



**Mother Clelia**

**Morning Star High School**

2021-2022 Parent/Student Handbook

70 Hunter Avenue ~ Pensacola, FL 32505

(850) 857-8364

[www.mshspensacola.org](http://www.mshspensacola.org)

Mother Clelia Morning Star High provides a faith-filled,  
Catholic education to students with special needs

Accredited by

The Florida Catholic Conference

Principal – Sr. Kiersten Martin, A.S.C.J.

Director – Miss Amanda Jansen

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## MISSION STATEMENT

“Mother Clelia Morning Star High School provides a faith-filled, Catholic education to students with special needs in the Pensacola community. By serving students with love and support, we prepare them for independence and success after high school.”

## APPLICATION & ENROLLMENT PROCEDURES

### APPLICATION

1. Interested families should contact Director, Amanda Jansen.
2. Parent/guardian will need to complete an application/case history form, and provide any student records, IEP/504 plans, or any other information that will help in assessing student abilities.
3. Once the administration has reviewed student information, the Director will contact the family to set up an interview. The interview will be an opportunity for parents and students to visit our classrooms, ask questions, and for the instructors to get to know the student.
4. After the interview, parents/guardians will be contacted concerning enrollment.
5. All initial enrollments will be on a 90 day probationary basis to ensure a correct and beneficial placement for both students and the school.

### ENROLLMENT

1. Students who have been offered enrollment, will need to turn in the Registration form, Immunization Form, current Physical and non-refundable \$200 deposit.  
Your student's spot is not guaranteed until the deposit has been paid.
2. If you have not done so already, now would be the time to apply for a McKay or Gardiner Scholarship.
3. Parent/guardian must create a FACTS account. Through FACTS you will set-up your individual tuition payment plan. <http://online.factsmgt.com/signin/4N2JF>

## FINANCIAL INFORMATION

### TUITION

Yearly tuition for MSHS is \$12,500. Payment options are available through FACTS.

### FEES

\$200 Non-refundable registration fee

\$10 Student ID tag replacement fee

\$25 Late-pick up fee (assessed after two late pick-ups, if there is no prior communication)

### FACTS

Tuition payments are set up through FACTS financial management system. There are several payment options available which can be set up through the FACTS website.

<https://online.factsmgt.com/signin/>

## ACADEMICS

### GRADUATION REQUIREMENTS

*Four (4) credits in English Language Arts (ELA)*

*Four (4) credits in mathematics -*

A student must earn one credit in Algebra I and one credit in Geometry

*Three (3) credits in science*

Two of the three required credits must have a laboratory component. One must be Biology

*Three (3) credits in social studies. –*

A student must earn one credit in United States History; one credit in World History; one-half credit in economics; and one-half credit in United States Government

*One (1) credit in fine or performing arts, speech and debate, or practical arts*

*One(1) credit in physical education. –Physical education must include the integration of health*

*Eight (8) credits in electives*

*TOTAL 24 credits*

### HOMEWORK/MAKE-UP WORK POLICY

Students will have three (3) days to get missed assignments and make arrangements with each teacher, to turn in completed work.

### HONOR ROLL

Academic honors are awarded at the end of each quarter on the basis of the student's average as follows:

A Honor Roll – Students with all A's for the quarter – 3.7 GPA or higher

A/B Honor Roll – Students with all A's and B's for the quarter – 3.0 GPA or higher

### ACADEMIC PROBATION

Student who are struggling academically in one or more classes and/or receive a failing grade one quarter will be placed on academic probation. This status will result in a parent/teacher conference to discuss the issues and come up with a set of solutions to help the student. There will be weekly communication between the teacher, student, and parent to ensure that progress is being made and to make any changes if needed. During this time there may be only minimal missing assignments or class absences.

If the student receives an F for a second quarter, high school credit cannot be given for that semester, and the class will have to be re-taken the next available quarter. At this point, meetings will take place with the student, parents, teachers and administration to assess if continuation in the Morning Star High School program is in the best interest of the student and what actions need to be taken for the most positive outcome.

The Morning Star High School program is set up to help all students succeed commensurate with their ability levels. Teachers and staff will work with every student and their family to achieve the desired goals and will always be willing to accommodate the needs of students who desire to be a part of this program. Students and/or parents who consistently show lack of effort or exhibit continued discipline issues, non-compliance with policies or have excessive attendance deficiencies can and will be terminated from the program.

### APPOINTMENTS & PARENT TEACHER CONFERENCES

If parents wish to discuss grades or any other things pertaining to classes at MSHS, they may email the teacher directly.

## **SCHOOL POLICIES AND REGULATIONS**

### **NON-DISCRIMINATORY NOTICE**

**It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, and athletic and other school-administered programs.**

### ATTENDANCE

The school year consists of 180 student days. Regular school day attendance is from 7:45 am to approximately 2:50 pm. Except on Mondays when dismissal is at 1:50 pm. The school building is open to students starting at 7:20 am, at which time teacher supervision will begin. There will be no supervision after dismissal beyond 2:15 pm on Mondays and 3:15 pm Tuesday-Friday, unless there is an early release time.

Attendance is taken during 1<sup>st</sup> period each morning and noted for each class throughout the day. If a student misses more than 30 minutes of a class, it constitutes an absence. Parents are asked to attempt to arrange doctors/dentist/orthodontist appointments after school hours unless necessary. Punctuality and regularity of attendance are very important for the success of students. The following are Morning Star High School's policies on attendance:

1. Any student who fails to attend class without a valid excuse or leaves school property without permission of the Director will be subject to teacher mandated penalties for missed work, as pertains to that class.
2. Students participating in school-sponsored events or practices must be in school by 10:00 am and the rest of the day to be eligible to attend/participate that day.
3. Each time a student is absent from school (unless it has been predetermined that the student has permission) one of the student's parents or guardians must notify the school administration by 9:00 am AND in writing upon the student's return to school. By calling, parents inform the school that they are aware of their student's absence. A written excuse note, on the MSHS Absence Excuse Form, is required so that a formal record of the parent's knowledge of the absence can be kept in the student's file. The excuse should include the student's full name, dates of absence and a valid signature of a parent/guardian.
4. Administration will contact parents if their student has not arrived by 9:00 am to verify absence.
5. In the case of extended illness or hospitalization, a note from a Doctor will be necessary when the student returns.
6. During any given semester, if a student accumulates more than 10 absences (excused or unexcused) from any classes, they will be subject to any consequences that the teacher or administration deems acceptable or necessary, as pertains to the class.
7. Students are not allowed to leave the campus during lunch or any free periods.
8. Students may not be checked out at the end of the school day within the last 30 minutes of class, without prior permission. (ex: 2:50 dismissal, no check-outs after 2:15).

#### EXCUSED ABSENCES

Excused absences are those that allow students to make up any missed work. Parents must provide timely and proper documentation. Excused absences include:

- a. Sickness
- b. Medical or dental appointments
- c. Serious emergencies (death in the family, serious illness)
- d. Authorized school-sponsored trips or activities

#### UNEXCUSED ABSENCES

If a student does not present a written excuse from parent/guardian within three school days after

his/her return, the absence will be considered unexcused. An unexcused absence is one for which a student may not be able to make up missed work. (to be determined by the teacher)

#### TARDINESS

Students will be considered tardy if they do not arrive prior to 7:45 am. After five (5) tardies students will receive a 30 minute after school detention. If the student accumulates more than five tardies, a contract will be put in place. This contract will raise the consequences of each subsequent tardy. Punctuality is a virtue we want to instill in our students at MSHS.

#### SPECIAL ABSENCES

Written notification for special absences of more than one day, such as out-of-town trips, family activities, etc. must be obtained from the school prior to the absence. Failure to meet this requirement will result in an unexcused absence. Attendance requirements should be kept in mind when requesting special absences. Students should make every effort to complete the work missed during the absence before returning to school.

#### LITURGICAL FUNCTIONS AND PRAYERS

All students, regardless of religious affiliation, will attend liturgical functions. These include class masses, large group masses, Adoration, retreat days, paraliturgical services, etc. Each day will begin with prayer in homeroom and end with prayer at the end of the day.

#### PERMANENT RECORDS & TRANSCRIPTS

All permanent records are kept on file at our campus. These include all previous school records, current high school records, any standardized tests or academic assessments.

#### PHONE USAGE

Students may use cell phones/smart watches before school, during lunches, and after school. These devices may be used during class only when given permission by the teacher. Students may not use digital devices to take photos/videos at any time on the school property without permission from a teacher/administrator.

#### PREGANCY POLICY

Morning Star High School does not condone premarital sexual activity. However, it believes unequivocally in the sanctity of human life and in the need to offer viable options to encourage a young woman to continue her pregnancy rather than consider abortion. Each case is unique and requires special consideration and action. After consultation with all concerned parties, the decision on how to continue education rests with the administration.

#### RIGHT OF PRIVACY AND ACCESS

Per federal law, MSHS will not release transcripts or records to other school systems, colleges,

universities, or prospective employers without an authorized released form from the parents unless the student is over the age of 18. Access to student records is governed by the same regulations. The right of privacy clause includes legal guardians.

#### VISITORS

As a general rule, students are not allowed to have visitors in the school building or on the grounds during the school day. Students who wish to bring a guest on campus during school hours must request permission for the visit from the office prior to the visit. Parents are not permitted to stay in the school building during school hours unless there is pre-approval for medical/personal needs or a special event.

#### WITHDRAWAL POLICY

Only a parent or guardian who is listed and/or enrolled the student can withdraw them from school. A 24-hour notice is required. The withdrawal form can be obtained from the administrative staff.

## **SCHOOL SCHEDULES**

#### SCHOOL HOURS:

Monday 7:45am – 1:50pm

Tuesday – Friday 7:45am – 2:50pm

\*Fridays when there is no assembly or mass, pick up time is 1:50pm. These days will be noted on the yearly calendar.

#### DROP OFF:

The school building will be open to students beginning at 7:20 am each day. Students arriving before this time will need to wait outside until the doors open.

Class starts promptly at 7:45 am. Students arriving after this time will be counted as tardy.

The front gates will be locked at 8:00 am. If you will be arriving late, please notify the school. If you do not, you may need to pull in the back gate by the track (Catholic High gate) and enter through the walking gate.

#### PICK UP:

Students must be picked up by 2:15 pm on Mondays and 3:15 Tuesday through Friday. To make any other arrangements please contact Ms. Jansen. Multiple late pick-ups without prior approval, may result in additional fees.

Carline forms along the front of the school, facing out the front gate (Hunter Ave gate). Please pull all the way forward when waiting for your student.

## **DRESS CODE**

### **2021-2022 School year**

As a sister-school to Pensacola Catholic High School, MSHS is adopting the same dress code, with appropriate and/or necessary modifications as needed and determined by the school administration. *If your child has any health or sensory related issues that may affect/limit their clothing choices, please talk with Ms. Jansen and accommodations will be made.*

During formal school hours all students must abide by the following *general dress code regulations*:

**Hair** – Hair should be neat, clean, well-groomed and not past the eyebrow. Non-natural colors will not be allowed (orange, blue, purple, etc.)

**Headwear** – No headgear (hats or sunglasses) should be worn to school.

**ID Badges** – MSHS issued identification badges/lanyards must be worn by students, at all times, while on campus during school hours. The name tag may not be altered or defaced in any way. Failure to comply will result in an escalating scale of disciplinary actions.

**Shirts** – Any collared shirt with sleeves is allowed to be worn by male and female students. Females may wear shirts without collars if they have buttons and/or completely closed at the neckline. They may not have objectionable or offensive logos. They must be long enough to completely cover the torso, even with arms raised.

**Hoodies** – Hoodies may be worn, but the hoods are not allowed to be worn on the head.

**Pants** – Male and female students will be allowed to wear non-denim pants that are not skin tight (they can be printed or patterned). For male students, the shirt must be tucked into the pants at all times, so that the belt is completely visible. (Elastic waist pants may also be worn) Yoga pants, lounge pants, sweatpants, athletic pants, jeggings, skinny jeans, and shorts of any kind including cut-offs are not acceptable at any time.

**Underwear**- No underwear is to be visible on male or female students.

**Shoes** – Students must wear shoes (tennis shoes, sandals, boots, etc) that have straps or a band over the arch and some attachment on the heel. (No flip flops)

**Athletic attire** – P.E. clothing and athletic attire are permitted only in the gym or on the playing field. T-shirts and soccer/basketball shorts are acceptable; all students must have athletic shorts or pants for P.E. class. All shirts must be long enough to cover the torso when participating in sports activities. Clothes must be washed each week.

**Logos and Artwork** – Offensive logos or artwork on clothing are prohibited, at all times. This includes but is not limited to profane, obscene or abusive language; advertisements for products that are illegal for student consumption; inappropriate activities; suggestive words, statements or pictures. When in doubt – leave the graphics out!

**Sweaters/Sweatshirts** – Sweaters or sweatshirts must be solid colored and free from any graphics. They may be worn as long as the collared shirt underneath is fully tucked in and the collar is visible. Sweaters or sweatshirts may not have a hoodie.

**Other** – Other prohibited items include dog chains, wallet chains or piercings anywhere. (Females may have ear piercings)

### **Male students**

All male students must be clean shaven each day. Hair length will be maintained above the shirt collar. Sideburns may be no longer than the earlobes. Males may not wear makeup or earrings.

### **Female students**

Skirts – If a skirt is worn, it must be knee-length, not skin-tight and not have a slit higher than the bend of the knee. Belts are not required. If tights/leggings are worn, the skirt over them must come to the knee.

### **Professional Dress**

Students are expected to wear professional dress for all school-wide masses. Boys should wear a dress button-down shirt with a tie. Girls should wear a dress or skirt that is to the knee or longer, or dress pants.

### **Relaxed Dress**

On days specified by the administration, students may wear T-shirts, blue jeans, and dress code shoes. Denim pants may only be worn on these specified days. No torn or ragged jeans are allowed.

### **Dress Code Violations**

Students arriving at school in violation of any aspect of the Dress Code, the parent will be contacted to provide appropriate clothing. If appropriate clothing cannot be delivered, the student will be given a school-owned cover up to wear for the day. Multiple dress-code violations will result in detention.

## **STUDENT ACTIVITIES**

### ASSEMBLIES

Assemblies are a scheduled part of the year, designed to be spiritual, educational or entertaining experiences. Regardless of the type of program, courtesy demands that students are respectful and appreciative. Students are required to sit with MSHS during assemblies.

### FIELD TRIPS

No group will be permitted to make school-sponsored field trips without advance permission and adequate supervision. Parents must complete a field trip form prior to the event.

### CLUBS

Interest clubs are available both at MSHS and CHS. Club lists and contact information will be given out during the first month of school.

## **RELIGIOUS PROGRAMS**

### THE CHAPEL

The Chapel is located at the main entrance of Pensacola Catholic High School.

### EUCCHARISTIC CELEBRATIONS

Mass is celebrated for the entire student body on the first Friday of every month and for Holy days and other celebrations during the year. Parents may join the student body at all liturgical celebrations.

### SACRAMENT OF RECONCILIATION

The Sacrament of Reconciliation will be available at specific times as posted by the CHS Campus Minister, or by personal request of a student.

### STUDENT DAYS OF RECOLLECTION

Student Days of Recollection are provided for the spiritual development of each student. A special day is set aside for this spiritual activity. Attendance at the annual class Day of Recollection is mandatory for all students. If a student misses the scheduled Class Day of Recollection, he/she is required to make it up.

## **STUDENT ACCIDENT INSURANCE**

The Diocese of Pensacola-Tallahassee provides School Time Accident Coverage Insurance to protect all students against accidental injury while the policy is in force. This insurance covers the student for the hours and days when school is in session and while attending school sponsored and supervised activities. For specific details regarding the policy's provisions please contact the Director.

## **SCHOOL SERVICES**

### ADMINISTRATIVE SERVICES

To facilitate communication between home and school, any change of home or business address, email and/or phone number should be reported to the school office immediately.

Any general Information inquiries or questions about billing should also be directed to the school office. Please allow 24 hours for a response.

This can be done by: emailing [office@mshspensacola.org](mailto:office@mshspensacola.org) OR calling the School Office (850) 857-8364.

To speak with your student's teacher concerning grades or school work or to set up a Parent/Teacher conference, you may contact your child's teacher directly:

Ms. Amanda Jansen – [ajansen@mshspensacola.org](mailto:ajansen@mshspensacola.org)

Mrs. Chloe Fulton – [cfulton@mshspensacola.org](mailto:cfulton@mshspensacola.org)

### LUNCH SERVICE

The CHS Cafeteria is located at the west end of the campus adjacent to the 500-wing. Weather permitting MSHS students will walk to the CHS campus for lunch each day. Students may set up a lunch account through SLA, a food service company, to purchase a meal, use one of the vending machines or bring a lunch from home. Microwaves are available as well. Students may not order lunch from any outside vendor/establishment.

## **BEHAVIOR STANDARDS**

The following behaviors are considered violations of the standards and philosophy upon which Mother Clelia Morning Star High School is founded and of the rights of members of the Morning Star community:

### ACADEMIC DISHONESTY

Academic dishonesty includes: purposely giving or receiving help on any test, quiz or assignment when specific permission to do so has not been given by the teacher; plagiarism, improperly citing and/or taking credit for another's ideas (especially copying a published author's work without proper documentation); purposely misrepresenting the truth, either orally or in writing. Academic dishonesty on a written assessment will result in: a zero on the quiz, test or assignment; notification of the parent(s) or guardian(s) by the supervising teacher; a discipline referral. Further incidents of academic dishonesty will lead to suspension, exclusion, or expulsion from school. Students involved in academic dishonesty will be denied public recognition for the two months immediately following the incident and, if holding elected or

appointed leadership/honor positions, will be suspended from these positions for the two months immediately following the incident.

#### ACTIVATING A FALSE FIRE ALARM/NEEDLESSLY INITIATING A 911 CALL

Needlessly initiating an Emergency Medical Alert (911), bomb scare, or pulling a false alarm are illegal actions. Students found in violation of this rule will undergo an immediate suspension. A repeat offense could be grounds for expulsion.

#### ALCOHOL/DRUGS

Any use or possession of alcohol, drugs, or drug paraphernalia by a student or physically being in the presence of alcohol, drugs, or drug paraphernalia on school premises or at any school-sponsored function without removing him/herself from the proximity is forbidden. This applies to students arriving at school or any school-sponsored function under the influence of or in possession of alcohol or drugs. Any offense will result in immediate notification of parents or guardians and disciplinary action that may include expulsion. If students are caught in possession of, distributing or selling alcohol, drugs, or drug paraphernalia the police and the parents will be notified. The CHS Administration will employ the use of a breathalyzer at CHS school functions and dances to ensure compliance with the school's alcohol policy as stated above. Upon arrival at school-sponsored dances, the Administration will provide a process 21 for the random selection of students to be screened by the breathalyzer for alcohol consumption. Any positive reading on the Breathalyzer will subject a student to the discipline process as it relates to alcohol use and/or possession at school functions. The Administration will also use the breathalyzer on campus or at any school-sponsored event when a student's behavior or other circumstances give the Administration "reasonable suspicion" to believe that the student may be under the influence of alcohol. In any situation, a refusal to be tested by the breathalyzer will be handled in the same manner as a positive test.

#### ARGUMENTATION

Disrespectful argumentative behavior toward a teacher is considered inappropriate and unacceptable.

#### BULLYING/HARASSMENT

All students at Morning Star High School are entitled to attend school daily in an environment that is Christ-centered and free of bullying/harassment. MCMSSH will not tolerate harassment of any type, including bullying through the use of digital devices. If a student is guilty of harassing others, appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of harassment include but are not limited to verbal or written taunting; bullying; other intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Any student who experiences or witnesses this type of

behavior, toward self or others, should report it immediately to the administration. False bullying reports will be reported to the Administration for disciplinary action.

#### CELL PHONE/ELECTRONIC DEVICES

Students may use cell phones before school, during lunch, and after school. Cell phones may be used during class ONLY when directed by the teacher to do so. If a student is found to have a cell phone or a smart watch on their person during an assessment, they will receive a zero (0) and will be subject to the appropriate disciplinary action. Students must have cell phones turned off or on silent during classes. Inappropriate use of a cell phone (including but not limited to, ringing inside the building) will lead to confiscation of the phone (which will be kept for the remainder of the school day). After the first such offense, further incidents of cell phone misuse will lead to the phone being confiscated, the student having detention, and parents being required to claim the phone at the end of the school day. Any further incidents of improper use of electronic device(s) will lead to further consequences. If a cell phone/electronic device or smart watch is confiscated during a test or semester exam, the student will receive a zero on the test/exam. All personal electronic devices are similarly prohibited from use in school during the school day. The school is not responsible for the security of any electronic device brought to school. Students may not use cell phone cameras to take photos/videos at any time on school property without permission from a teacher/administrator.

#### CLASS DISTURBANCES

Disruptive behavior in class will result in disciplinary action by the Administration.

#### DEFIANCE/INSUBORDINATION/RUDE BEHAVIOR

Failure to comply with the instructions or directions given by a member or members of the faculty or staff will not be tolerated. The Administration will take appropriate action.

#### DRESS CODE VIOLATIONS

Dress Code violations will result in disciplinary action. Flagrant and/or repeated violations of the Dress Code will result in suspension from school and, when appropriate, confiscation of the inappropriate item (e.g. hat or earring, etc.) until end of current school year. Changing clothes in public, for any reason, is prohibited.

#### FIGHTING

Christian concern for one another demands respect for the person and property of others. Fighting is morally objectionable and will not be tolerated. Appropriate punishment, including automatic suspension for the one(s) perpetrating the conflict, will be given. In every case parents or guardians will be notified. Any intentional bodily contact is defined as fighting.

### FIREWORKS

Possession and/or use of any fireworks are forbidden on campus and/or at school-sponsored/endorsed activities.

### FOOD/DRINK/GUM CHEWING

Gum chewing is prohibited in all parts of the building at all times. Water in a closed container may be consumed in the classrooms. Closed water containers should never be placed on a desk or close to an iPad. Each time a student is caught chewing gum, eating breath mints, candy, etc., and/or eating/drinking in prohibited areas students are subject to appropriate consequences.

### GAMBLING

Playing cards or gambling in any form is not permitted on the school campus. This includes the playing of games on computers and/or electronic devices, and sports wagering.

### GANG ASSOCIATION/MEMBERSHIP

Membership in an ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts is a "criminal gang-like activity." Membership in this type of activity is forbidden for any student enrolled at MCM SHS.

### LYING

Purposefully misrepresenting the truth violates the personal integrity of the student as well as the basic principles upon which Mother Clelia Morning Star High School is founded. The Administration will take appropriate action and parents/guardians will be notified. Repeated offenses will lead to dismissal.

### MISBEHAVIOR AT MASS, ASSEMBLIES, OR PEP RALLIES

Disruptive, disrespectful, or inattentive behavior at Mass or any assembly will result in a detention. Failure to attend Mass or any assembly will be considered the same as "skipping" class.

### ONLINE PURCHASING

Students may not use their iPads or MCM SHS network resources to place online orders for any products while on campus.

### USE OF CAMERA OR OTHER RECORDING DEVICES

No photos or videos may be taken during the school day without explicit permission from a teacher/administrator. No photos or videos may be taken in the locker rooms or the restrooms at any time. Violation of this will be treated as a serious disciplinary issue.

### PORNOGRAPHY

Pornography is defined as any print or electronic media that is sexually graphic and/or explicit and is not being presented/used for educational purposes. Possession of or seeking online access to immoral or pornographic material is prohibited. If students are found to be in violation of any of these standards they are subject to immediate suspension.

### PROFANITY/OFFENSIVE LANGUAGE

Offensive language, gestures, and name calling exhibits a lack of appropriate values and is considered verbal violence.

### PUBLIC DISPLAYS OF AFFECTION

Displays of personal affection in public are not appropriate at school. Appropriate disciplinary action will be taken.

### SEXUAL HARASSMENT

Sexual harassment is physical, verbal, or nonverbal conduct of a sexual nature that is unwelcome and unwanted and is directed at the victim because of his or her gender. Such conduct interferes with a student's right to be respected and to receive an education in an atmosphere conducive to learning and will not be tolerated by MCMSHS.

### STUDENT SUBSTANCE ABUSE POLICY

Mother Clelia Morning Star High School intends to be a drug free school. The possession or use of alcoholic beverages, tobacco, vapes or other illicit drugs is an illegal act that poses a serious threat to the health, safety, and well-being of students and staff. The school is committed to promoting and providing a drug-free academic environment for students. Therefore, alcohol, tobacco, vapes and other drugs are prohibited on the school premises and at school sponsored or school-related activities. If there is any suspicion of drug or alcohol use, parents will be contacted, and Administration will work with parents for further action. Any illegal behavior or substances on campus will result in a call to law enforcement as well as parents.

### TATTOOS

Tattoos must be fully covered if their content is inappropriate and/or vulgar in any way.

### TECHNOLOGY – POLICY REGARDING USE OF THE INTERNET OUTSIDE OF

Mother Clelia Morning Star High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of the school name, remarks directed to or about teachers or administrators, offensive communications and safety threats. MCMSHS does not actively monitor student use of

technology outside of school (Internet blogs, chat rooms, etc.). While the school's filtering system establishes parameters for appropriate use while on campus, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

#### THEFT

Stealing violates the rights of others and is illegal. Stealing is a serious offense that can lead to dismissal. Removing any item from a teacher's desk without permission or authorization is considered theft and is a Level 3 Offense.

#### TOBACCO

The use and/or possession of tobacco in any form, e-cigarettes, vaping, or smoking paraphernalia such as matches and lighters, on a student's person or their property anywhere in the school building, on the school grounds, or at a school-related event is forbidden. A student's presence in a group where tobacco is being used or openly displayed subjects the student to applicable penalties under this regulation. Students found in violation of this rule will be fined \$50 and undergo an immediate one day suspension. A second tobacco-related offense could be grounds for expulsion. When discovered, all tobacco products are confiscated.

#### TRUANCY

Skiping school, cutting classes, and leaving campus without permission are all forms of truancy. Truancy is an unexcused absence and is considered a serious offense. Parents/guardians will be notified immediately.

#### VANDALISM

Vandalism violates the rights of the entire school community. The Administrative Team will handle incidents of vandalism. Financial obligations will be incurred for vandalizing, damaging, or losing school property. Students involved in serious acts of vandalism are subject to immediate expulsion.

#### VEHICLE, IMPORTANT USE OF

Violation of parking rules, exceeding the 10-mph speed limit, or driving recklessly on school property will result in disciplinary action and loss of the privilege of driving to school.

#### WEAPONS

Any weapon(s) found in the area of school grounds, buildings, motor vehicles on the school grounds, or at any school sponsored/endorsed function, shall be confiscated and any student, while on the school grounds or at any school sponsored/endorsed function found possessing, displaying, or using a weapon is subject to immediate expulsion. If any student is suspected of possessing or using a weapon of any type while on school grounds or at a school-sponsored/endorsed function, Law Enforcement will be immediately notified. Weapons shall be

defined as and include the following: any type of gun (whether operable, loaded or unloaded); knives of any kind but not limited to pen, switchblade or hunting knives; chains; razor blades; ice picks or other pointed instruments; nunchakus; brass knuckles; billy clubs; or any instrument deliberately used or intended for use to inflict harm upon or to intimidate any person.

## **DISCIPLINE PROCESS**

Any inappropriate behavior that requires the intervention of a teacher or administrator enters a student into the Discipline Process. The level of severity and frequency of the offense committed determines the response of the teacher/administrator and the step in the Discipline Process that is utilized.

**A. Level One Offenses or other minor classroom infractions will precipitate use of Step 1 in the Discipline Process.** These infractions are handled by the individual teacher working with the student and parents/guardians. The teacher will determine appropriate consequences according to classroom guidelines and school policies. The student will review the school's expectations as a method to reinforce positive classroom behaviors. Teachers will contact parents/guardians as a step in the discipline process for repeated minor offenses.

**B. Level Two Offenses invoke Step 2 in the Discipline Process.** These infractions require a student-teacher conference to discuss the behavior. A classroom behavior contract may be utilized to assist the student in reinforcing positive behaviors. For example, a token economy system with a visual aid to help the student self-regulate their behavior. Parents/guardians will be notified of implementation and completing of the behavior contract.

**C. Level Three Offenses invoke Step 3 or 4 in the Discipline Process.** Parents will meet with the teacher and the School Director to discuss the behavior. A behavior plan may be initiated at this time. The student, parent(s), and teacher will sign the behavior plan. This plan will be enforced in all Mother Clelia Morning Star classes. Failure to comply to the plan could result in Step 4: program dismissal.

**D. Level Four Offenses invoke Step 4 in the Discipline Process.** These infractions require program dismissal and parent/guardian conference with the School Director and/or teacher involved.

**E. Behavior committed by a MSHS student that constitutes a crime according to Florida Law will be reported to law enforcement officials by the MSHS administration.**

**F. Within a nine-week calendar period, a combination of four Level One offenses or two Level Two offenses, excluding referrals for tardies, could lead to program dismissal.**

## NOTES

1. The repetition of offenses can be construed as flagrant disregard of MSHS policies and procedures.
2. The School Director may invoke any step or any penalty in the discipline process for any offense or accumulation of offenses.
3. A student that displays a flagrant disregard for the policies and procedures of MSHS classroom teachers and/or administrators can be dismissed from MSHS.
4. Any and all behavior that constitutes a violation of the law will be reported to law enforcement officers and may be grounds for program dismissal.

**NOTE:** It should be pointed out that the school regulations listed here are not all-inclusive. Therefore, any student committing an act of misconduct not listed will be subject to the disciplinary authority of the School Director.

## LEVELS OF OFFENSES

**Level 1 Offense:** A Level 1 offense will result in teacher administered consequences in consultation with the School Director.

Some examples of Level 1 Offenses include:

1. Inappropriate behaviors of a minor nature in areas of general supervision (hallways, cafeterias, assemblies, etc.)
2. Consumption of food or drink in unauthorized areas
3. Gum chewing
4. Sleeping in class
5. Lack of Supplies in class

**Level 2 Offense:** A Level 2 offense will subject the teacher to create a behavior contract within their classroom.

Some examples of Level 2 Offenses include:

1. Academic dishonesty after the first offense
2. Consistent improper responses to teacher redirection.
3. Any inappropriate behavior that would warrant a parent conference
4. Technology misuse such as playing video games, logging into social media, inappropriately using the camera features, or not following the Acceptable Use Policy

**Level 3 Offense:** These offenses will subject the student to Step 3 in the Discipline Process and will lead to a parent conference and the enactment of a behavior plan.

Some examples of Level 3 Offenses include:

1. Any display of disrespect, or argumentative behavior toward a person in authority
2. The use of profanity, abusive language, force, intimidation or threat to any member of the faculty, staff or student body—any bullying and/or harassment of others
3. Intentional theft
4. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school, that brings unfavorable publicity to the school, or that causes unfavorable criticism of the school in the community.
5. Activating a false alarm or needlessly initiating a 911 alert
6. Fighting
7. Lying
8. Truancy
9. Bullying, Harassment, and/or Sexual Harassment that is acted upon due to misguided intentions and not purposely conducted with ill-intent
10. Any action that the School Director deems serious enough to warrant consideration as a Level 3 offense

**Level 4 Offense:** These offenses will subject the student to Step 4 in the Discipline Process, which is immediate dismissal even for the first offense.

Some examples of Level 4 Offenses include:

1. Willful destruction of school property
2. Being under the influence of, possessing, distributing, or being in the presence of any alcohol, drugs or drug paraphernalia on the school premises or at school-sponsored or endorsed activities
3. Possession or use of fireworks or weapons on the school premises or at any school-sponsored or endorsed activity
4. Use of tobacco/tobacco products or presence in a group where there is such use
5. Felony arrest or conviction may lead to termination of a student's enrollment at MSHS.
6. Intentional Bullying, Harassment, and/or Sexual Harassment to evoke a response in a classmate, faculty, or staff member.

7. Possession and/or distribution of pornography/pornographic materials
8. Taking photos or videos in locker rooms or restrooms at any time.
9. Any action that the School Director deems serious enough to warrant consideration as a Level 4 offense.

## **TECHNOLOGY & SOCIAL MEDIA USE POLICY**

Mother Clelia Morning Star High School (MCMSHS) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology, including each student's school-owned iPad, facilitates global collaboration -- a vital skill for our 21st century learners. School-owned iPads are strictly for use consistent with the educational goals of MCMSHS. Along with the great opportunity technology provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give students and their families clear and concise guidelines regarding the appropriate use of technology, including school-owned iPads. The underlying premise of this policy is that all members of the MCMSHS community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with honesty and integrity.

### ETHICAL USE OF TECHNOLOGY

- Technology may not be used for unethical purposes including, but not limited to, plagiarism and copyright infringement by the distribution, downloading, or viewing of illegally obtained copyrighted material
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all Internet sources (graphics, movies, music, and text, etc.) used in academic assignments, whether quoted or summarized.
- Students may not distribute and share any completed assignments or other school work among themselves, unless instructed to do so. Any such activity is considered plagiarism and will be subject to disciplinary action.

### PRIVACY AND SAFETY

- Students must maintain secure and private passwords for school-issued accounts. This is important in order to protect the privacy of each student. Do not share any passwords or usernames.
- The school respects the privacy of every student. However, the school has the right to view all content on school-issued iPads, or any other content associated with school-

issued equipment or accounts at any time for any reason without requiring permission from or being required to notify the student.

- The school may monitor, record, intercept, or filter all traffic that passes through the school's network. This includes traffic originating from and terminating at personally owned devices that are allowed on the school's network while they are on the school's network under special circumstances.
- Students are prohibited from creating or accessing any administrative accounts on any iPads.

### INTERNET USE

- Students are prohibited from accessing any inappropriate content on the Internet including, but not limited to, content that is sexual or pornographic in nature, extremist or militant materials, gambling, depictions of violence, and images that are intended to be abusive or harassing. Images of this nature are also prohibited from being used as a screensaver or desktop wallpaper.
- While students are on campus, Internet access should be used only for educational purposes.
- The playing of any games, online or otherwise, is not permitted during the school day except as part of an assigned, in-class activity. The school reserves the right to remove any games from any school-owned iPads or prevent access to online games.
- The use of school-owned iPads to watch videos, unless assigned by a teacher, is not permitted at any time during the school day.
- Students may only install approved software through the Mosyle Manager Application, which is installed on all school-issued iPads. The installation of software from any other source is strictly prohibited. The school reserves the right to remove any unapproved software that has been installed on the iPads.
- If a student accidentally accesses a website that contains obscene or otherwise inappropriate material, he or she must notify a teacher or a member of the Technology Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### NETWORK ACCESS

- Students must not attempt to access any network resources that they are not authorized to use, including any software or service that bypasses web content filtering.
- Students may not use the school network for personal or business reasons. The use of Wi-Fi hotspots is strictly prohibited while on campus. While on campus, school-issued

iPads may only be connected to school-managed network connections, except with administrative approval.

- Students are not permitted to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, or attempting to gain unauthorized access to restricted network services.
- Students are responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.

#### EMAIL

- Each student is issued a MCMSSH email account to be used only for educational purposes only.
- The contents of all school-assigned email accounts are subject to search at any time for any reason without prior notification or consent of the student.
- Students should always use appropriate language in email messages. No inappropriate content is allowed including derogatory language, obscene material, or harassment of any type. Email messages of this nature will be regarded as a major violation and will be subject to disciplinary action.
- Students are prohibited from accessing any other student's or employee's email account.

#### TEXT AND INSTANT MESSAGING AND AUDIO/VIDEO COMMUNICATION

- Text messaging, instant messaging, and video communication are prohibited except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Listening to music is permitted on campus only with the permission of the teacher. Audio on iPads should be turned off unless required for the activity being conducted.

#### PHOTOGRAPHY AND VIDEO/AUDIO RECODING

- No photos, videos, or audio recordings may be made by students on campus at any time for any reason unless directly instructed to do so by a school employee for academic purposes. (Prior permission from all parties being recorded is required).
- No photos, videos, or audio recordings may be made in any school restroom, dressing room, or locker room at any time.
- Any violation of this section will be considered a serious offense.

## IPADS AND USE

- iPads should be handled with respect and care. Inappropriate treatment of school iPads is not acceptable.
- School-issued iPads must be in one of the following locations: a student's possession or a locked classroom.
- If a student's iPad is unavailable for use, the student should see the administration immediately.
- Students may not lend a school-issued iPad to anyone or borrow a school-issued iPad from anyone.
- iPads must be carried and transported in a school-issued case at all times.
- No food or beverages should be in the vicinity of school-issued iPads. School-issued iPads may not be used in the cafeteria, gymnasium or outside picnic tables.
- School-issued iPads must be kept clean. They may not be written on, have stickers applied to them, or be defaced in any way. If any of the preceding conditions are violated, disciplinary action may be taken.
- Students are prohibited from utilizing the command prompt interface.
- All repairs to school-issued iPads must be performed by the MCMSHS Technology Department. Students and parents are not authorized to have any repairs performed on school-issued iPads.

## FINES AND PENALTIES

- The school reserves the right to impose fines or other disciplinary penalties for the violation of any section of this AUP. Such penalties could include but are not limited to the permanent or temporary revocation of iPads usage privileges, disciplinary action, and legal action when the offense is criminal in nature.
- In the case of laptop abuse or AUP violations, the school reserves the right to restrict usage of school-issued laptops using any combination of the following: increased deductibles, fines and/or disciplinary action.
- Students must report any violations of this AUP to the appropriate administrative staff members. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.

## SOCIAL MEDIA POLICY

### SOCIAL MEDIA PARTICIPATION POLICY

Students must behave in an ethical manner when using social media sites by demonstrating a Christ-centered respect for the dignity of all people. Students who participate in online interactions must remember that their posts reflect on the entire MCMSHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Posts and comments made on MCMSHS-sponsored sites including social media, are welcomed and encouraged, and we look forward to hearing from our community.

In posting material on MCMSHS-sponsored social media accounts, participants agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses, or other confidential information belonging to any person other than yourself. If participants choose to post individual, private contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of MCMSHS or any individual or entity.
- Post material that violates the privacy of individuals.
- Post material that violates the intellectual property rights of any individual or entity
- Post material that promotes or advertises a commercial product, solicits business, membership, or financial support in any business, group or organization except those which are official sponsors of MCMSHS, except in designated areas specifically marked for this purpose.
- Post the same comment multiple times or post spam.
- Allow others to use your accounts to submit posts or comments.
- Submit posts or comments under multiple names, alias, or false identity.

MCMSHS may review all posts and comments, edit them to preserve readability and demonstrate respect for other users, reject or remove them for any reason, and determine at its sole discretion which submissions meet the school's qualifications for posting. Any submissions that fail to follow this policy in any way may be removed. MCMSHS may also ban future posts from people who violate this policy.

## POSTING PHOTOS, VIDEOS, AND AUDIO FILES

For the protection and safety of all in the MCMSSH community, those using MCMSSH-sponsored social media sites should never identify a student, parent, or employee using his or her full name with a picture, video, or audio file.

A participant agrees to indemnify and hold harmless the Diocese of Pensacola-Tallahassee, Mother Clelia Morning Star High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a participant has posted on MCMSSH-sponsored sites. By posting a comment or material of any kind on a MCMSSH-sponsored site, the participant hereby agrees to the policy set forth above.

No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Appropriate written consent for a student means a signature by a parent or legal guardian of the student.

## CYBERBULLYING

Cyberbullying is the use of electronic information and communication devices to willfully harm a person through any electronic medium including, but not limited to, text, audio, photos, or videos.

Examples of this behavior include, but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating or contributing to websites that have stories, cartoons, pictures, or jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting a picture/video of someone without prior permission

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's or staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the school will not be tolerated.

## PROCESS FOR REPORTING ABUSE

Because of the fast-paced nature of social media, participants are encouraged to immediately report any content that seems inappropriate. Please email the MCMSHS Technology Department ([office@mshs.ptdiocese.org](mailto:office@mshs.ptdiocese.org)) with any concerns so the issue may be investigated in a timely fashion. Be sure to provide a detailed description of the post's location such as the URL. MCMSHS appreciates your assistance in keeping school-sponsored social media a safe and respectful place to be involved in the school's online community.

## PARENT RESOURCES

As partners in the education of our children, we are asking parents to monitor their child's social media use. If your child refuses to grant you access to their account, we strongly recommend you have them deactivate the account. The following steps will further assist parents in monitoring their children:

- Be aware of what devices your child is using to access the Internet (phone, iPads, tablet, smart watches, gaming console, etc.).
- Emphasize the *public* nature of social media sites.
- Discuss the permanence of posting comments, pictures, and videos. Even if a post is removed, copies could have been made before it was deleted. These copies could then be redistributed without the original poster's knowledge.
- Talk to your child about his or her privacy settings and work together to adjust them appropriately.
- Review your child's friend list.
- Parents have the right to demand any information on the Internet about their child be removed.

If you'd like further information about using social media safely, visit the URL below.

<https://www.consumer.ftc.gov/articles/0012-kids-and-socializing-online>

A student's participation in social media sites is not necessary for classroom use and is completely left to the discretion of a parent or legal guardian. Social media sites will be blocked by the school's content filter and any attempt to access them from a school-owned iPads will be met with disciplinary action.

## **SUBSTANCE ABUSE POLICY**

Mother Clelia Morning Star High School (The School) is a Catholic High School that strives to provide the best possible education for its students. We believe that education occurs only as students are actively engaged in the learning process. The School, through its administration, seeks to engage its students in a way that will contribute to full personal development. In that regard, the School recognizes that the use of illegal drugs while at school or away from school, leads to increased accidents, injuries, illnesses, and medical claims and can lead to the deterioration of the health of students. Students who abuse controlled substances are dangers not only to themselves, but also to other students, teachers and members of the public. Substance abuse related medical costs also place an unacceptable financial burden on health and benefit programs. Decreased productivity and morale and increased absenteeism and turnover can adversely affect the School's ability to provide the best possible education for its students. In light of these concerns, the School's goal is to maintain a safe, healthy and productive learning environment free of substance abuse. To achieve this goal, the School has adopted and implemented this comprehensive Student Substance Abuse Policy and Program ("the Program"). Generally, the School's objectives include:

- to create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- to reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- to reduce the likelihood of accidental personal injury and/or property damage;
- to eliminate substance abuse and its effects from the School;
- to reduce the likelihood that property of the School will be used for unlawful drug activities;
- to identify substance abuse as early as possible;
- to encourage students with substance abuse problems to seek professional assistance;
- to protect the reputation of the School in the community

The School encourages any student with a substance abuse problem to seek counseling or treatment. The School can make available to students and parents information concerning the availability of alcohol and drug abuse counseling and rehabilitation. Participation in those programs will be at the parents' expense.

If a teacher or the administration has reasonable suspicion that there may be some substance abuse issues, they will immediately contact the parent/guardian. Reasonable suspicion will be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience. While it is not possible to list every factor that might lead to suspicion, those listed below are some of the most common:

- observable actions while at School, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
- a report of substance abuse provided by a reliable and credible source;
- evidence that a student has caused or contributed to an accident while at School, on School premises, or at a School sponsored/endorsed event;

- evidence that a student has used, possessed, sold or solicited alcohol or controlled substances while at School, while on the premises or other property of the School, or while attending any school sponsored/endorsed event;
- significant deterioration in grades or performance in school athletics;
- significant change in personality (such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination);
- unusual or erratic behavior that cannot be readily explained
- changes in personal hygiene or demeanor;
- reddened eyes or dilated pupils;
- odor of alcohol or controlled substance;
- unexplained significant weight loss or gain;
- slurred or incoherent speech;

Any information involving testing, counseling or rehabilitation will be treated as confidential information that may be released only to the Administration, Parent/Guardian or student. Except for disclosures required to be made pursuant to judicial or quasijudicial process, no such information shall be provided to anyone else, without the specific written consent of the parent authorizing the release to the third person. In the absence of a valid consent to disclose the information, the School shall respond to inquiries regarding a student tested, referred to counseling or rehabilitation, disciplined or dismissed under this Program, by stating only that the student was dismissed and the dates he or she was enrolled as a student at the School. Any employee of the School who willfully discloses any other information in violation of this will be subject to discipline, up to and including dismissal.

## SCHOOL MAP

## PARENT/STUDENT CONSENT FORM

We have read and understand all of the materials in this Parent/Student Handbook for the 2021-2022 school year. We agree to abide by and be governed by the policies and processes contained therein. We recognize the right and responsibility of the school to make the rules and to enforce them.

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_