membership

All parents and guardians of students attending Mission College Preparatory are members of the Mission College Preparatory Parents' Association; all staff, alumni parents and persons interested in the welfare of MCP are also eligible for membership.

Purpose

The purpose of the MCP Parents' Association is to promote the family-school partnership, build community, and promote the welfare of MCP by working in cooperation with the school to support the school Mission Statement, Vision Statement, Philosophy and goals.

Structure

The Parents' Association structure is similar to MCP's Associated Student Body with a school wide level and class levels.

AREAS OF SUPPORT

SCHOOL-WIDE TEAMS

ADMINISTRATIVE	Assist administration and provide link between staff & parents.
ADMISSIONS	Assist Director of Admissions as needed with events and clerical help.
ADVANCEMENT	Provide assistance in advancing the vision and mission of MCP.
ALUMNI COMMUNICATION	Assist Alumni Director with alumni activities. Increase communication among the entire Mission College Preparatory Community.
FINE ARTS	Support the events and functions of the art, drama and music departments with parent assistance.
HOSPITALITY	Promote a welcoming environment and the building of community among the entire Mission College Preparatory Community.
SPIRITUAL	Assist Campus Ministry as needed with liturgies and retreats.
SPORTS TEAMS	Assist Athletic Director and sports teams.
SPORTS GAMES	Assist Athletic Director and sports teams.
STAFF	Assist staff and provide link between staff & parents.
STUDENT ACTIVITIES	Provide link between students and parents. Arrange for parental assistance as needed for student activities, projects, and events.

CLASS-LEVEL REPRESENTATIVES

CHAIR	Preside and oversee Class-level meetings and parent activities.
SECRETARY	Record proceedings of class meetings. Submit class information for Royal Pride. Organize class phone/email tree.
PARENT LIAISON	Provide a link between class parents and Parents Association Council. Serve as SWAT team leader. Assume chair's duties in chair's absence.
STUDENT LIAISON	Provide a link between the students and parents. Coordinate parent assistance needed by students.

MISSION BOOSTERS CLUB

Purpose And Membership

The Mission Schools Booster Club is an independent, non-profit organization comprised of past and present parents of Mission College Prep and Old Mission School. Our purpose is to enrich and enhance the athletic oriented experiences of all students.

Gold Cards

Annual and lifetime gold cards are sold for free admission for immediate family members to all MCP and OMS home games during the school year (CIF Playoff games are excluded). A ticket to the dinner and auction is included with the purchase of a gold card.

Dinner and Auction

The biggest event of the club is this casual and fun fundraiser. In addition to an excellent barbecue dinner, there are fabulous silent, super silent and live auction items as well as popular raffle prizes. This worthwhile event is held in the fall.

Hackers Golf Tournament

This is a low-key golf tournament originated for school community building in a non-competitive atmosphere of fun for staff, faculty, families and friends. It's held in the springtime.

Athletic Gear

Merchandise and apparel are sold at booster sponsored concession stands and other home game venues.

Revenue

Money raised by the Booster Club is used to supplement the athletic programs and when possible, support other athletic related needs of both schools. Please refer to the School Directory and the Royal Pride newsletter for more information regarding the Mission Schools Booster Club.

ADMISSIONS

Procedures

The Admissions Committee evaluates the following information:

- Application form and essay
- School Report and Grades from the 3 previous semesters of work
- Standardized Testing Results
- Completion of Assessment Test for 9th graders
- An interview
- Letters of recommendation are optional
- Any prior educational records, testing results, and other documents necessary to help MCP provide the best services to the individual student.

The MCP Admissions Committee takes the following into consideration when evaluating students for admission:

- Academic Achievement and Readiness
- Emotional and Social Development
- Motivation
- Interests, talents and co-curricular activities and achievements
- Ability of the school to meet the needs of the student
- Cooperation from the family in helping the school to meet the needs of the student
- Commitment of the student and family to the mission of the school

All applicants will be informed of admissions decisions by mail.

Admission For International Students

This school is authorized under Federal Law to enroll nonimmigrant alien students. International students are accepted on a space available basis. The two additional steps for the application process are:

- An international student must provide a copy of his/her immunization record with the application.
- A student must pass the TOEFL or equivalent with a minimum score of 450 prior to the start of school.

MCP Tuition Assistance Program

Through the endowment fund, as well as from the annual operating budget, MCP endeavors to assist qualified students who require tuition assistance to attend Mission College Prep. This confidential assistance is based on consideration of income levels and other expenses such as transportation, other tuition, and number of family members, as well as special circumstances affecting a family. The Private School Aid Services (PSAS) screens all applicants for a small fee, and recommends amounts for applying parents.

Application for tuition assistance is made at the time of registration. Only registered students whose outstanding tuition from the previous year has been paid in full will be considered. Students will keep their financial aid grant, scholarships, and/or work-study funds during the year at Mission provided they meet the following requirements:

- Regular attendance.
- Satisfactory behavior.
- Not on academic probation for two consecutive grading periods.
- A 2.0 cumulative GPA.
- Parents willing to assist as able and as needs arise.

FAMILIES MUST RE-APPLY FOR TUITION ASSISTANCE EVERY YEAR.

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, and 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.

Please notify the Director of Admissions if you know that your child requires an accommodation (that will allow them to be full participants in their education) so that we can effectively support and assist your child. Be prepared to submit official documentation to verify the child's special need and the nature and extent of services requested.

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, and 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.

Computer Proficiency

Teachers expect most class assignments to be typed. To meet this requirement, students must be proficient in word processing. Additionally, it is important for students to know how to transfer data using a flash drive. MCP's computer labs are available for student use.

Algebra Proficiency

Algebra-1 is the "gateway" to high school math and science courses. If a student does not have a solid algebra background then she/he may have significant challenges in completing high school math. Therefore, all incoming ninth graders who have completed Algebra-1 will be required to take the Geometry Readiness Test for placement.

ACADEMICS

ACCREDITATION

Mission College Preparatory Catholic High School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). Most College Prep, Honors, and Advance Placement courses have been approved to meet the University of California “a-g requirements”.

EDLINE

EdLine (www.edline.net) is MCP’s online learning community. It functions in a manner similar to many banking programs in that the user sees only their own “account”. Additionally, this same computer application contains much valuable information such as course syllabi, grading policies, homework assignments, school wide announcements, when tests or major quizzes are scheduled, when major projects are due and the like.

EdLine is explained during the first weeks of class. At this time, students and parents receive instructions and individual passwords allowing access to the program. Both students and parents are strongly encouraged to become **very familiar** with and **make frequent use** of this program for both information and monitoring of academic progress.

COURSE OF STUDY

All students will be enrolled in seven classes during each semester during their four years of study. Required courses must be taken at Mission College Prep. Students may elect to take college-level classes through Cuesta College, Cal Poly, or another institution for credit. Pre-approval from the Assistant Principal for Academics and the completion of a part-time permit signed by the school principal are required before a student can register for the class. This may result in a reduced schedule at MCP. Religion classes are required for all students. The course of study outline shown in Table 1 lists required courses and options.

Units taken at other schools are subject to administrative approval. Summer school units must have prior written approval by the Assistant Principal for Academics. Ordinarily, a maximum of ten (10) credits will be accepted for courses taken in one summer. Units taken at other accredited schools including extended independent

study programs will be accepted by MCP based on the same criteria used for MCP units. Grades and units from a school other than MCP are not used in calculating a student's GPA for MCP class standing. Colleges often recalculate the student's GPA to include the additional course work.

The California State University and the University of California systems require four years of English courses with grades of "C" or better for college admission. Therefore, it is strongly recommended that students, who receive "D" or "F" semester grades in English, repeat the course during the summer.

In keeping with the recommendations made in the 1997 Intersegmental Committee of the Academic Senates of the California State University and the University of California "Statement on Competencies in Mathematics", all MCP students will take a math course during every semester of high school.

Mathematics and Foreign Language courses require a grade of a "C" or better in the second semester for a student to advance to the next level within the discipline. Other options for students include: 1) documentation of the successful completion of the course completed in summer school with a "C" grade or better, or 2) the course may be repeated at MCP the following year.

Some students opt to take two math courses simultaneously, such as taking both Geometry and Algebra-II during their sophomore year. These students need to be strong academically and must maintain a minimum of a "B" grade in both math courses for every marking period. Failure to do so will result in having to drop the more advanced math course at the semester.

Students may not be enrolled in AP calculus without having first completed a full-year pre-calculus course (one semester of trigonometry and one semester of math analysis).

Students registered for an AP class are required to take the AP examination.

A senior may not graduate or participate in graduation ceremonies if she/he receives an "F" in any course for the second semester of senior year.

TEST CALENDAR (AND THE 'TWO A DAY' POLICY)

All tests, quizzes (longer than 15 minutes) and major project due dates are posted by the teachers on the Test Calendar on EdLine available to all parents and students.

Students do not have to take any test, quiz (longer than 15 minutes) or submit a major project that has **NOT** been announced

on this Test Calendar. School policy is that 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 per day' it is the students' responsibility to talk with the teacher(s) at least one day prior to this scheduling conflict. Weekly, biweekly essays are excluded from this policy.

GRADUATION REQUIREMENTS

All candidates for graduation will meet the following minimum graduation requirements to graduate and participate in graduation ceremonies. (Only the Principal may waive units or classes.)

<u>Course</u>	<u>Semesters</u>	<u>Units</u>
Religion	8	40
English	8	40
Social Studies	8	40
Mathematics	6 (notes 1, 3 and 4)	30
Science	6	30
Foreign Language	4 (note 2)	20
Fine Arts	2	10
Phys Ed/Health	2 (note 5)	10
Electives	8	40
Community Service	8	Pass

Total Units Required for Graduation at MCP:	260
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Notes:

- (1) A math class must be taken every semester of high school.
- (2) Six semesters of a Foreign Language, in the same language, is recommended.
- (3) Completed courses earn 5 credits each semester.
- (4) Courses may be repeated at MCP; credit is only given once.
- (5) Drama or Music may replace the Physical Education/Health requirement.

COURSE OF STUDY

9th Grade

ENGLISH

English 9

RELIGION

Hebrew Scriptures (Semester) and
Christian Scriptures (Semester)

MATH

Algebra I

Geometry

FOREIGN LANGUAGE

Spanish 1 or 2

French 1 or Latin 1 (alternating years)

SOCIAL STUDIES

Geography

SCIENCE

Biology

REQUIRED

Physical Education/Health, Music, or Drama

10th Grade

ENGLISH

British Literature or Honors British Literature

RELIGION

Ethics, Values, and the Human Person (Semester) and
Social Justice (Semester)

MATH

Algebra I; Geometry; Algebra II or Honors Algebra II

FOREIGN LANGUAGE

Spanish 1, 2 or 3

French 2

Latin 1 or 2

SOCIAL STUDIES

World History or AP World History

SCIENCE

Physics or Honors Physics

ELECTIVES

Courses are determined yearly

11th Grade

ENGLISH

American Literature or AP English Language

RELIGION

Sacraments (Semester) and Profiles in Success (Semester)

MATH

Geometry; Algebra II; Honors Algebra II, Honors Pre-calculus;
or Trigonometry (Semester) / Math Analysis (Semester)

SOCIAL STUDIES

U.S. History or AP U.S. History

SCIENCE

Chemistry, Honors Chemistry or Honors Physics

FINE ARTS

Art, Drama, or Music Performance

ELECTIVES

Courses are determined yearly

12th Grade

ENGLISH

Modern Contemporary Literature or AP English Literature

RELIGION

Senior Religion

MATH

Algebra II or Honors Algebra II
Trigonometry (Semester) / Math Analysis (Semester)
Honors Pre-calculus, AP Calculus BC; or
Statistics (Semester) / Nature of Math (Semester)

SOCIAL STUDIES

American Government or US Government (Cuesta College)
Economics or Principles of Economics (Cuesta College)

SCIENCE

Honors Chemistry II; Physics, Honors Physics, or AP Physics

FINE ARTS

Art, Drama, or Music Performance

ELECTIVES

Courses are determined yearly

VALEDICTORIAN AND SALUTATORIAN

The prestigious honor of being either the senior class Valedictorian or Salutatorian will go to graduating students who represent all of the very best that MCP has to offer, and not just automatically to those seniors with the highest academic Grade Point Average. Selection will occur in early May by a panel appointed by the Principal. Students who apply for one of these honors will be selected based on, but not limited to, the following criteria:

- Academically ranked in the top 5% or 10% of their class based on seven semesters (freshman through the first semester of senior year).
- Good citizenship and community service participation
- Attended MCP for a minimum of three years

GRADING SYSTEM

Progress is reported at the end of each marking period and grades are cumulative through each semester. At the end of the semester, final letter grades are assigned with the following meanings:

A	Outstanding	P	Pass
B	Good	N	No Credit
C	Average	INC	Incomplete
D	Minimum	W	Withdrawal
F	Fail	WF	Withdrawal Failing

An 'F' grade at semester in a required class for graduation MUST be retaken and a minimum grade of 'D' must be earned for MCP graduation. An 'F' grade in a course not required for graduation does not have to be retaken; but the retake is strongly recommended. A 'D' grade at semester indicates minimum achievement and allows for graduation credit for MCP, but is not accepted by the UC/CSU system as well as most private colleges and universities. A second semester 'D' in either Foreign Language or Math will require that the course be retaken prior to moving to the next level of high school coursework the following academic year. Grades and units from a school other than MCP are not used in calculating a student's GPA for MCP class standing. Colleges will normally recalculate the student's GPA to include the additional courses for the college admissions process.

Students who wish to withdraw from a course from the first through third week must complete a Change of Schedule Request Form. This form will have a place for the signatures of the parent(s), teacher, and the Assistant Principal for Academics.

Students may not drop a course after three weeks into the semester.

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 must be made up within the first three weeks of the next semester or it automatically becomes an "F".

Ten absences per semester in any class may preclude the student from receiving credit for that class.

ABSENT FOR A GRADED EVENT

If any co-curricular event or other previously known absence (e.g. medical appointment, family trip) 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 the day before the absence to make other arrangements. Otherwise, the student may receive a grade of zero for the missed work, unless this situation is specifically addressed elsewhere such as in the course syllabus. This policy does not apply to homework that may be submitted the next class day without penalty.

REPORT CARDS

Report cards are issued at the end of each semester and show all marking period grades, final exam, and semester grades for that semester.

PROGRESS REPORTS

Progress reports are issued at the end of the first two marking periods of each semester (approximately every six weeks). Other progress reports may be sent during the marking period as commendation for academic proficiency or as deficiency notices. Parents are expected to cooperate in resolving a deficiency notice.

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: This boost in GPA only occurs at the end of a Semester.

Class rank is based on the Mission College Prep GPA (grade point average), which is cumulative from all semester grades except physical education, leadership, and designated CR/NC classes. Plus and minus grades are used at the end of the marking periods and semester exams for information purposes only. They are not used on semester grades.

ACADEMIC EXCELLENCE

Semester Honor Rolls will be determined for students meeting the following Grade Point Averages GPA:

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

CALIFORNIA SCHOLARSHIP FEDERATION

To qualify for California Scholarship Federation (CSF) membership, the student must earn a minimum of 10 points from the last semester's grades computed as follows:

- The first four points must be from List I (unless a senior applying for membership in February or June.)
- 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

CSF Points are granted as follows:

a grade of A = 3 CSF points
a grade of B = 1 CSF point
a grade of C = 0 CSF points

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

Students must reapply for membership each semester based on the previous semester's grades.

Membership applications are accepted in the second and third week of each semester. Membership in CSF is neither mandatory nor automatic. Students who are CSF members for a minimum of 4 semesters of their last three years of high school (including 1 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 List I, II and III classes are submitted for approval in November of each year. Current lists are available from the Assistant Principal for Academics.

HOMEWORK

Homework is assigned to reinforce the concepts that are presented in the classroom. Students are expected to do an average of two to three hours of study and written work per night, or 1/2 hour of homework a night per academic subject. When absent for three school days or fewer, the student should look on EdLine or contact a classmate for assignments. If the absence will be four days or longer, parents are to contact the attendance office and assignments may be obtained from the student's teachers by the following day. Students should contact the teacher upon return to assure that all required work, including any tests, is completed.

Homework And School Events

Unless otherwise stipulated ahead of time, any student who is not in school because of a school event (i.e. sporting events, art field trip, etc.) is expected to have all homework complete when returning to school for the next regularly scheduled class period.

Homework Exemption Policy

Students who earn an 'A' at the end of a Marking Period (MP1, MP2, Semester 1 for MP3, MP4 or MP5) for a particular class can earn the privilege of deciding how much practice work is necessary

for them to do. They are exempt from practice homework in that class. As long as students maintain their 'A', their homework exemption continues until the end of the school year. If a grade falls below an 'A' at any time, the exemption is lost for that marking period. The exemption can be regained at the next marking period or at the discretion of the teacher as specified in the course syllabus.

Students with the exemption will earn an 'X' for homework in the teacher's grade book. This 'X' will neither hurt nor help the student. Students with the exemption who choose to do all the practice work may ask for the points to be recorded instead of the 'X'.

A teacher, after consulting with the student, his/her advisor, and his/her parents, may decide to modify the exemption for a particular student. Department Chairs must approve these modifications. If a department chair is making the request, the Assistant Principal for Academics must approve it. The Student Review Committee may also request modification to the policy for an individual student.

Examples of Exempt Homework include practice work such as vocabulary exercises and cards, review or practice worksheets, math problems, etc. (not an exhaustive list).

Examples of Required Homework for everyone (i.e. not exempt) include analytical work such as lab reports, essays, assigned reading, special projects, etc. (not an exhaustive list).

SEMESTER EXAMINATIONS

Semester examinations are given in all subjects except Fine Arts and generally account for 20% of the final grade. The teacher has discretion in allowing the exam to increase the semester grade even more for the sake of students who absorb material later in the semester. No student may take a semester examination before the assigned time. Students are to take the semester exam on the day it is assigned, **unless other arrangements have been pre-arranged**. A "Fail" will be assigned for any "no shows" unless specifically excused in advance by the Assistant Principal for Academics.

GRADE CHALLENGE

There is a one-week limitation (from the date report cards are mailed) to challenge grades.

REPEATED CLASSES

An 'F' grade at either semester in a required class for graduation **MUST** be retaken for credit and a minimum grade of 'D' must be earned for MCP graduation. An 'F' grade in a course not required for graduation does not have to be retaken, but the retake is strongly recommended because an 'F' grade could lower your son's or daughter's standing in the college application process.

If a student repeats a course to improve a 'D' grade, she/he will not receive additional credit. The new grade will be calculated into the student's GPA if the course is taken at MCP. Grades of 'C' or higher will not be changed if a course is repeated. Grades and units from a school other than MCP are not used in calculating a student's GPA for MCP class standing. However, colleges normally will accept these courses and grades in the college admissions process.

STANDARDIZED EXAMINATIONS

In October, all freshmen will take the EXPLORE (Introduction to PLAN); sophomores will take the PLAN (Practice ACT) and juniors will take the PSAT/NMSQT (Preliminary SAT). In addition, all juniors are strongly encouraged to take the SAT Reasoning Test and the ACT with Writing Test by June. These standardized tests, which are available throughout the spring and fall of the junior year and the fall of the senior year (no tests are offered in the summer), are required components of the college admissions process and used as resources by most colleges and universities. Some college may have an SAT Subject Test requirement. Check with the College Counselor for college specific information.

FIELD TRIPS

Students going on a field trip must obtain from the sponsoring teacher a school permission form that is signed by the student's parents. No student may attend a field trip without this prior written parent permission. The school permission form must be on file no later than two days before the field trip is to commence. School dress code and disciplinary procedures will be in effect during field trips. Drivers for field trips must be over the age of 25 and possess a signed driver's card from the school for the current school year. Students are not authorized to ride in a vehicle driven by another student.

ACADEMIC PROBATION

By virtue of their acceptance to MCP, it is assumed that all MCP students can handle the workload. When, for whatever reasons, a student's academic performance drops below minimum expectations, she/he will be placed on academic probation. ***The purpose of academic probation is to provide extra time and motivation for studies so that the student can improve his/her academic performance.*** Academic probation is not intended to be a punishment; rather, it is an opportunity for fresh strategies to be employed for student success.

Students who receive marking period or semester grades that include two 'D' grades or lower will be placed on academic probation, beginning with the first day of the next marking period. Students will be on academic probation for the entire marking period. Students who no longer have two 'D' grades or lower at the end of the marking period will be removed from academic probation.

Consequences of Academic Probation

The consequences of being on academic probation are as follows:

a. Parents will be notified by mail that their son/daughter is on probation and that the parents need to attend a Student Review Committee meeting if one has been scheduled. This letter will explain the sanctions of academic probation that include daily mandatory tutoring and encourage the parents to supervise the student's efforts to improve academic performance. It will be left to the parent's discretion whether to curtail such activities as dances, job hours and voluntary service hours in excess of the required amount. In addition, parents and the student will be given suggested guidelines for time management and study.

b. As long as the student has gone to tutoring, participation in **any practices, games, or competitions** related to clubs, student government, sports, cheer leading, fine arts productions, dances, academic contests, and campus ministry or meetings associated with these activities is an important part of being a well rounded student and will be allowed while a student is on academic probation. **EXCEPTIONS:** If the school or parents feel there is potential value in suspending participation in school activities, the

student may be suspended from participating in the above named activities. The school may require a written parental request and the Principal's approval to allow participation in the above named activities.

c. Additionally, the student **will not** be allowed to **participate in any games or athletic events if his or her current marking period grade point average falls below the CIF qualifying 2.0.**

STUDENT REVIEW COMMITTEE

The Student Review Committee (SRC) is composed of the Principal, or an Assistant Principal, and one or more Department Chairs. Other teachers may attend. The SRC will meet as required to review records of all students whose grades indicate that they are on academic probation. The SRC will meet with students on academic probation and their parents to determine possible causes and corrective actions for deficiencies. Advisors may attend the SRC or provide written input.

The Student Review Committee may meet with students, parents, and advisors when considering behavioral probation.

The Principal approves the SRC recommendations.

ADVANCED PLACEMENT POLICY

Because Honors and AP classes are taught at an accelerated pace, homework and class requirements are significantly more than the normal college prep classes at MCP. Honors and AP classes must move at a faster pace and with greater intensity to complete the necessary work required for an AP exam or honors classification.

To register for an Honors or AP course, a student must earn an 87% or higher in the prerequisite course, or have the permission of the Honors/AP teacher. Students are expected to maintain a B average in all Honors and AP courses.

All students must complete a recommendation form and turn it in for the Department's recommendation. All students may select a Honors/AP course. Students with Department recommendations, or students who have an 87% or higher in the prerequisite course, or students who have the permission of the Honors/AP teacher will be placed in the course first. As enrollment numbers allow, more students who do not meet this criteria will be allowed to take the

course. Students are expected to maintain a B average in all Honors/AP courses.

ACADEMIC DISMISSAL

A student who has two or more grades of 'D' or 'F' for three consecutive grading periods in one academic year, or four times during his/her MCP career, may be asked to withdraw or may be dismissed from MCP.

WITHDRAWAL

A student who is withdrawing from the school is required to fill out a Withdrawal from School Form, and have it signed by his/her parent(s) or guardian(s). After filling it out and collecting the necessary signatures, this form and \$25.00 must be presented to the Assistant Principal for Academics. If a student is withdrawn after the second week of the semester, tuition is immediately due for the entire semester.

COMPUTER RESOURCES

Mission College Preparatory provides its students with access to laptop and desktop computers, printers, peripherals, a local area network (wired and wireless) and access to the internet for educational purposes. Use of the MCP computer resources is a privilege, not a right. Each user of computer networks is responsible for his/her behavior and for his/her communications over the network. Every member of the school community is expected to conduct himself/herself in a responsible self-disciplined manner at all times.

ACCEPTABLE USE POLICY

It is 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 result in serious disciplinary action including expulsion.

MCP provides access to the computer resources for educational purposes only. The administration retains the right to restrict or terminate pupil access to the computer network and

school computers at any time, for any reason. The administration retains the right to have school personnel monitor any computer activity in any form necessary to maintain the integrity of the network and insure its proper use.

Discipline and/or legal action may result from conduct that violates this policy including, but is not limited to, the following:

- A. Using computer resources for illegal, inappropriate or obscene purposes, or in support of such activities. Accessing material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature.)
- B. Using the computer resources to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Routing around, subverting, disabling or tampering with the firewall and internet content filtering technologies. The use of proxy web services is forbidden except when monitored by an adult educator for a specific educational research purpose.
- D. Using the computer in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school for commercial purposes, financial gain, or fraud.
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 6. Gains or seeks unauthorized access to resources;
 - 7. Forges electronic messages;
 - 8. Use an unauthorized computer account or password;
 - 9. Invades privacy of others;
 - 10. Possesses data which is in violation of this policy
 - 11. Engages in other activities that do not advance the educational purposes for which the computer network and computers are provided (e.g. game playing, playing music)
 - 12. Printing pages in excess of 10 per session.

Students are held responsible for all activity conducted on his/her account or under his/her password. Students may use only their own password and must protect the privacy of their password.

PERSONAL SAFETY PRECAUTIONS

Students must not post personal contact information about themselves or other people. The only exception is application to and

correspondence with colleges. Personal contact information includes the student's home address, telephone number, and the school address.

Students will not agree to meet with someone they have met only online.

Students will promptly disclose to their teacher or school administrator any message they receive that is inappropriate or that makes them feel harassed, bullied or uncomfortable.

RESPECT FOR OTHERS

Students may not use inappropriate or disrespectful language in public or private messages.

Students may not harass another person. 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.

The school may address a student's conduct which occurred after school or off campus. Inappropriate activity online, such as malicious posts on Facebook, may result in repercussions at school.

Students may not post private information about another person.

DISCIPLINARY PROCEDURES

Violations of this agreement will subject students to the loss of computer privileges for a specified period, in addition to possible additional consequences.

LIMITATIONS OF LIABILITY

Mission College Preparatory makes no guarantee that the functions or the services provided by or through the school's system 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 in the vicinity of the school.

ATHLETICS

The purpose of athletics at MCP is to foster positive school pride and individual physical excellence through team participation. Courage, hard work, dedication and enthusiasm mark the true MCP athlete. The school seeks to strike a balance between competition and cooperation as our athletes develop their God-given talents. A student who truly pursues excellence through self-discipline, teamwork and sportsmanship always wins regardless of the score.

At MCP we encourage participation along with commitment. In order to be eligible to participate in Athletics a student must maintain a 2.0 Grade Point Average, per CIF regulations. If, at the end of a marking period the student falls below a 2.0 GPA, they will be immediately ineligible to compete in sports until the next marking period.

MCP fields the following teams in interscholastic competition:

SEASONS

FALL August – November

Girls' Volleyball
Football

Boys' and Girls' Cross Country
Girls' Tennis

WINTER November – March

Boys' and Girls' Basketball

Boys' and Girls' Soccer

SPRING February – May

Baseball
Softball
Boys' Volleyball

Golf
Track and Field

SPIRIT PACKS

Each individual varsity coach after consulting with the Athletic Director has the option of requiring his/her players to wear a practice uniform during practices. The "spirit packs" are an additional fee, to be determined by the Athletic Director one month prior to the beginning of each sports season. The "spirit packs" contain gear that becomes the property of the student.

PARENTAL INVOLVEMENT

The parents' role in the development of the Mission Prep student-athlete is one of support. Athletics plays a key component in the development of well-rounded men and women and many lessons will be learned along the way. We encourage you as a parent to support your student, support your coach and support your school.

There will be a required meeting for all parents whose son/daughter participates in Mission College Prep athletics. The meeting date is Thursday, August 20, 2009 at 7:00 p.m.

ATHLETIC ISSUES

Issues relating to athletic activities should first be handled by a conversation directly between the athlete and the coach. Face to face meetings between an athlete and their coach is highly beneficial and the recommended starting point for all athlete/coach conflict resolution. If that meeting fails to satisfy the athlete, then a parent may call the coach to discuss the issue. When further review is needed the parties should contact the Athletic Director for a telephone conversation or meeting if warranted. If the above measures fail to resolve the issue then the Principal should be contacted.

All eligible students may try out for a team. The school is committed to providing everyone a fair chance to participate but, unfortunately, in some sports, not everyone who tries out can be accepted. Lack of entry-level skills, limited court or field space, lack of coaches or practice time may determine that cuts must be made. At the discretion of the head coach, junior or senior athletes may be assigned to junior varsity teams.

ATHLETIC CODE

To be signed by each athlete:

I realize that it is a privilege to participate in all athletic activities at Mission College Prep School. Accordingly, I accept and will conduct myself by the following Athletic Code:

1. To be eligible to compete in a game or to practice, I understand that my presence is required at a minimum of **four academic classes** during the day.
2. 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.**
3. I will conduct myself in a manner to bring respect to my team, and myself, both at Mission Prep 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.
4. I will try, as far as possible, to 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 very important reason, I will miss practice, I will contact my coach at the very latest by the morning before the practice or competition.
5. I understand that the coach has the sole responsibility to decide who will play in a game, match or contest.
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.
7. I will work daily during the season of the sport to improve my skills and be an asset to my team.

8. I am aware that smoking, 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 Mission Prep coaching staff, and are serious violations of Mission Prep's Handbook regulations, that may result in my dismissal from Mission College Prep School.
9. I will be personally responsible for all school athletic equipment and uniforms checked out to me, and will return it in good condition immediately following the last contest, or I will pay for the replacement of the items.
10. I realize that it is a CIF rule, which states that I cannot be a team member of a Mission Prep sport's team and compete for a club team in the same sport during the same season.
11. 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.
12. I understand that any unsportsmanlike conduct or other violation of this Code or the rules determined by the coach may result in disciplinary action not only by the coach, but also 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 my future participation in Mission Prep's Athletic Program.

ATHLETIC FORMS

Athletic forms **must** be turned in to the Registrar's office prior to the first scheduled practice.

STUDENT ACTIVITIES

Mission College Prep is dedicated to the total educational growth of each student entrusted to its care. It is hoped that the 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; 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.

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 and faculty and parents, and represents the 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 Assistant Principal for Activities, 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.
- to have a campus free from illegal substance abuse.

All students are encouraged to read the Constitution and get involved in the student government!

DANCES

Procedures

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. These include 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 Student Conduct policy.
- Dress code will be specified before each dance, by the Dean of Students in consultation with the Assistant Principal for Activities, but all clothing must be in good taste. Torn or immodest clothing is unacceptable. If in doubt, check with the Dean before the dance.
- Teachers and parents will chaperone the dances. Normally an administrator is also present during dances.
- Students must enter the dance no later than 45 minutes after it begins. If the dance is in the gym, no student will be allowed upstairs.
- All freshmen and sophomores must remain at the dance until it is over, and may not leave early, except with parent(s).
- All juniors and seniors have the option of leaving no sooner than 60 minutes before the end of the dance, and must sign 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.
- Possession of any alcohol or illegal drug by students under the age of twenty-one is a crime. Law enforcement authorities/parents will be called if any student is in possession. California State law defines possession as either internal or external to the human body. Students under the influence of any tobacco, alcohol or illegal drugs will be asked to leave the dance with his/her parent(s) or designated guardian. Such students will be disciplined accordingly. Emergency medical personnel may be called if necessary.

CODE OF DANCE

It is expected that all Mission College Preparatory Catholic High School students exhibit/demonstrate respect and courtesy on the dance floor at all times. The manner of dance should be appropriate for a school function.

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 mimicking 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 remaining of that school year.

DANCE GUEST PASSES

Students are allowed one guest per dance. Guests must be high school to 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 Assistant Principal for 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. Student and Guest must arrive together at the dance to be admitted. (School Guest Passes are 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. Guest Pass must be submitted at the time tickets are purchased. If two students from MCP purchase tickets together to attend the Prom, neither is allowed to bring an additional guest from another school.

CAMPUS MINISTRY

The primary role of Campus Ministry 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 or prayer services, retreats, and service projects in tune 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 student and faculty lead retreats for each grade level. Freshmen participate in two daylong retreats, one in the fall and one in the spring. Sophomores and juniors each participate in one overnight annual retreat. In the fall semester, the senior class partakes in a four-day Kairos retreat.

Please note the retreat dates for your student's class.

- Freshmen Retreat Tuesday September 15, 2009
- Freshmen Retreat Tuesday, March 16, 2010
- Sophomore Retreat Thursday, January 14 to 15, 2010
- Junior Retreat Thursday, December 3 to 4, 2009
- Senior Retreat Monday, Oct. 5 to 8, 2009

Retreats are mandatory for all students.

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.

First, students are required to serve the Mission College Prep community. We find students have a better sense of ownership and belonging when they take an active role in helping care for Mission College Prep and its activities. When students start seeing their friends, classmates, and teachers as brothers and sisters through

service to the school, it becomes much easier to make the philosophical jump to wanting to serve the community of the human race.

Second, students are required to reach out passed the borders of our school to our city, to our state, our country, and our world. To apply the idea that everyone in the world is our sister and brother. Over the course of four years, all students will be called to service with younger children, with the elderly and developmentally challenged and with agencies that make a preferential option for the socio-economically disadvantaged.

Freshmen:

Freshmen are required to complete 5 hours of serve for MCP activities or events throughout the year. There will be additional community service project requirements for each student, which will be discussed at the beginning of the year in each religion class. No outside summer projects will be accepted from students in their freshmen year.

Sophomores:

Sophomores are required to complete 10 hours of service for MCP activities or events throughout the year. The sophomore class is responsible for organizing and serving at People's Kitchen at the Prado Day Center the second Saturday of every month. There will be additional community service projects required throughout the year, which will be discussed at the beginning of the year in each religion class. Service projects completed during the summer will be accepted upon approval prior to the summer only.

Juniors:

Juniors are required to complete 10 hours of service for MCP activities or events throughout the year. There will be additional community service projects required throughout the year, which will be discussed at the beginning of the year in each religion class. One service project will require juniors to begin participating in a project that they will carry out throughout their senior year. Service projects completed during the summer will be accepted upon approval prior to the summer only.

Seniors:

Seniors are required to complete 10 hours of service for MCP activities or events throughout the year. During this year, seniors

are expected carry out a yearlong project that they began their junior year. Additional information will be discussed at the beginning of the year in each religion class.

For the 2009-10 school year Stephanie Buresh will be the Community Service Coordinator.

STUDENT SERVICES

COLLEGE COUNSELING

MCP provides students with a curriculum designed to prepare each student for college. Our students have many opportunities to participate in a comprehensive college prep environment: through coursework, student-driven and student-lead activities, retreats, service projects, and rallies, as well as a broad range of athletic opportunities. Our record of academic accomplishment is reflected through our graduates in the 97% college admissions over the past 8 years.

Two important steps students can take to increase their college acceptance are 1) participation in a rigorous curriculum according to their abilities and 2) commitment to achieve optimal potential. Many colleges use a comprehensive review process when making admissions decisions. The various comprehensive review processes often include but are not limited to:

- Cumulative GPA and minimum subject requirements
- Rigor of high school courses and achievement through academic enrichment programs
- Performance on standardized tests including SAT Reasoning, ACT with Writing, as well as SAT Subject Tests in some cases
- Participation in co-curricular activities
- Personal qualities of the student, including leadership ability, character, motivation, initiative, originality, intellectual independence, responsibility, insight, maturity, and demonstrated concern for others and the community

College Planning Interactive Workshops are offered every year for each grade level targeting their specific needs and goals.

Information, knowledge, and experience are the building blocks that create the foundation of the workshops. Information presented provides students and parents with valuable resources and tools for use throughout the college preparation process emphasizing updated college protocol, minimum requirements, and extended recommendations. Current MCP students lead interactive group discussions sharing their personal experiences. Together students, parents, and educators concentrate efforts on the importance of the “Here and Now” and how the complete high school experience applies to the next phase: student success and college process.

All MCP students have access to student services, tools, and resources provided through *Family Connection*. Beginning freshmen year, each student is given an access code. The student access code to the *Family Connection* web portal is one of the vital “Keys to the Kingdom.” Interactive access is provided through various resources and tools within *Family Connection*. In addition to the College Planning Interactive Workshops, the college counselor works with freshmen and sophomores in the spring semester during the scheduling process in the classroom setting. The college counselor works with juniors in the classroom, small groups and individually as needed. The fall semester is primarily dedicated to facilitating the college application process with the senior class and serving as the primary contact and administrative delegate for college admission directors and associates.

COLLEGE PLANNING INTERACTIVE WORKSHOPS

- Seniors and Parents: Tues. August 18, 2009 at 7:00 p.m.
- Juniors and Parents: Tues. January 26, 2010 at 7:00 p.m.
- Sophomores and Parents: Wed. February 24, 2010 at 7:00 p.m.
- Freshmen and Parents: Wed. March 31, 2010 at 7:00 p.m.

A Scholarship and Financial Aid Workshop will be offered for students and their parents on Wednesday, January 6, 2010 beginning at 7:00 p.m. The workshop is designed to familiarize students and parents with the information regarding the FAFSA, local, regional, and national scholarships and grants, as well as loans and college work-study programs.

LETTERS OF RECOMMENDATION

Letters of recommendation are required as a part of the college application process for many colleges and universities as well as scholarship applications. In an effort to assist teachers, coaches and administrators in writing these letters, the student will complete a Senior Profile that outlines his or her academic work, test scores, co-curricular achievements, community service and work experience. The Senior Profile is a required component of the college-counseling program for all seniors. Requests for Letters of Recommendation need to be made with holiday and vacation schedules in mind therefore 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.

ADVISORS

Each student is assigned a faculty advisor who will follow the student's academic progress through his/her four years of high school at MCP.

PARENT CONFERENCE

Teachers are available for Parent-Teacher conferences after grades for the first marking period have been mailed. At other times, parents are encouraged to consult their child's advisor, classroom teacher, or administrator whenever the need may arise. Please make appointments by leaving a message on the teacher's voice-mail at 543-2131 plus the teacher's extension.

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 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 Protective Services, which is part of the County Department of Social Service.

ILLNESS AND INJURY

Students who become ill or are injured during the school day must go immediately to the office. However, a student who is seriously injured should NEVER BE MOVED. Another student should notify the office of the injury.

Students are not to notify parents of accident, illness, or injury without first notifying the office.

No student who is ill or injured may leave the campus without first reporting to the office. The student may not leave before signing out, and the parent must make contact by phone or in person to the attendance office.

Parents are requested to keep emergency information updated.

INSURANCE

Mission 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 Attendance Office needs to be contacted immediately.**

FOOD

The Administration contracts with an independent food service to provide snacks and lunch daily in the Café Royalé during breaks and lunch time. Food may be eaten in designated areas only and/or outside the building.

Students are expected to remove their debris from the lunch tables, the cafeteria floor and other eating areas before leaving.

WORK PERMITS

Students seeking employment who need a work permit can obtain an application from the attendance office to be approved by an administrator who must determine potential effects on the student's academic progress. The application is then processed by the San Luis Coastal School District who issues the work permit.

EMERGENCY PROCEDURES

Fire Drill Procedures

1. The fire drill signal is a steady staccato alarm that will sound throughout the drill.
2. Students are to stop work immediately.
3. Doors and windows are to be closed.
4. Books are to be left on the desk and 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 drill.
5. The teacher will designate the proper exit and will take roll when everyone is safely grouped away from the building. Directions are posted in each classroom.
6. Classes leaving the building first should walk far enough onto the field to allow ample room for classes following.
7. One long bell indicates return to the classroom.
8. Students are to maintain reasonable quiet throughout the entire drill.

Lock Down Procedures

1. The lock down signal is the ringing of the school bell 3 times to signal that all classrooms and offices should be locked down.
2. Doors should be closed and locked and no one let in unless they can be identified.
3. Windows should be closed, shades should be drawn, and students and staff should stay away from windows.
4. One very long ring of the school bell will signal that the emergency is over.

LOST AND FOUND

All lost and found articles will be turned into the Registrar's Office. If lost articles are not redeemed by 3:30 p.m. the following day, they will be disposed of.

USE OF GYM

Student use of the gym is scheduled through the Attendance Office who coordinates with the Principal.

Students may not be in the gym without adult supervision.

LIBRARY

Since MCP is only two blocks from the San Luis Obispo branch of the county library system, students are encouraged to use the public library for research and general material. The students will have English class field trips to the city library, and will be instructed on the organization and use of a library.

CELL PHONES

Cell phones may be brought to school for use before or after school only, and may not be used in any manner that will cause disruption to the educational environment. Cell phones must be turned off and placed in lockers or backpacks from 8:10 a.m. to 3:00 p.m. Use of cell phones on school grounds during the school day will be allowed only with prior permission of a teacher or administrator granted while the staff member is with the student making the call. The school will not be responsible for loss, damage, or theft of any electronic device brought to school.

Consequences for violating cell phone policy are as follows:

First and second offenses: The student's cell phone will be confiscated by a staff member and taken to the Dean of Students. A "Saturday Detention" will be issued. The student's parent must pick up the cell phone from the Dean.

Any further offenses will result in the student's loss of his/her on-campus cell phone privilege for a designated length of time, including other disciplinary consequences.

ATTENDANCE POLICY

Please read carefully.

PURPOSE

Mission's goals are to spiritual commitment and academic excellence. To achieve the latter, regular attendance is a must, since learning is reduced and grades drop when there are absences. There is no substitute for student-teacher interaction.

ATTENDANCE

Students are expected to be in their scheduled classrooms on time during every scheduled class period.

Student presence in class is an essential part of fulfilling requirements for course credit. Therefore, ***any student who misses more than ten (10) days of class in one semester may***

not receive credit for that course. After four (4) absences, a letter will be sent to the parents to report the student's attendance status. After seven (7) absences, a letter will be sent stating the necessary steps the student and parents must take to insure the student's successful completion of the class and the granting of credit.

Any exceptions, such as serious illness, can be made only if the student and his/her parents contact the Attendance Office and the Assistant Principal for Academics immediately after the fourth day of absence.

Absences due to school sports, ASB, or other official school functions will not be considered in the accumulation of the 10 absences.

ABSENTEE PROCEDURE

Parents/legal guardians, accepting responsibility for communication with the school, are to **phone the school (543-2131) before 9:00 A.M.** any and every day their son/daughter will be absent. This will help eliminate problems of students skipping school, and will assure student safety while traveling to school.

On the morning of return to school following an absence, the student must obtain a re-admit pass from the attendance office before the beginning of first period. At that time, a written note signed by a parent/ legal guardian stating the date(s) of the absence must be presented. Failure to present the 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 NOTE.**

The re-admit slip must then be presented to the student's teachers. **Teachers will not admit a student without this form.** If a student must be sent out for a re-admit, due to the student forgetting or losing the original slip, the attendance office secretary will mark the student tardy for that class. **Absences are classified as follows:**

- Absences are those classes and/or days missed with permission of the parent and notification of the school.
- Cuts are absences with neither parental nor school approval. Absences without a parent note will be considered a cut. Cuts will result in serious disciplinary action, including possible suspension.

PLANNED ABSENCE

For students to obtain the most benefit from their educational experience, it is imperative that absences be held to a minimum. Therefore, we encourage families to plan their vacations during vacation time on the school calendar. We strongly discourage families from taking recreational trips during the school year. Teachers are not required to allow or provide make-up graded activities on minimum class days (days with early dismissal).

Planned absences are defined as anticipated absences of three (3) or more days for any reason. To notify the school of these absences and to make up the work the student will miss, she/he must:

- 1) Obtain a Planned Absence Form from the attendance office.
- 2) Have his/her parents complete their portion of the form that includes the date(s) of the absence and their signatures granting consent.
- 3) Circulate the form to each of his/her teachers that includes contractual agreements about homework and makeup work when the student returns.
- 4) Return the completed form with all the required signatures to the Assistant Principal for Academics **at least two school days before the anticipated absence** so he can sign it and return it to the attendance office. The planned absence **will be** included in the semester's total absences for calculating credit for classes.

The contracted homework and makeup work must be completed and turned in not more than two days after returning to school from the planned absence unless the teacher grants additional time to complete the assignments.

REQUEST FOR HOMEWORK ASSIGNMENTS

Part of the learning experience is work done on one's own. Responsibility for receiving assignments and executing them rests on the student, both in daily work and work missed because of illness or family emergency. In particular:

1. Students who are absent for three (3) school days or fewer should obtain assignments from classmates, or **check on the web at www.Edline.net**. For students out more than three (3) days due to illness or family emergency, the parent may call the attendance office between 9:30 - 10:30 a.m. to arrange for homework

assignments. The assignments may be picked up in the office by the morning of the next school day.

2. Students who must miss a class period because of their involvement in sports or other programs are expected to check with the teacher of that class regarding assignments, and are responsible for the next day's work. This is the student's responsibility **before leaving campus** and it is expected as a part of each student's participation in MCP's programs.

3. Teachers are not required to allow or provide make up graded activity /activities on minimum class days (days with early dismissal.)

APPOINTMENTS

Students and parents are asked to schedule dental, orthodontic or medical appointments outside school hours. When there are no other alternatives, and appointments must be scheduled during school hours, students must avoid scheduling appointments at the same time and during the same class period over a semester.

PROCEDURE FOR MEDICAL APPOINTMENTS

On the day of the appointment the student must bring a note signed by his/her parent 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 attendance secretary in the morning before school or during break or lunch and request an early dismissal slip.** A note requesting an early dismissal slip must be presented at those times even if a parent is picking up the student for the appointment. **The student will then use this pass for permission to leave class. THE STUDENT 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. Students able to return to class the same day from an appointment must do so.

A student **MUST** have written permission from their parent to go to any doctor or dentist appointment during the school day and the note must give permission (if they are to drive themselves) to drive

to the appointment. **NO PHONE CALLS WILL ALLOW A STUDENT TO LEAVE.**

ABSENCES AND SCHOOL EVENTS

Any student who is absent from school four or more periods on the day of a school event (athletic practice or contest, dance, etc.) may not attend or participate in that event. Four or more periods missed in a day counts as an absence for that day.

TARDINESS

In any job or responsibility, it is expected that people will be on time for their assigned duties. Therefore, students will be expected to be on time for classes.

Students who arrive late for school will go to the attendance office for a re-admit slip. The student must sign in at the attendance office before going to class. **Any late arrival for period A on an 8:50 day without a parent's note will automatically result in a detention.**

Teachers will mark students tardy on their attendance slips if a student is late to a class. **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 excused and unexcused tardies.

STUDENTS TARDY AFTER BREAK OR LUNCH WILL AUTOMATICALLY RECEIVE A DETENTION.

Students that report to class late by 20 minutes or more will be credited with an absence for that class. A note from a parent will be required for the absence.

If a student is tardy to a class because she/he has been detained by a teacher, the student should ask that teacher for a note in order to not be counted as tardy.

DEPENDENT STATUS OF 18-YEAR-OLDS

Students who turn 18 prior to the end of the school year are still considered dependents by the school. Students must have parental permission to leave school during the school day and parents must sign permission forms and notes for absences. Parents are

financially responsible for school expenses and will receive Report Cards and other official communications from the school.

CLOSED CAMPUS

Mission College Prep is a closed campus, i.e. students are not permitted off campus without parent and administrative approval. Use of vehicles is not permitted during school hours, with the exception of administrative approval for medical appointments or other emergencies. Students are not to leave campus during the school day without the explicit permission from the Administration. Students who leave campus without permission and without signing out in the attendance office will be subject to disciplinary action.

Only seniors are allowed on the "senior steps" during break and lunch time as a "senior privilege." All other students will eat lunch in the Café Royalé or on the school grounds.

Parents are welcome to come to school and sign their son/daughter out for lunch from time to time. For student safety, notes from parents, phone calls or faxes will not be accepted for lunch dismissals; a parent must personally come to sign the student out, accompany the student to lunch, and return with the student to sign him/her back in. Other students may not accompany them without their parent's permission and administrative permission.

Visitors, other than parents of students, are not permitted on campus unless prior arrangements have been made with an administrator.

All visitors and parents must first contact the Attendance office secretary to contact any student or staff member. For safety reasons, parents should not interrupt the progress of a class by appearing at a classroom door.

SCHOOL GUEST PASSES

Students are allowed one guest per semester at school. A "Guest Pass for School Visitation" must be obtained from the front office, filled out completely and submitted to an administrator at least one day in advance of the visit. Failure to do so may result in refusal of guest's attendance. The approved guest pass must be kept in the MCP student's possession during the visit. Guests should be aware of and comply with all school rules, including the dress code. (Date Passes for school dances are found in the Student Activities section of this Handbook.)

MARRIAGE POLICY

A student who marries while enrolled as a student at Mission College Prep may be allowed to remain in the school, provided the married student complies with the guidelines as stated in Diocesan Administrative Handbook Sect: 5810.

PREGNANCY POLICY

A student becoming pregnant while enrolled at MCP will be allowed to remain during her pregnancy, if she chooses, in compliance with the following requirements as stated in Diocesan Administrative Handbook Sect: 5780:

- A doctor's release must be obtained and kept on file at the school to assure, as far as possible, the good health of both mother and child.
- She agrees to regular counseling sessions concerning her adjustment to her pregnancy and her relationship to the rest of the student body. The counselor responsible for these sessions should be clearly identified and available to the faculty for input.
- A signed and documented waiver will be kept on file at the school releasing the school and its employees from any liability during the student's attendance at the school while pregnant.

LIVING ARRANGEMENTS

The natural parents or legal guardians must notify the administration of any change in their child's living arrangements, whether she/he is living alone or with another designated guardian. Any student not living at home must notify the attendance office within three days of the move. At this time a conference will be scheduled to determine the conditions 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, in advance, to the Attendance Office. This note will 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.
- A phone number where the parent/guardian may be reached in case of an emergency.

STUDENT CONDUCT AND DRESS

INTRODUCTION

A basic goal of Mission College Prep is that students learn to base human relations on Christian principles of justice, service, and love. The highest priority is given to the students' spiritual development, happiness, and productivity. Though not yet fully mature persons, they are expected to accept responsibility in conformity with their age, to grow in character, to respond to advice and suggestions, and to learn not to see themselves as exceptions to rules that protect mutual freedoms. This is an essential part of education.

Accordingly, it is the responsibility of the student, school and parents to create a social climate within the MCP community that is conducive to the exercise of self-respect and respect for others and their property; an atmosphere of courtesy, honesty, pride in one's work, and achievement within one's ability. Regulatory action is necessary to that pursuit. By registering at MCP, students and their parents indicate their intention to accept and observe the school's regulations. MCP students speak to the community at large through their behavior and appearance on behalf of the entire school community. Our students, parents, and staff witness MCP 's philosophy in action.

GENERAL PHILOSOPHY

Mission College Prep is a school community espousing a standard of behavior that reflects reverence and respect for:

- the integrity and rights of others as well as themselves,
- the school and personal property of others,
- the right of each individual to be a part of an environment of learning that promotes mental, physical, social, and spiritual growth, and
- a clean, orderly, safe, and non-threatening environment.

CARE OF THE SCHOOL

MCP 's special "family atmosphere" is enhanced by individual student commitment to proper care of facilities, desks, lockers, labs, etc. Particular care of paint and school facilities should be observed. **Scotch tape is not to be used in hanging anything on the school walls.** Students are to obtain administrative approval before hanging posters.

To Do

- Replace what you remove: desks, chairs, trashcans, etc.
- Clean up your own spills.
- Cleats (football, soccer, baseball and softball) are not to be worn in the building at any time.
- Find a trashcan or recycling bin for paper or aluminum cans.
- Tell the school secretary each time there is a broken window or an area of need around the school.
- Be available to help when faculty or custodians need assistance in moving chairs, desks, etc.
- Keep lockers and cubbies reasonably neat.
- Respect all books.
- After events, clean up well, remove used posters, clean tabletops, and replace furniture.
- Call other students on it when they mess up your campus; if they refuse to cooperate, clean up their mess in front of them.

DRESS CODE

Philosophy

The dress code requires students to come to school clean, well groomed, modest in appearance, and appropriately dressed for participation in the educational process. Mission College Preparatory Catholic High School believes there is a direct correlation between student appearance and overall behavior. Therefore, the student dress code at Mission College Preparatory Catholic High School reflects the Catholic and college preparatory nature of the school. Students are expected to honor the intent of the dress code by striving to dress appropriately. Dressing for school is dressing professionally. 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),

it should be neat, acceptable and modest. The administration is always the final judge regarding dress code compliance.

Shirts/Blouses/Outerwear

Shirts with tails or different lengths from front to back must be tucked in, and all shirts must be buttoned up. Straight-hemmed shirts, polo or golf shirts, and long-sleeved t-shirts are exceptions, and may be worn untucked. Short-sleeve t-shirts, tank tops, shirts with spaghetti straps, and halter-tops are not permitted. T-shirts may be worn under a pullover sweatshirt or pullover sweater if the sweater/sweatshirt stays on at all times. T-shirts may not be worn over a long sleeved shirt. Underwear and midriff must be covered at all times, especially when seated. Blouses that reveal cleavage are not permitted. Sweatshirts, jackets, and outerwear must be clean, neat, and free from damage (i.e., no frayed edges, cut-off sleeves, holes, etc.). Outerwear may not be worn during the academic day.

Pants/Shorts

All pants must be clean, neat and properly fitting. Excessively tight or baggy pants and shorts are not appropriate for school attire. Shorts are acceptable as long as they are no shorter than three inches above the knee. Athletic shorts are not permitted. Any pants or shorts that have holes, patches, are not hemmed, or have ragged hems are inappropriate for school. Blue jeans are not permitted. Military style fatigues, sweatpants, pajamas, and overalls are not allowed.

Skirts and Dresses

All dresses must be modest and in good taste. Skirts and dresses may be no shorter than three inches above the knee. Skirts or dresses with high slits (more than four inches above the knee), strapless, and backless dresses are not permitted. Jean skirts or dresses are not permitted at any time.

Footwear

Footwear must be worn at all times. Shoes such as mules or clogs are permitted, but all sandal type footwear must have a back strap (i.e., no flip-flops). Platform/wedges over one inch are not permitted.

Hair

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. Boy's hair may not extend below the shoulders, unless in a ponytail. Boys must be cleanly shaven at all times. Sideburns must not extend more than one half inch below the bottom of the ear.

Headgear/Sunglasses

Hoods and hats are not to be worn anytime in the building, outside during school hours or at indoor sporting events. Headbands and bandanas are not allowed at school or school events. Sunglasses may not be worn inside the building.

DRESS CODE VIOLATIONS

Most violations can be avoided if parents and students familiarize themselves with the dress code expectations, and parents take an active role in making sure that students are attired correctly before leaving for school. When a teacher determines a student's attire violates the dress code, the student will receive a detention. In questionable or extreme cases, the student may be sent to the Dean of Students and the student shall be required to prepare himself/herself properly before being permitted to re-enter the classroom. This may involve being sent home to dress properly. Repeated violations of the dress code can only be viewed as a deliberate choice by the student and will be dealt with by the administration.

The school administration reserves the right to change this dress code when necessary, as in the case of changes in fashion and style or for health and safety.

GENERAL CONDUCT

Any form of conduct on or off campus that is detrimental to the good of the school or student body will be considered an infraction and proper measures will be taken. 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. Rowdiness (e.g. pushing, shouting, running in the buildings, projecting any type of object, fireworks, disrespect) is unacceptable both on campus and at school-sponsored activities. Fighting is subject to school sanction. 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. Gambling is prohibited on school premises and at school events. Pornographic or offensive literature is not to be brought to school. I-pods and CD players may be brought for use before or after school. They may not be used during the school day. Failure to comply with this regulation will result in the confiscation of the I-pod or CD player. The school does not assume responsibility for such items.

For safety reasons, Frisbees, footballs, skateboards, etc., are not to be used in the school building at any time, or on the school grounds during the day. Failure to comply will result in confiscation.

CLASSROOM BEHAVIOR

The administration and staff at Mission College Prep are dedicated to and assume full responsibility for providing a quality education for students. In order that all students can receive and take advantage of these educational services they in turn must assume full responsibility to: (1) Report promptly to all classes, assemblies, rallies and other required student activities. (2) Bring appropriate textbooks, supplies, and completed assignments to class. (3) Not eat, drink, or chew gum in the classroom. (4) Demonstrate behaviors conducive to a positive learning experience. These behaviors include attentiveness to teacher instruction, working on assigned tasks, cooperative participation in class discussions and group projects, and respect for other students' need to clarify and ask questions. And (5) Refrain from the use of vulgar or profane language as well as derogatory and threatening language or gestures directed at either the teacher or other students.

CLASSROOM DELIVERIES

To maximize classroom instruction time and minimize disruptions, we do not deliver or release gifts, flowers, photos, packages, mementoes, etc during class time. Students who receive a delivery at school will be sent a note during the last class period of the day to come and pick these things up at the Front Office.

CHEATING/PLAGIARISM

Cheating is contrary to the school's philosophy. Consequently, a student found cheating is subject to school sanctions as outlined in the Table of Disciplinary Infractions. Plagiarism is the stealing and passing off as one's own work of another. This would include

utilizing information from the Internet and not giving credit to the source where the information was obtained.

Students who copy, cheat, or plagiarize on an assignment/test will be given a zero for that assignment/test. A student who provides an assignment to another student, who copies it, will also receive a zero.

TURNITIN.COM

Students may be asked to submit work via www.Turnitin.com. Turnitin.com is an on line tool that helps educators and students take advantage of the Internet's educational potential. Used by thousands of institutions in over fifty countries, Turnitin's products promote originality in student work, improve student writing and research skills, and encourage collaborative learning.

Students set up their own accounts at Turnitin.com using a combination of class identification information (provided by the teacher), as well as personal information. Students then submit assignments to Turnitin.com. Turnitin.com instantly identifies papers containing unoriginal material and acts as a powerful deterrent to stop student plagiarism before it starts. In addition, Turnitin gives students the tools to review and respond to their classmates' work on line using the criteria customized by their teachers at Mission College Prep.

BEHAVIOR AT RALLIES AND MASSES

Assemblies, rallies and Masses are considered an essential part of the educational experience at MCP. Because these events involve a large gathering of students or guest speakers within a restricted period of time, it is essential that such activities begin on time and that student behavior allow for a smooth and positive experience for all.

To this end students are required to:

- Leave all books, bags, and personal belongings in lockers or classrooms.
- After being dismissed from class by the teacher, report directly to the gym. After entering the gym, take a seat in the section designated by the student leaders or teachers. While conversation is appropriate at this time, students are asked to be respectful of the needs of the speaker and/or organizers.

- Refrain from any behavior that would distract the speaker or members of the audience. This means that once the activity begins, all conversation will cease and that students will not act out in any way that would disturb the activity.
- Food, beverages, and gum are not permitted at any time in the gym.
- Avoid any behavior that would result in damage to the gym.
- If a teacher decides that a student's behavior is inappropriate and that student is asked to leave the gym, the student must report to the Dean of Student's office. After the assembly has ended, both the teacher and Dean of Student or an Assistant Principal will make a decision as to the appropriate 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 totally unacceptable, shall be deemed harassment, and will be dealt with as such.

PROFANITY

Although the society in which we live today seems to be more and more tolerant of profanity and vulgar language, such behavior is not acceptable within the MCP community. Profanity, whether expressed in written graffiti, gestures or verbal comments, will not be tolerated, and appropriate disciplinary measures will be taken.

SEXUAL HARRASSMENT BY AND AMONG STUDENTS

In accordance with the Church's respect for the dignity of each individual, Mission College Prep denounces sexual harassment by and among students. Mission complies with applicable sections of the Education Code and Diocesan handbook related to sexual harassment. Education Code, Section 212.6, prohibits sexual harassment. Section 48900.2 of the Education Code provides, in part, that, "a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5."

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:

- pinching, grabbing or cornering another student
- sexual comments toward or taunting of another
- pulling down pants and/or underwear of another or snapping a person's bra
- assaulting or molesting another

The conduct "must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment." (cf., Education Code, Section 48900.2)

This written policy on sexual harassment, as it pertains to students and included in this student handbook, shall be provided as part of any orientation program conducted for new students in the beginning of each semester or summer session, as applicable. (cf., Education Code, Section 212.6)

A student who has sexually harassed may be suspended from school or expelled. In addition, it is possible that if a student sexually harasses another student, the parents of the student may be personally liable for the total sum of \$30,000.00.

EATING AND FOODS

Students may eat in specified areas only. These include:

1. Café Royalé and outside courtyard areas
2. The tables and area under the canopy by the athletic field

FORGOTTEN LUNCH POLICY

There will be a container in the front hall by the Attendance Office for parents to drop off lunches for students who forgot to bring them. Students should pick up their lunch there at lunchtime. Notes will not be sent to the students to do so.

LITTERING

All food and other materials to be discarded are to be thrown in the trash cans and recycling bins provided. Please help keep our campus and community clean.

STEALING AND VANDALISM

Theft and vandalism will not be tolerated. 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 student. The willful destruction or theft of school property or the personal property of other students is unacceptable. Stealing, destroying, or otherwise mutilating another's property is an act of violence.

We encourage that all valuables be kept in a LOCKED locker. Please see Mr. Iribarren to obtain free locks for both academic and athletic lockers.

RESTRICTED AREAS

We do everything possible to provide a safe environment on campus during the school day. The following areas are off limits for visiting, hanging out, or "studying" during school hours:

1. Parking garage.
2. The front of school including the landscaped areas and parking areas directly in front of the school are off limits during the school day. Seniors only will be allowed on the senior steps during break and lunch.

LOITERING

Upon arrival for health, safety, and overall well-being, students must immediately enter the campus through the front or back door and remain on campus for the entire school day. Once on campus in the morning, the student must remain on campus.

Every Wednesday, school begins at 8:50. When students arrive at school in the morning, they must go to Café Royalé where supervision will be provided.

STAFF ROOM

Out of respect for staff members' need for privacy during the school day, the staff room is strictly off limits to students and parents at all times. If a student needs to talk to a teacher in the staff room before or after school, the student is to knock on the door and wait outside for a staff member to respond. **Please do not disturb the staff during lunch or break.** During lunch and break, students are to check with the attendance office. If there is an urgent need, the secretary can contact an individual teacher on the phone. If parents need to contact a teacher they should check with the attendance office for assistance.

STUDENT DRIVING AND PARKING

Students who drive to school are to register their car(s) with the Dean of Students during the first week of the school year. If a student begins driving during the school year, she/he is to register the car within the first week. This will facilitate lights left on, cars needing to be moved, etc.

Students may purchase a Parking Pass for a non-refundable \$350 to park on campus in the parking garage for the school year, according to the procedures specified by the school. Parking in this garage is reserved for those with Parking Passes from 7:00 am until an hour after school on school days. A school owned and issued parking permit must be displayed in the lower left corner of the rear window when parking on campus. Students are to park and then go immediately upstairs into the school building.

Students are not permitted to go to their cars (either on campus or on the street) 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. **Permission to retrieve an item from a vehicle can come only from the Dean of Students or an administrator. Students must ask the Dean each time they want to go to their car.**

Because the school is located downtown and also next to an elementary school, students must drive carefully and conscientiously at all times, but especially when entering or exiting the parking garage.

LOCKERS

Only school locks are allowed on lockers. An unauthorized change of lockers will subject the student to a fine. Locker rent is included with registration fees, and the student is responsible for its condition and contents. It is to be kept locked. **Lockers found unlocked during the school day warrants a detention for that student.** Students may go to their lockers before and after school, during breaks and lunch. To avoid tardies, student should not go to their lockers between classes or during classes.

SMOKING

The evidence is conclusive: smoking is highly addictive and seriously detrimental to an individual's health and well-being. Moreover, it is against State law for students to smoke or carry cigarettes on campus. Therefore, students will not be allowed to smoke under any circumstances at MCP or within two blocks of the school. This applies both at the school and at all school-related functions. These rules also apply to the chewing of tobacco.

DRUG AND ALCOHOL FREE ENVIRONMENT

Any student with a substance abuse or addiction problem will be counseled with justice and compassion. MCP always must balance the needs of the individual student with the needs of the whole community. Developmentally appropriate solutions are typically sought in disciplinary processes after discovering student use of alcohol and drugs at school events.

However, being under the influence at school or any school-related event, unlawful possession of a controlled substance or related paraphernalia while under supervision of the school is not tolerated, police authorities may be contacted, and disciplinary measures will be selected. Unlawful possession, use, or sale of any controlled substance or alcoholic beverage is a serious matter and a violation of State law (Education Code 48900). Any infraction including possession of any related paraphernalia while under supervision of the school (legal school day, school-sponsored activity, trips, practice, performance, etc.) subjects a student to expulsion.

After a drug or alcohol violation by a student, the school may request that parents enroll their student in 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.

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 as a condition of continuing as a student at MCP.

DISCIPLINARY PROCEDURES

POLICY

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school. These principles include, but are not limited to, any policies, principles or procedures set forth in this student/parent handbook. 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.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct consistent with the Christian principles of the school as determined by the school. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook.

These Christian principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parent/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parent/guardians include, but are not limited to, all school sponsored programs and events (e.g., athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the

school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of withdrawal from the school (e.g. suspension of student or suspension of parents/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

When a student has violated school procedures by his/her behavior, she/he will be subject to a range of disciplinary consequences at the discretion of the Dean of Students in conjunction with the Principal or Assistant Principal. No student will be suspended from school without the student's parent or guardian being notified. Repeated violation of school procedures subjects students to expulsion.

The following table stipulates the range of normal disciplinary action that will be taken for the given infraction. These steps are:

Notification of Dean	- 0
Detention	- 1
Fine	- 2
Work Detail	- 3
Saturday Detention	- 4
Internal Suspension	- 5
External Suspension	- 6
Expulsion	- 7

TABLE OF DISCIPLINARY INFRACTIONS AT MCP

	<u>Minimum</u>	<u>Maximum</u>
Absence, no parent note / call upon return	1	1
Abuse/threats toward staff or student	5	7
Arrived on campus before 8:45/8:50 day	1	4
Assault or battery on a staff or student	6	7
Assault w/object used to cause harm	6	7
Backpack left on floor in hallway	1	3
Book lockers unlocked during school day	1	3
Cell phone violation	4	7
Cheating	1	7
Chewing gum, use or possession	1	4
Code of Dance Violation	0	7
Conduct injurious to school reputation	1	7
Cutting class	1	4
Defiance of authority, open and/or persistent	2	7
Destroying another's reputation incl. online	1	6
Disobedience of school rules, repeated	3	7
Disobedience	1	3
Disrespectful to staff or student	1	3
Disruptive in class	1	3
Disruptive on or off school grounds	1	3
Dress code violation	1	1
Eating/drinking in restricted area	1	4
Failure to get a readmit	1	1
Failure to report to detention	1	3
Failure to sign in upon return to campus	1	1
Failure to turn in required form (per day)	1	1
Fighting	4	6
Forgery or altering a document	4	7
Four detentions in a semester	4	6
Note: See paragraph on "Saturday Detention" concerning the 4-4-1 policy		
Graffiti	1	4
Harassment, Racial/Religious	1	7
Harassment, sexual toward a student or staff	6	7
Homework missing or incomplete	1	1
See note concerning homework detentions		
Inappropriate displays of affection	1	6
Inappropriate language	0	6
Insubordination	4	7

	<u>Minimum</u>	<u>Maximum</u>
Leaving campus without permission/process	1	7
Listening to radio/player/iPod in school hours	1	1
Littering	1	3
Loitering in restricted area	1	3
Lunch off campus without parent	1	5
Lying	1	5
Misuse of prescribed medication	1	5
Out of class without a hall pass	1	1
Parking violation or speeding	1	7
Plagiarism/contributing to plagiarism	0	7
Possession of alcohol/drugs/paraphernalia	6	7
Possession of pornography/inappro.literature	1	7
Possession of tobacco incl. chewing tabacco	1	6
Profanity directed at a staff member	1	7
Profanity directed at a student	1	6
Profanity, written or oral	1	5
Sale of drugs or alcohol	6	7
Second suspension	6	7
Smoking	5	6
Stealing	5	7
Tardies, three in a calendar month	1	1
Tardy to 1 st period on 8:50 day without a note	1	1
Tardy to class following break or lunch	1	1
Tardy to Detention	1	1
Throwing food or garbage	1	3
Under the influence of drugs/alcohol	6	7
Unpaid fee	1	2
Unprepared for class	1	1
Unsafe behavior	1	5
Use or possession of a dangerous item	6	7
Vandalism/destruction of property	5	7
Violating probation	5	7

Note: Homework detentions do NOT count toward Saturday Detention. However, every 5th homework detention becomes “Unprepared for class” and these do count toward Saturday detentions.

DISCIPLINARY NOTICES

If a student violates school procedure by his/her behavior, he/she will be given a disciplinary notice by the staff person who observes the behavior. No later than the following school day, the student will normally receive notice of the consequence of that behavior. This notice must be signed by the parent and returned to the Dean of Students the next school day the student attends school. The student must complete the required action(s) by the date(s) indicated on the notice.

DETENTION

Detentions are normally served on the day following the offense unless other arrangements are worked out with the Dean of Students. Detention normally begins at 7:30 a.m. and lasts one period. Failure to attend detention on the day assigned will result in an extra day of detention. Failure to attend this detention will result in parent notification. Students are to report to the room assigned for detention. Detention will be served in strict silence.

HOMEWORK DETENTION

Freshmen who do not turn in homework on the day assigned will receive a homework detention from the teacher. (Sophomores, Juniors and Seniors may receive a homework detention.) The student must report to detention ***the following morning*** and turn in the required assignment(s). The student will remain in detention the full period. Teachers may also assign detention to juniors or seniors after their second incident of skipping homework. The purpose of homework detention is threefold:

1. To encourage positive study habits.
2. To insure that students are not falling behind in their classes.
3. To minimize negative effects on report card grades.

SATURDAY DETENTION (AND 4-4-1 POLICY)

When a student receives a fourth disciplinary notice for dress code and/or conduct in a semester, that student earns a Saturday detention with a \$35 charge. Students will receive written notice of Saturday detention and parents will be notified by mail.

Receiving a subsequent four dress code and/or conduct disciplinary notices in a semester will earn a second Saturday detention. A total of nine conduct and/or dress code incidents in a

semester will result in a one-day suspension from school. (This is the 4-4-1 policy.)

Saturday detention is held periodically at school from 9:00 A.M. to 12:00 noon. Students assigned to Saturday detention must pay a \$35.00 fee to MCP. The fee must be paid by the time of the Saturday detention. A student will not be allowed to return to class following the Saturday detention if the fee is not paid. A student who does not attend without prior approval from the Dean of Students will be assessed an additional \$35 and be assigned to the next Saturday detention.

The Saturday detention may involve work around the campus at the supervisor's discretion. The faculty supervisor will receive a stipend and the remainder of the fees will go to the Associated Student Body fund.

SUSPENSION

Suspension is the temporary removal of a student from the student body for serious breaches of discipline or for other administrative purposes. Students who are on suspension must remain at home for the entire school day.

To be reinstated in school, the student and his/her parents must meet with the Dean of Students, Assistant Principal or Principal and other involved persons to work out a solution to the particular difficulty. Suspended students are not allowed to participate in school activities. 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 Edline 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. 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 receive a Saturday detention, internal suspension, or external suspension are frequently expelled. Students on behavioral probation are restricted from participation in games, dances, school productions and similar activities without a written parental request and Principal's approval.

EXPULSION

Expulsion is permanent removal from the student body. Only the Principal, following the policy stated in the Diocesan handbook and after consultation with the Superintendent, has the authority to make the decision to expel a student. She/he 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.

WHOM TO CALL WHEN A PROBLEM ARISES

PROBLEM RESOLUTION POLICY

MCP strives to be an extension of the family and Church and considers the participation of parents and family crucial to the accomplishment of its educational goals.

It is therefore the School's policy (1) to encourage full communication with families about problems, (2) to respond promptly to family concerns as they arise, and (3) to make every effort to insure that each problem is resolved in a way which is beneficial and constructive to the concerned student and his or her family.

ACADEMIC ISSUES

Issues relating to academic performance, grades, discipline, etc. should be addressed first to the **teacher** concerned. Messages for the teacher should be sent by email or left on his/her voice mail. Where a meeting is needed, the student or a family member should make an appointment with the teacher to discuss the problem face-to-face. The meeting should be scheduled at a time when everyone concerned can sit down and discuss the problem without interruption (right before or after class is almost never a good idea.)

In cases where the problems cannot be resolved with the concerned teacher, parents should contact the **department chair** for the academic department involved. A complete list of current department chairs appears in the Royal Pride every month. Where

further review of the situation is needed, parents should contact the **Assistant Principal for Academics**.

REGISTRATION, FINANCIAL AND OTHER MATTERS

Problems having to do with registration, transcripts, fees, and student/parent service hours should be taken up in the first instance with the staff member who is responsible for that area at the school, as follows:

Athletic Forms	Susie Lock	Ext 401
Parent Service Hours	Linda Lippincott	Ext 402
Registration and transcripts	Susie Lock	Ext 401
Student Activities	John Krossa	Ext 212
Tuition and accounts	Linda Lippincott	Ext 402

Problems that do not get resolved directly with the concerned party for any reason should be referred to the Principal for further review.

HOW TO MAKE CONTACT: FAX/E-MAIL

Where a meeting with a teacher, staff member or coach is needed, either the concerned student or a family member may contact the concerned individual to set a time. Family members should make contact through the school's voice mail system at 543-2131. The voice mail system can be used at any time of the day or night. When telephone contact is inconvenient (e.g. both parents work and are not near a telephone during the day), the school's fax and E-mail facilities may be used.

Fax: 543-4359

E-Mail: info@missionprep.org

OTHER RESOURCES

The school is committed to devoting whatever resources are needed to resolve family/parent problems with the school. This means that the Principal, and, if need be, senior officials of the diocese will be available to participate in the problem resolution process at any reasonable time.

MISCELLANEOUS

TUITION PAYMENT SCHEDULE

Tuition is payable by one of three possible payment schedules.

Annually:	payable in full by Aug. 1, 2009
Semi-annually:	payable in two installments by Aug. 1, 2009 and Jan. 2, 2010
Monthly:	payable over 10 months through the FACTS Tuition Payment Plan. First payment due Aug. 1, 2009 Last payment due May 1, 2010

After the first two weeks, parents/guardians accept responsibility for **a full semester's tuition** for any semester in which a student begins attendance.

To be eligible for the Catholic Schools Discount on tuition, families need to complete five service hours for their parish. The completion of these hours is tracked by the individual parishes, not by Mission College Prep.

Tuition and Fee collection is extremely important to the financial health of Mission College Preparatory Catholic High School. For the school to remain healthy, tuition and fees must be paid on time so that the school can meet its financial obligations. In an effort to state clearly our collection policy and to treat all families' tuition and fee collection fairly, the Board of Regents has established the following guidelines:

1. All tuition is due on the 1st of the month and is considered delinquent if received after the 9th of the month.
2. A \$50 late charge is added after nine days and a past due reminder will be sent to the family. After the late charge is imposed, any payment will first be applied to the late charge and then to the tuition. The late charge can be incurred each month.
3. **Tuition must be current (including all fees and late charges) or the student(s) will not be permitted to take semester exams.** Course credit cannot be given without the semester exam grade. The school may seek legal action to collect all past due tuition, fees, late charges, court costs and legal fees.

All past due amounts must be brought current before students are allowed to register for the following semester. Any payments received will be applied to delinquent balances first.

Financial aid (as discussed in the "Financial Aid Program" section under Student Services) is available based on need at registration time for those families who apply for it.

If your financial situation changes, it is your responsibility to contact the school and submit arrangement for tuition to be paid. Those arrangements will be submitted to the finance committee of the Board of Regents for their review and decision.

If circumstances dictate special arrangements for tuition and fee payment, these arrangements must be kept in a timely manner. A special payment plan that becomes delinquent will result in immediate suspension of the student(s).

ADDITIONAL FEES

In addition to tuition the following fees are required:

Academic Fees.

Fee due dates are listed in the handbook calendar. You will not receive a bill unless the fees are late.

- AP Exam Fee: Approx. \$90 as Determined by Educational Testing Service. Paid by November 12, 2009. Failure to pay this fee may result in a withdrawal "W" from the course, which would appear on the student's transcript.
- Field Trip Fees: to be announced. Fees differ for each trip
- Handbook Replacement Fee (Hall Pass): \$5

Administrative Fees

- Saturday Detention Fee: \$35
- FACTS: \$41-\$45 per family 10 month payment plan
- Transcript Fee: \$5 per transcript
- Withdrawal Fee: \$25
- Fee for incomplete Parent Service Hours: \$20 per hour
- Late Charge for Parent Service Hours (after 1 May): \$30
- Late Charge for Tuition: \$50
- Parking Fee (garage under new building): \$350 per year

- Returned Check Fee: Automatic \$25 charge for the first check passed on insufficient funds. All subsequent payments must be made by cashier's check, money order, or cash.

NOTIFICATION OF ASBESTOS

To comply with the law and regulations of A.H.E.R.A. we are informing parents, students and staff of the presence of asbestos in the cores to the fire doors in the stairwells (NO student/staff access.)

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 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 she/he is going to physically harm him/her self or jeopardize his/her life; 2) when a student indicates she/he 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 she/he is being physically and/or emotionally abused; 4) when a student indicates she/he has committed a felony, (i.e.) selling drugs, stealing a car, etc.

CUSTODY OF MINORS

MCP abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, MCP will provide the non-custodial 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.

HANDBOOK CHANGES AND REPLACEMENTS

The Principal has the right to amend this handbook at any time.

Lost Handbooks are replaceable by seeing the Assistant Principal for Academics. There is a \$5 charge for a replacement Handbook.

CONCLUSION

Family cooperation with the guidelines herein will contribute positively to creating an environment where students respect themselves, care about others, and grow in their love of God.

HALL PASSES

POLICY

Students are expected to be in class at all times during normal class periods, and may only be out of class when authorized by a staff or faculty member.

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 their locker, 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 surprise 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.**

Lunch periods and breaks are the only times during the school day that students are allowed around campus without a hall pass.

PROCEDURE

Hall Passes are included on the next several pages of this Calendar-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.**

