



MOUNT CARMEL SCHOOL

Post Office Box 500006 • Saipan, MP 96950

670.234.6184 • 670.235.4751 (facsimile)

www.mountcarmelsaipan.com • www.facebook.com/mtcarmelcnmi

EXTRA-CURRICULAR ACTIVITIES POLICIES AND PROCEDURES

Mount Carmel School encourages students to be involved in extracurricular activities where time, abilities and interests allow. However, while Mount Carmel School believes in developing the whole person, a higher priority must be placed on academics over extra-curricular activities. Any school activity that requires student participation outside of normal academic classes or outside the normal school day will require a student to be eligible.

Eligibility for Extracurricular Activities

Eligibility for extracurricular activities is as follows:

- Students must maintain a quarterly GPA of 2.33 or higher.
- Students with a quarterly GPA below 2.33 or on Academic Probation may be eligible for selected extra-curricular activities with a waiver. Waiver forms may be obtained from the president or designee.
- Students with failing grade of “F” are not eligible for participation.
- Students on Behavioral Contracts are not eligible for participation.

The School Counselor will publish each quarter and mid-quarter an eligibility list. It is the responsibility of each coach and club advisor to enforce the eligibility procedures for their extra-curricular activity. Any school activity that requires student participation outside of normal academic classes or outside the normal school day will require a student to be eligible. Ineligible students who wish to participate may seek a waiver from the administration. Moreover, students that will participate in Public School System (PSS) sponsored activities must comply with PSS eligibility guidelines.

An eligibility list will be made available to all coaches, advisors and administrators at the end of each quarter. The 4th quarter GPA of the previous year will be used to determine

st eligibility for 1 quarter.

Club Meetings



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- Until a vaccine for the coronavirus is available, all club meetings must be held via Zoom and club advisor(s) must be present at every meeting.
- The club officers are required to keep an update-to-date roster of its club members. It is the responsibility of the club advisor to keep record of all the students in their respective club.

Online Club Events

- In order to host an online club event, club officers are expected to submit an Event Request Form at least three days prior to the event.
- Club Advisors will serve as the hosts of online events, but can delegate a club officer as a co-host of the online event.
- Online club events where students engage synchronously, must be held via Zoom.
- Club officers and advisors are expected to uphold the mission, values, and expectations of a Mount Carmel School family member and report any suspicious activity or inappropriate behavior.

Face-to-Face Club Events

- Mount Carmel School requires all club members and advisors to abide by all social distancing guidelines implemented by the Office of the Governor's COVID-19 Task Force. This includes guidelines like attendance, temperature checks, and 6ft social distancing.
- The designated club advisor must be present at all face-to-face events to enforce the safety guidelines.
- In order to hold face-to-face events, club officers must submit an Extra-Curricular Event Request form the COVID-19 Assignment Checklist, and a completed After School Permission Form. The Extra-Curricular Event Request form and the COVID-19 Assignment Checklist must be submitted at least 3 days prior to the event.
- Clubs are not allowed to exceed the capacity limitations of a given classroom or office space.
- For after school, weekend events or off campus events, every club must document the following information:
 - Date
 - Time
 - Attendance
 - Grade and Homeroom
 - Temperature
- It will be the responsibility of the club advisor to submit a copy of the participation roster to the Officer Manager for documentation.
- Face masks or face shields must be worn during the entirety of any face-to-face event.
- Club advisors must coordinate the appropriate amount of adult supervisors for off-campus face-to-face events. Mount Carmel School's policy currently requires one adult supervisor for every ten students.



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- All clubs must have a completed binder/folder that contains attendance, agenda, minutes, event proposals, financial reports, and other documents pertaining to the club.

Emergency Procedures

- In the event of an emergency, the club advisor will practice the following measures and guidelines:
 - Assess the situation and provide basic first-aid to the affected student. If necessary, the advisor will contact an appropriate first responder for help.
 - The club advisor must inform the parents/guardians of the incident and contact the school principal immediately.
 - The club advisor should provide care for the remaining students involved in the incident or witnessed the accident.
 - In the event of a face-to-face event off campus, the club advisor will designate the next available adult supervisor to monitor the remaining students until pick-up. In the event of an emergency situation, the club advisor is expected to accompany the affected student if the student's parent or guardian is unable to join the child in the EMS vehicle.
 - Lastly, the club advisor must complete an Incident Report to submit to the Office Manager for school records and provide a copy to the parent/guardian.

STUDENT FUNDS POLICIES AND PROCEDURES

1. Money raised by students, parents, faculty and staff, AlumKnights, or others wishing to assist in any fundraising activities remains the property of MCS, and is administered by the business office and controlled by the Director for Institutional Development and school President. Accounts for each class/club/organization (e.g. drama club, freshmen class, PTO, mock trial, etc.) are categorized under the "Student Funds" account.
2. All fundraising activities must be approved by both the Director of Institutional Development and the school President.
3. A fundraising approval request letter is to be submitted to the Director of Institutional Development and school President for review and approval. After clearance from the Director of Institutional Development and school President, all fundraising activities must be verified and recorded by the Business Manager/accountant.
4. Extra-curricular, co-curricular, athletic teams/clubs and organizations at Mount Carmel School are expected to demonstrate good-faith efforts to raise funds throughout the year for their respective needs and projects.



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5. Monies fundraiser must be deposited to the Business Office within two days after the approved fundraising activity.
6. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are prohibited from soliciting and/or utilizing Education Tax Credit (ETC) funds as part of their fundraising activities.
7. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are prohibited from requesting, lobbying, and/or orchestrating government appropriations as part of their fundraising activities.
8. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School are discouraged from soliciting businesses, non-profits, and government entities for funds or in-kind contributions as part of their fundraising activities. Any such solicitation efforts must be first approved by the Director of Institutional Development and the school President.
9. Extra-curricular, co-curricular, and athletic clubs and organizations at Mount Carmel School may apply for grants from non-profit organizations and/or government entities. All such grant applications must be reviewed and approved by the Director of Institutional Development and the school President.
9. After each fundraising activity, all monies must be deposited in the business office on the next school/business day after the event using the MCS Student Activity Fund Deposit Slip. This deposit slip must be signed by the class/club/organization's treasurer, president, advisor, and MCS business office personnel. The business office is responsible for depositing and tracking all funds raised. A financial report will be provided to the class/club/organization upon request.
10. MCS will issue all checks from the student funds account. No funds will be withdrawn from the student fund account without proper documentation (e.g. approved fund withdrawal form and price quotations). Withdrawals from a class/club/organization must be requested by said student representative, and approved by the homeroom/club/organization advisor and the school president. The business office is responsible for tracking all withdrawals from the student funds account. Receipts, invoices, and/or excess funds from each withdrawal must be submitted to the business office within 3 – 5 school/business days after the event. Subsequent fund withdrawal requests will not be approved unless receipts/invoices and/or excess monies from the previous withdrawal have been submitted and accounted for.
11. For withdrawal requests of \$99 and less, MCS may issue checks from the student funds account directly to the homeroom/club/organization's advisor. For withdrawal requests of \$100 and more, MCS will issue checks from the student funds account directly to the vendor/supplier/business. This practice will help MCS maintain its relationship with the business community.



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12. No payment should be made directly from a donor to an outside agency or business. If a student or student representative circumvents this policy, the school will no longer be able to track funds deposited for that class/club/organization. Consequently, MCS will not participate in any payments to outside agencies/businesses for said class/club/organization.

By enforcing the above policies and procedures, MCS will be able to minimize any losses at the same time protect the integrity of all who contribute their time, effort and resources to help MCS raise the needed funds to ensure the delivery of high quality services to its students and families.