

OUR LADY OF MOUNT CARMEL SCHOOL

Parent Handbook

**Revised
2011-2012**

Dear Parents,

Welcome to Our Lady of Mount Carmel. Our aim is to help children develop Christian attitudes and values that will enable them to live lives of self-discipline, piety, industriousness, and integrity.

The task of educating children is a God-given responsibility to parents. The school is in existence to assist parents in this awesome task, but not to be a substitute for parental efforts. Parents are the prime factor in shaping children's attitudes, values, and moral integrity.

God bless you for your generosity. We are here to serve you. Please do not hesitate to come or call. Let us pray for each other and our students.

Sincerely,

Dr. Vincent Sheridan and Faculty

Rev. 2011- 2012

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Philosophy

We see parents as the primary educators of their children. They develop their children's attitudes, values and moral integrity.

The role of Our Lady of Mount Carmel School is to provide a holistic Catholic Christian environment that serves the mind, body, and soul of each child. Within this environment, religious traditions are celebrated, intellectual skills are developed, critical thinking is encouraged, and students are prepared to live in and make a vital contribution to a changing society.

We recognize and appreciate each individual's significance as a member of a family, parish, and community. Each child is capable of learning and growing, and deserves our love and respect.

Mission Statement

The role of Our Lady of Mount Carmel School is to provide a holistic Catholic Christian environment that serves the soul, mind, and body, of each child. Within this environment, religious traditions are celebrated, intellectual skills are developed, critical thinking is encouraged, and students are prepared to live in and make a vital contribution to a changing society.

Goals

Our Lady of Mount Carmel School seeks to live out its philosophy by working toward the following goals and objectives.

Spiritual Goal:

To provide students with a holistic education in Catholic doctrine and worship that will develop individuals who can live their faith.

Academic Goal:

To develop self-motivated learners who acknowledge the importance of intellectual growth and who will aspire to develop their full potential.

Personal Goal:

To promote a strong and healthy self-image in an atmosphere where students feel accepted and loved, and in which they experience a sense of pride in personal and group accomplishments.

Social Goal:

To develop responsible members of an interdependent community of parents, students, and faculty who see themselves as part of a larger society in which they acknowledge, respect, and appreciate each other's role and seek opportunities for service.

Physical Goal:

To provide for students' physical development and to foster their understanding of that development.

Aesthetic Goal:

To develop in students an appreciation of the fine arts and of their shared cultural heritage that enriches the human experience.

Curriculum

In keeping with its general philosophy, Our Lady of Mount Carmel strives to maintain a balanced instructional program that will educate the whole child. The schoolwide learning expectations are that a graduate of Our Lady of Mount Carmel School is:

1. A faith follower
2. A responsible citizen
3. An effective communicator
4. A critical thinker and problem solver
5. A quality producer

In accordance with Diocesan guidelines, the following subjects are taught at Our Lady of Mount Carmel School:

A. In Grades 1-8

Religion
English
Mathematics
Reading
Science, Health, Safety
Fine Arts
Physical Education
Spanish
Computers 4-8

B. Handwriting is a separate subject in grades 1-3.

C. In 7th grade students take either 7th grade Math or Pre-Algebra. In 8th grade students take Pre-Algebra or Algebra.

Curriculum Cont.

For specific curriculum area guidelines, reference should be made to the Diocesan Handbook. Some points pertinent to Our Lady of Mount Carmel are as follows:

The Religion program at Our Lady of Mount Carmel is of the highest priority. Student preparation is provided for Reconciliation in the second grade and Eucharist and Confirmation in the third grade. The overall course of study covers a broad range of topics and encourages the formation of a Catholic Christian conscience. All students at Our Lady of Mount Carmel School participate in Religious studies, Liturgies and Prayer Services.

In addition to standard instructional methods, supplementary materials including videos, games, educational movies, magazines and newspapers are utilized at appropriate grade levels. Field trips are permitted if they are supplemental to the classroom curriculum. It is a privilege for a student to participate on a field trip. A teacher may not allow a student to go on a field trip for reasons of misbehavior or lack of academic progress. Students must also turn in a Diocesan Permission form signed by a parent or guardian before leaving.

The library has a full-time librarian and is a major part of the school resources. Computers in the library provide additional opportunities for learning in many curricular areas. Computer classes for grades 4-8 take place in the computer lab.

The study of Literature supersedes the teaching of reading as a skill in Grades 6-8, by which time students are expected to know how to read.

Fine Arts and Physical Education are taught and graded by full-time special area teachers in grades K-8. These classes are considered integral parts of the curriculum. Spanish is taught in grades 1-8.

Admission Policy

Our Lady of Mount Carmel School does not discriminate in admitting students on the basis of race, sex or national origin. As a religious school, supported by Our Lady of Mount Carmel Parish, we do set some priorities for admission. Preference is given in the following order:

For Kindergarten, preference is give in the following order:

- A. Brother or sister of existing students.
- B. Registered, active, contributing members of Our Lady of Mount Carmel Parish.
- C. Registered, active, contributing members of other Catholic parishes in the area.
- D. Students coming from a Catholic school out of the area.
- E. Non-participating and non-Catholic.

For 1st to 8th Grades, preference is given in the following order.

- A. Brother or sister of existing students.
- B. Registered, active, contributing members of Our Lady of Mount Carmel Parish
- C. Students coming from a Catholic school out of the area.
- D. Registered, active, contributing members of other Catholic parishes in the area.
- E. Non-participating and non-Catholics.

Acceptable Use of Technology

The computer network and Internet at Our Lady of Mount Carmel School is to be used for educational purposes by students and staff only. All use of the computer network and the Internet will be consistent with Our Lady of Mt. Carmel School's mission, philosophy, and school wide learning expectations. Students are responsible for following the school wide expectations for behavior while using the computer network just as they are in the classroom, on the playground, or at any other school activity. In addition, students are expected to follow the rules and guidelines stated below while using the computer network and the Internet.

Use of the computer network and access to the Internet are privileges -- not rights. Inappropriate behavior or use of the network may result in discipline including suspension or cancellation of computer privileges.

Students Will Be Held Accountable For Their Actions

- All data accessed, created, or saved on school computers may be opened and reviewed by computer administrators to maintain system integrity and to insure that students are using the system responsibly.
- School computers are not to be used for checking, managing, or creating personal Email accounts or instant messaging.
- Do not create, view, save, download, or display anything offensive including language, messages, sounds, pictures or movies.
- Students may not use the school network for commercial activities; to buy, sell, or bid on goods.
- Do not use computers to threaten, harass, or harm other people or their work.
- Never view, send, access or create anything that you would not want your pastor, principal, teachers, and parents to see.
- If students come across inappropriate material by accident, they should report it to a teacher immediately.

Do Not Interfere with the Operation of the Network

- Do not download, install, or save any software including commercial software, shareware, and freeware onto network computers.
- Use a virus checker at home to ensure that any files brought to school are free of viruses before attempting to open them on school computers.

Respect Copyright Laws

- Guard against copyright infringement by ensuring all graphics, sounds, text, or other materials used are legally acquired.

Respect Computer Account Privacy

- Passwords are private. Never share your password with anyone.
- Do not open, view, change, delete or otherwise intrude into other people's accounts or files.
- Never give out personal information (such as names, addresses or phone numbers) when online.

Network Availability

- Students should plan for inconveniences when using the school network to complete homework or other required assignments.
- Our Lady of Mount Carmel School cannot guarantee 100% reliable operation of our computer network. Printing problems, losses of data, inability to access data, or other school network problems are not considered acceptable excuses for late homework assignments or missing deadlines given by teachers.

Asbestos

The United States Environmental Protection Agency (EPA) requires all schools to inspect their buildings and facilities and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos Schools Rule and the Asbestos Hazard Emergency Response Regulation further requires that all parents, teachers and employees of a school, where asbestos is found, be notified. This requirement is part of an inspection and management plan that is on file at the school.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of the entire facility. Any friable asbestos containing materials which has been found to be damaged has been repaired or removed in accordance with the rules and regulations of the EPA. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it eventually is removed.

Contractors certified in the type of work do repair or removal. After repair or removal, an extensive survey is completed to ensure that all school areas are safe and free of asbestos fibers.

Diocese of Phoenix Code of Ethics
Catholic Diocese of Phoenix
Code of Ethics

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, emotional abuse of a minor is not acceptable and will not be tolerated.

Employees and volunteers while working in their scope of ministry shall:

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and, harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors*.

By signing this I am stating that I have received a copy of this Code of Ethics, I have read it, and understand it, and I agree to abide by it. I have also read and understand the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors* and will abide by it as it helps me observe this Code of Ethics.

A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Student Behavior

Good habits of conduct and proper attitudes toward school originate in the home. It is not expected that a child will learn self-discipline in school if that development has not been started at home. The school is an extension of the home and shares the responsibility with the parent to help the student develop appropriate behavior and effective learning habits.

To achieve self-discipline in the classroom, the students need to understand the rules and know the consequence.

Self-discipline is a skill and it takes time to develop. Much unacceptable behavior occurs because children are children and they make mistakes in the process of growing up. Usually a serious talk, “time out” during recess, work that is a natural consequence of the child’s action, or a talk with the principal is sufficient to bring about change. However, if no change in behavior occurs, other steps will be taken to maintain a reasonable standard of behavior and a good learning situation. Every student has the right to a proper learning environment and the actions of a few students cannot be allowed to detract from the educational welfare of all the students.

There are many privileges for students at Our Lady of Mount Carmel School particularly in the 8th grade. Inappropriate behavior by a student can result in the loss of some or all of these privileges.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Student Behavior Cont.

Certain types of behavior are totally inappropriate in a Christian learning center. The following actions committed by pupils while under the jurisdiction of the school may be reasons for being kept after school, suspension or expulsion:

1. Use or possession of narcotics, alcohol or tobacco on or near school premises.
2. Action gravely detrimental to the moral and spiritual welfare of other pupils.
3. Habitual profanity or vulgarity.
4. Assault, battery or any threat of force or violence directed toward any school personnel or pupils.
5. Persistent insubordination.
6. Stealing.
7. Habitual truancy.
8. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
9. Possession of a weapon on school grounds.
10. Leaving school grounds without permission. Once a student comes on the school property, she/he is not to leave except by following the procedure set forth in the handbook.

From parents, we need, expect and require honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. The Diocesan Handbook of Policies and Regulations for Catholic Schools states that "Parents or guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances."

There are those rare times when the school makes a decision with which a parent or guardian disagrees. If attempts to deal with the matter are unsuccessful, the school reserves the right to require a parent to withdraw from the working partnership.

Any appeal of decisions by the principal should be directed to the pastor.

ANTI-BULLYING POLICY

Introduction

This policy has been created to support our school's mission, to support our Christian commitment to provide a safe environment for all, and to support our students in developing the self direction and skills necessary for positive social interaction.

Bullying Definitions

What is Bullying?

Bullying is an act which is an intentional, repeated act of aggression, based on an imbalance of power, which is meant to harm a victim either physically or psychologically. Cyber bullying is using technology including computers and cell phones to harass, hurt, intimidate, or embarrass someone.

What Bullying is NOT

It is important to understand that bullying is not the odd occasion of a falling out with friends, name-calling, arguments or when the occasional trick or joke is played someone. It becomes bullying if it is done several times on purpose.

Children sometimes have a falling out, hurt each other or say things because they are upset. When occasional problems of this kind arise it is not classified as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name-calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

Prevention

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us.

Reporting Procedures

The goal of Our Lady of Mt. Carmel School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning.

All members of Our Lady of Mt. Carmel School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed.

The following steps will be taken when dealing with bullying incidents:

1. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
2. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so, students are encouraged to report as soon as possible following the incident(s).
3. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of incident, parents may be notified.
4. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken accordingly, up to and including withdrawal from the school.

In addition to the above outlined steps, anti-bullying policy depends on the following:

1. Teachers and Staff members of Our Lady of Mt. Carmel School:
 - a. Remaining alert to signs of bullying and act promptly and firmly against it.
 - b. Reporting incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
 - c. Offering support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
 - d. Encouraging all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of Our Lady of Mt. Carmel School students:
 - a. Reporting concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal.
 - b. Supporting the school's anti-bullying policy and actively encouraging their child to avoid bullying behavior.
3. Students of Our Lady of Mt. Carmel School:
 - a. Reporting incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
 - b. Whenever possible, standing up for the student being bullied, and refraining from joining in bullying behavior.
 - c. Treating others with the respect and dignity that is expected of any Catholic school student.

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. School administration will maintain records of all reports filed during the school year. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

Report Cards

Student Report Cards are issued four times a year. A student is evaluated primarily on his/her own individual progress and individual effort over each grading period.

All student's progress reports and report cards are posted in RenWeb. This program is available for parents to view their student's work regularly. These reports are issued four times a year. A student is evaluated primarily on his/her own individual progress and individual effort over each grading period. Parents concerns should be address in the following manner:

- **First contact the teacher for an appointment regarding the concern.**
- **Contact administration for an appointment if the concern has not been resolved with the teacher. Appointments may be made by calling the school office, leaving a voicemail message or sending a note to the teacher or administration.**

Retention Policy

Some students lack the necessary academic, social or maturity skills to insure success at a higher-grade level. In cases like this the retention policy is as follows:

Primary and Intermediate Grades

Some students may lack the necessary academic, social or maturity skills to insure success at a higher-grade level. In cases like this the school follows the diocesan policy on retention which states:

1. Discussions must involve the teacher parents and principal.
2. Discussion should begin before the second semester.
3. A final decision will be made by April 15.

Junior High

1. Students at this level who fail an academic class must make up that class in summer school.
2. An eighth grade student who fails an academic class may not receive a diploma until the class has been made up. However, the student may participate in graduation ceremonies.

Please be aware that parental input is welcomed and appreciated in making the difficult decisions that pertain to promotion or retention.

Student Deficiency Reports

Student Deficiency Reports will be issued for each student who is not maintaining at least a "C" grade in any one subject at the middle of the grading period. The teacher responsible for teaching the subject will issue the reports. Deficiency Reports will be given directly to the student to take home to the parents/guardians who will sign and date the report and return it to the teacher.

The purpose of the Student Deficiency Report is to alert parents/guardians and students of below-average performance to allow time to make improvement before the end of the grading period.

Homework

Students will profit by developing the habit of doing homework. However, it is difficult to establish a fixed rigid policy as to the amount and kind of homework children should have each night. Within the instructional situation, there are days when it is appropriate to assign work to be done at home, and on other days, the point in the instruction may not lend itself to work to be done at home. Nevertheless, if the child does not do any work at home in connection with his schoolwork, there is something amiss and the teacher(s) should be consulted.

Recommended average homework time should be:

Grade 1 - 3	30 minutes - 45 minutes nightly
Grade 4 - 6	1 hour – 1 ½ hours nightly
Grade 7 - 8	1 ½ hours - 2 hours nightly

A time for study should be set aside each night free from television. If the child reports he has no homework, consider.

Reading A continuous assignment for everyone, including magazines, newspapers, and books chosen for enjoyment.

Review Class notes, arithmetic processes, grammar usage, and spelling.

Research Science, Social Studies, or other long term projects that have been assigned.

Failure to do or hand in homework will result in the lowering of the child's grade.

Physical Education Attire

All students in grades 1-8 are required to change from their school clothes to the physical education uniform. This uniform, which can be purchased through any vendor, consists of:

Solid black or navy shorts or sweatpants

Solid gray T-shirt or sweatshirt (OLMC logo acceptable but not required)

Socks, peds or footies

Tennis/athletic shoes

The student's grade will be impacted if he/she is not properly attired for PE. Each student's articles must be clearly marked with his/her name.

Lunches

School lunches meet the National Nutrition Guidelines and are in compliance with the Diocesan Wellness Guidelines.

Milk is served with lunch. For those students who bring their lunch from home, there is a milk program which serves both 1% white milk and 1% chocolate milk. There are no microwave ovens available. Lunch and milk ticket purchases are non-refundable.

Lunches are eaten in Mc Cready Hall in three lunch periods. Grades K- eat from 11:15 to 11:35. Grades 1-3 eat from 11:35 to 12:00. Grades 4-6 eat from 12:00 to 12:20. Grades 7-8 eat from 12:20 to 12:40.

Special Milk Program

Our Lady of Mount Carmel School participates in the Special Milk Program. Students may buy half pints of milk for 10 cents each, using a milk card. In the operation of any child feeding program, no child will be discriminated against because of race, color, sex, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

No student will leave campus during his/her lunch period without a Parent or Guardian signing them out in the office and taking her/him out.

Uniform Policy

It is the **parent's responsibility** to make sure their student is in compliance with the uniform policy. The teacher will check her/his class to make sure each student is in uniform. If a student is in violation of the dress code, parents will be contacted and asked to either correct the situation or to remove the student from campus.

A. **Girls**

1. Skirt/Jumper: plaid uniform skirt or jumper as supplied by Dennis Uniform Company. **Length to be to the knee.**
2. Skorts: solid navy blue twill or plaid uniform skort as supplied by Dennis.
3. Pants: solid navy blue twill or corduroy (narrow or wide wale) uniform pants as supplied by Dennis. Belt required grades 3-8.
4. Shorts: Solid navy blue twill or corduroy uniform walking shorts as supplied by Dennis. Belt required for grades 3-8.
5. Shirts:
 - i. Short or long-sleeved, solid-colored Dennis polo in red, white or navy blue. A silk-screened 'Our Lady of Mount Carmel' logo is required on each shirt as supplied by Dennis. Shirrtails must be tucked in to pants /shorts /skorts /skirts.
 - ii. Turtlenecks (to be worn alone): solid-colored red, white or navy blue as supplied by Dennis. A silk-screened 'Our Lady of Mount Carmel' logo is required on each shirt as supplied by Dennis. Shirrtails must be tucked in to pants/shorts/skorts/skirts.

- iii. Undergarment **sleeves** must **not** be visible at the cuff or sleeve end of the uniform polo. In addition, long sleeve shirts are **not permitted** under polo shirts.

B. Boys

1. Pants: Solid navy blue twill or corduroy (narrow or wide wale) uniform pants as supplied by Dennis Uniform Company. Belt required for grades 3-8.
2. Shorts: Solid navy blue twill or corduroy uniform walking shorts as supplied by Dennis. Belt required for grades 3-8.
3. Shirts:
 - i. Short or long-sleeved, solid-colored Dennis polo in red, white or navy blue. A silk-screened ‘Our Lady of Mount Carmel’ logo is required on each shirt as supplied by Dennis. Shirrtails must be tucked into pants/shorts.
 - ii. Turtlenecks (to be worn alone): solid-colored red, white or navy blue as supplied by Dennis. A silk-screened ‘Our Lady of Mount Carmel’ logo is required on each shirt as supplied by Dennis. Shirrtails must be tucked in to pants/shorts.
 - iii. Undergarment **sleeves** must **not** be visible at the cuff or sleeve end of the uniform polo. In addition, long sleeve shirts are **not permitted** under polo shirts.

C. Related Dress Issues

1. Belts: a **plain** (no trims or metal adornments), solid black, navy or brown-colored belt is to be worn with pants or shorts for students in grades 3-8.
2. Shoes: must be **closed toe and closed heel**; sandals or slides are not permitted.
3. Socks: must be worn with all footwear and must be solid white, navy blue or black; footies or peds are acceptable.
Tights: White and true navy blue tights are acceptable
4. Sweatshirts/Sweaters: must be solid-colored red, white or navy blue as supplied by Dennis if they are to be worn in the classroom and in church. The 'Our Lady of Mount Carmel' logo is required on each sweatshirt or sweater as supplied by Dennis.
5. Outerwear: any vendor outerwear is permitted as long as it is worn OUTSIDE of the classroom and school Mass.
6. All students may wear shorts or skorts throughout the year except on school Mass days.
7. Do **NOT** remove the blue/red 'Dennis' tag on the outside seam of the pants or shorts.

D. Adornments:

Girls may wear one set of earrings (dangling earrings are not acceptable)

Boys may not wear earrings.

Students may **not** draw on themselves, others, or on their shoes or clothing with pen or marker

Hair

Elaborate or fad hairstyles and hair color including hair extensions are not acceptable. Boys need to be clean-shaven, facial hair is not acceptable.

Make-up

Girls may wear **neutral/natural** foundation, powder, and lip gloss. Girls may not wear blush, eye shadow, eyeliner, eyebrow pencil, mascara, glitter, or any other make-up deemed to be inappropriate.

Body Art

Students may not draw on themselves, others or on their shoes or clothing with pen or marker.

Gum

Students are not permitted to chew gum on school grounds.

E. Jeans Day

Although Jeans day is a reward for students, dress needs to be appropriate for a Catholic School. Dress for a jeans day is as follows:

1. Denim pants, denim capris, denim shorts, denim skorts or denim skirts of any color.
2. Denim shorts and skorts must be to a finger tip measurement.
3. Denim skirts must go to the knee.
4. Footwear will be the same as the regular uniform standards.
5. Shirts which are worn on a jeans day can be t-shirts.
However, the length and message must be appropriate for a Catholic school. Shirts must not be sleeveless.
6. The regular school uniform is also acceptable on a jeans day.

Attendance

Absence and Tardy

Attendance is done in the Nurse's office. Parents are required to report an absence or tardy by calling the 24 hour message line, or by stopping in the nurse's office before 8:45 A.M. At this time, you may also request homework that will be available at the end of the school day in the office. Regular school attendance is a prerequisite for successful learning. Students should strive to be in school daily and to be on time. Students arriving late, not only interrupt the class, but also can miss significant classroom instruction time. The attendance telephone number is **967-5567 and dial 1**. If you know in advance that your child will be absent or tardy, send a note to the teacher **and** the nurse's office.

School Hours/Liability

The school day begins at 8:05 A.M. and ends at 3:00 P.M. Children, who arrive at school later than 8:15 A.M., must go the nurse's office to receive a tardy slip prior to entering their classrooms.

If a pupil must leave school before the time of regular dismissal, parents are required to submit a written request. The note should be given to the homeroom teacher first and then sent to the school office. For the safety of the child, parents are asked to come to the school office and sign the dismissal book before the child will be called out of class to be removed from school.

The school prior to 7:45 A.M. or after 3:15 P.M will assume no liability for supervision and control of students. The only exception will be for students participating in school-sponsored extra-curricular programs.

Lost and Found

Lost and found items will be placed in the main building, across from Room 4B. Items left over two weeks are put in a temporary storage and items left after a month will be donated to St. Vincent de Paul. The school recommends that all personal belongings be labeled.

Family Vacations

The school discourages students accompanying parents on vacation trips outside the regularly scheduled vacation times. Teachers are not required to provide special lessons to be done during the vacation. Teacher may request that essential work be made up.

Records

Parents have the right of access to the records of their children. The school reserves the right to have a twenty-four hour waiting period in order to maintain the smooth flow of school business. Non-custodial parents also have the right of access to records unless the school has received a court document to the contrary.

Tuition Policy

Our Lady of Mount Carmel Parish sets tuition and fees. Book and registration fees are non-refundable. Tuition fees are payable monthly beginning in June and are not refundable after the beginning of the month for which they are due.

Records will not be released for those students who are in arrears in tuition or fees. In extreme cases, failure to pay tuition may result in requesting that parents withdraw their student from Our Lady of Mount Carmel School during the school year.

Electronic Equipment

Personal audio/video equipment, cell phones, iPods, etc. are not to be used during school hours, including field trips. Any of these items being used by a student during the school day will be subject to confiscation. The equipment will be returned to the parent or guardian upon meeting with the principal.

Cell phones need to be turned off and in students' backpacks during the school day.

The school will not be responsible for lost cell phones, iPods or any other electronic equipment.

Medical Services

Nurses:

The school nurse is on duty daily between the hours of 8:00 A.M. and 3:15 P.M.

Emergency Cards:

Must be filled out completely by parents and updated regularly. These cards enable us to contact responsible parties if we determine a child should be home due to illness or injury.

Accident Insurance:

All students enrolled in a Diocese of Phoenix Elementary School will be provided accident insurance worldwide, while on school grounds when school is in session; while taking part in a school sponsored and supervised activity; or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered “accidental injury”, they will be eligible for benefits by completing the proper claim documentation which will be available in the school office. The program pays the first \$100 of claim expenses, and then any excess over other collectible medical insurance.

Illness:

If your child shows signs of illness, please do not send your child to school. If your child is running a temperature above normal, the child should be kept home until the temperature has remained normal (98.6) for one day. As always, the nurse’s office should be notified if your child is ill. If the child is absent for more than three days, the school nurse should check the child before he/she returns to the classroom.

Please inform the Nurse’s Office and homeroom teachers, in writing, of any pertinent medical conditions regarding your child. The Nurse’s Office will provide this information to appropriate school staff.

Immunization:

Health records are kept on each student. A health screening is held annually. Arizona Department of Health Services states that anyone attending school in Arizona must have the required immunizations. Parents must furnish documentary proof of such. This information must be provided at the time of registration. Students must be in compliance within 15 days of entering school.

Medicines:

If it is necessary for your child to receive medication at school, please follow this procedure:

1. An OLMC medication permission form must accompany the medication (This includes over-the-counter medications such as aspirin, cold remedies, etc.). The form will include dosage, time to be given and the duration of the treatment. The parent must sign the form.
2. All medicines must be in the original prescription container or the original over-the-counter container. Pharmacies will be glad to give you an extra bottle if you desire to keep some of the medication at home. Any medicine not in the original container will not be dispensed at school.
3. All medication including pain relievers and inhalers must be kept in the nurse's office.

Communicable Diseases

The school follows all guidelines from the State Department regarding admission to school following communicable diseases. Please check with the school nurse if your child is absent due to a communicable disease.

The nurses will notify the Arizona Department of Health Services concerning any reportable communicable/contagious diseases. Parents in any of the affected rooms will receive an alert letter containing information on the disease with signs, symptoms and instructions for care. Always consult with your health care provider regarding treatment or health status of your child.

Eligibility for Extra-Curricular Activities

A. Scholastic

1. A student must have a grade point average of 1.8 or better and no failing grade.
2. Eligibility will be based on grades on the report card. (Not Progress Report.)
3. Students who have not met the above-stated scholastic requirement will be suspended from attending or participating in all club or team activities until the next grading period so that the student may better prepare his/her academic work.

B. Conduct

1. Students are subject to the guidelines of behavior set forth by the school.
2. If a student behaves inappropriately, the student may be suspended from participating in or attendance at the next scheduled activity. (In the area of sports, the next scheduled game will be missed.)

The purpose of this handbook is to set guidelines. It is not meant to be all-inclusive. The school reserves the right to amend it for the good order and general welfare of Our Lady of Mount Carmel School community.