Our Lady of Mount Carmel Catholic School
Parent/Student Handbook

2018-2019 School Year

Mission Statement

The mission 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.

Philosophy

Parents are 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 assist parents by providing 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.

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.

Schoolwide Learning Expectations

In keeping with its general philosophy, Our Lady of Mount Carmel strives to maintain a balanced instructional program that will educate the whole child.

An Our Lady of Mount Carmel Student is wrapped in the A.R.M.S. of the Church by being:

- Accountable
    - Takes responsibility for words and actions and the impact they have on self and others
    - Respects rules and demonstrates qualities of a faith-filled citizen
- Respectful
    - Displays an understanding of social, cultural and economic differences
    - Demonstrates care and compassion for others and self

- Merciful
    - Shows compassion for and is generous to those in need
    - Relates to peers and demonstrates forgiveness and support when necessary
- Spiritual
    - Develops morality based on Catholic values
    - Demonstrates knowledge of Catholic teachings and traditions through worship and stewardship.

Our Lady of Mount Carmel Catholic School

Parents/Students are required to sign a commitment contract to these principles.

STATEMENT OF UNDERSTANDING

Each family enrolled must have on file a signed Statement of Understanding. The Statement of Understanding acknowledges a parent's acceptance and receipt of the pertinent data relative to a parent's responsibilities at the school. This includes such items as the Parent/Student Handbook & Calendar, updating emergency information, etc.

REGISTRATION

Re-Registration

Re-Registration occurs in February. An email will be sent to parents to notify them that re-registration is occurring and providing updated tuition rates and fee schedules for the year.

ATTENDANCE

Absenteeism

Student absences should be reported as soon as possible by calling the Nurse's office at (480) 967-5567 ext. 1. If you know that your student(s) will be absent in advance, please contact the Nurse and the student's teacher so that arrangements can be made to ensure all missing work is completed. Parents may request missing work to be picked up in the office at the end of the school day their child has missed.

Student attendance is key to success in the classroom. Parents are asked to schedule appointments outside of school hours whenever possible. Excessive absences may be a violation of Arizona state truancy laws. A student who is absent for more than 10% of the required school year may be retained or required to go to summer school, according the Arizona Educational Statutes.

Tardiness

Students who arrive to school after 8:15 are tardy. All students arriving after that time must check into the Nurse's office and receive a late pass to give to their teachers. Tardiness can have adverse effects on student learning and grades. Student's arriving into classes late cause disruptions to the learning environment. Parents should make every effort to have students to school on time. Five (5) tardies will result in one unexcused absence for students.

SCHOOL HOURS

Our Lady of Mount Carmel School Day Schedule

Full Day:	Half-Day
8:05 Warning Bell	8:05 Warning Bell
8:15 Tardy Bell	8:15 Tardy Bell
3:00 Dismissal Bell	12:30 Dismissal Bell

If a student 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.

Kid's Club

The school grounds open at 7:00 a.m. Any student who arrives at school between 7:00 a.m. and 7:45 a.m. must be taken to the library. There is no charge for this service. Any student who arrives between 7:45 and 8:05 must report to the playground until the warning bell rings at 8:05.

Kid's Club after school care begins at 3:15 (12:30 on a half day). Any student not participating in a school sponsored program must go to after school care and parents will be billed. Any student who has not been picked up by 3:15 will be required to report to Kid's Club until their parent/guardian picks them up and parents will be billed. After school care ends at 6:00 p.m. The fee is $3.00 per half hour. Any student not picked up by 6:00 pm will be charges $1.00 per minute.

FIELD TRIPS

Teachers schedule field trips based on educational need and appropriateness. The Principal must grant approval. A parental consent form will be sent home and must be returned to the student's classroom teacher prior to the student being allowed to participate. If drivers are needed to transport students, they must be 25 years or older and have a Driver Information form and an Adult Liability Waiver form on filed in the school office. A seat belt for each child is required. All adults accompanying a field trip must have completed the Diocesan Save Environment requirements for the current school year. While on a field trip, drivers must take students directly to the event and return directly to school. No other stops are permitted.

FINANCIAL POLICIES

Philosophy

A specific policy outlining tuition payment procedures is necessary, not to cause undue hardship to our families, but rather to ensure that revenues owed to Our Lady of Mount Carmel Catholic School will be collected in a timely fashion. This will enable Our Lady of Mount Carmel Catholic School to meet its financial obligations in an efficient and business-like manner.

Tuition/Fees

Tuition and fees for the 2018-19 school year are as follows:

Tuition $6,750
Discounted Tuition* 5,100.00 (see note below)
Registration Fee $125.00 (per family)
Consolidated Fee $65.00 (per student)
Book/Technology Fee $250.00 (per student)
Kindergarten Surcharge $100.00 (per student)

*Note: For those families who are registered, active and participating members of their Catholic parish, the school allows a reduced tuition rate, which becomes effective when the Parish Verification Form has been signed by the pastor and received by Our Lady of Mount Carmel's Business Office along with the registration packet. Criteria used in determining active and participating membership may vary by parish. Those families who are not registered, active and participating members of a Catholic parish will be required to pay the full tuition rate for each student enrolled. Multiple student discounts are available for those who receive the reduced rate/

Financial Aide

Through Catholic Education Arizona (CEA) and various Student Tuition Organizations (STOs), families may be eligible for scholarships to offset tuition costs. Please contact the school office or Our Lady of Mount Carmel business office for more information regarding financial aid.

Stewardship Households

Per the Stewardship household agreement with the Our Lady of Mount Carmel Church, children of Stewardship Household may attend Our Lady of Mount Carmel Catholic School at no tuition cost. Parents are still responsible for paying registration, technology, book and consolidated fees. Please contact the Parish office for more information on becoming a Stewardship household.

GENERAL POLICIES

Abuse of Teacher

Under Arizona law, "Any person who knowingly abuses a teacher or other school employee on the school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor" (AZ SS 15-507).

Animals

Animals are not allowed on campus unless permission is obtained from the administration.

Asbestos

The United States Environment Protection Agency (EPA) requires all schools to inspect their buildings and facilities and to identify samples 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.

Bike Rack

Bikes should be locked at all times. The school is not responsible for bikes brought onto the property.

Crisis Management Plan

Our Lady of Mount Carmel Catholic School is committed to ensuring a safe and protected environment for its students, staff and visitors while on school grounds. The protected policies and procedures are reviewed with faculty and staff yearly and drills are conducted on a regular basis. The Crisis Management Plan was constructed with input and guidance from local law enforcement agencies.

Lost and Found

The Lost and Found is located across from room 4B. Articles not claimed at the end of each quarter will be donated.

Parties, Gifts and Special Treats

Class parties are only permitted with permission from the school administration. Our Lady of Mount Carmel Catholic school prescribes to Diocesan health guidelines. Parents/students may not bring in any type of food to celebrate Birthdays or other occasions. Parents/students are permitted to bring in small items such as pencils, erasers, etc. for students to give to their classmates.

Reasonable Contact

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

A. committing a criminal offense;
B. causing personal injury to, or damage to the property of, any person (including the student him/herself)
C. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

School Advisory Board

The School Board functions as an advisory board to the Pastor and Principal in matters relating to Our Lady of Mount Carmel Catholic School. The school board promotes a clear understanding and communicates the mutual educational responsibility of parents, teachers, and administrators. It assists the school in achieving the goal of providing a quality Catholic education to students by integrating the teachings of the Catholic Church throughout the educational process, and guiding students toward a conscious choice of living a responsible Catholic life.

Visits to the School

All visitors to the school must check in at the school office and wear a visitor badge at all times while on campus. **All those volunteering in a classroom or visiting the lunch room must have completed the Diocesan Safe Environment requirement for the current school year (July1-June 30).**

Grades

Online Grades

Grades are available online through Renweb. Parents and students are issued usernames and passwords to access their child's grades.

Report Cards

Report cards are sent home quarterly. Consult the school calendar for the dates. Final report cards and/or diplomas are held pending resolution of financial obligations.

Kindergarten Grading Scale
S+ = Student performs slightly above grade level
S = Student is performing at grade level
S- = Student is performing slightly below grade level

1st-3rd Grades Grading Scale

O-Outstanding
S-Satisfactory
N-Need Improvement
U- Unsatisfactory

Fourth-Eighth Grades Grading Scale

A-Excellent	100-94	4.0
B-Above Average	93-85	3.0
C-Average	84-75	2.0
D-Below Average	74-65	1.0
F-Very Poor	64-Below	0.0

Honor Roll: Students in grades 4th-8th who achieve academic excellence are recognized each quarter through the Honor Roll.

- Students with all A's, B's, and a minimum satisfactory rating in Conduct and Effort will receive First Honors.
- Students with all A's,B's, one C, and a minimum satisfactory rating in Conduct and Effort will receive Second Honors.

Homework

Homework is assigned specifically to reinforce classroom lessons and to help students build habits of independent studying, time management, and personal responsibility. Assignments are developmentally appropriate for students' levels or abilities.

Recommended average homework time should be:

- Grades 1st – 3rd: 30 minutes – 45 minutes nightly
- Grades 4th – 6th: 1 hour – 1 ½ hours nightly
- Grades 7th – 8th: 1 ½ hours – 2 hours nightly

We encourage parents to supervise and guide their children's work to ensure completion. Parental involvement is essential in developing positive study habits.

It is not possible for teachers to prepare homework for students who are absent prior to 3pm. Junior High students are expected to check for missing work and homework on Renweb in the event of an absence.

Graduation Awards

Graduation awards take place at the graduation ceremony. Most of the awards given are chosen by the individual/group sponsoring them. The Valedictorian is awarded to the student with the highest average G.P.A from courses taken during the 8th grade year. There is no extra weighting provided for classes that advance beyond the regularly scheduled curriculum.

STUDENT HEALTH-NURSE'S OFFICE

Nurse:

The school nurse is on duty daily between the hours of 7:45A.M. and 3:30 P.M.

Emergency Cards:

In addition to entering information in RenWeb, parents must complete the Nurse's Emergency Health Information Form. These cards are the only source of information when the computer record is not availabl and are taken with school personnel in the event of an emergency evacuation of the school. Please update, both RenWeb and the emergency form, regularly.

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", the necessary documentation/forms for filing a claim will be provided to the parent or guardian by the school nurse or administrator.

Illness:

If your child shows signs of illness, whether or not they have a fever, 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, without the use of fever reducing medication (i.e. Tylenol® or Motrin®). As always, the nurse's office should be notified if your child is ill.

Please inform the Nurse's Office of any pertinent medical conditions regarding your child. All health matters are regarded as confidential and information is provided only to appropriate school staff as necessary for a child's well-being and as agreed upon in collaboration with parents/guardians.

Immunization:

In accordance with Arizona law, students must have proof of all required immunizations, or a valid exemption, in order to attend school. 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. The statutes and rules governing school immunization requirements are: §ARS15-871-874; and Arizona Administrative Code, R9-6-701-708.

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 ibuprofen, 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. Students are not permitted to keep medication for their personal use with them. The exception to this is for rescue inhalers and epinephrine auto-injectors (Epi-Pen®). In accordance with Arizona state law, a student is permitted to "self-carry" these emergency medications. A self-carry form is available in the Nurse's Office and must be signed by the parent and student.

4. Students are not permitted to carry essential oils in their backpacks, lunch boxes or on their person for self-administration.

5. Essential oils are considered medications and must be kept in the Nurse's office. If your child/children's health, allergy or medication status changes during the year, please inform the school nurse.

6. Medications classified as Class 1 Controlled substances **will not be administered** at school. A student with a condition requiring narcotic pain relief should not attend school until able to manage pain with over-the-counter pain relievers.

Communicable Diseases:

The school adheres with all guidelines from the Arizona Department of Health Services regarding school attendance and communicable diseases. Please alert the school nurse if your child is absent due to a communicable disease. The school nurse will report communicable disease to the appropriate agencies in accordance with Arizona Administrative Code requirements. In the event of cases of vaccine preventable illness (i.e. measles, whooping cough) students who are un-immunized or under immunized, may be excluded from school as mandated by the Health Department.

Lice:

Head lice infestations occur equally in all communities and are not associated with poor hygiene, unclean living conditions or lower socioeconomic status. The management of pediculosis (head lice) should not interfere with the educational process. The Protocol for Management of Pediculosis is in accordance with Arizona Administrative Code (AZ R9-6-355) and adapted from the National Association of School Nurses and the American Academy of Pediatrics, and is available in the Nurse's Office. In all cases, the student's privacy and family's right to confidentiality will be maintained to the greatest extent possible.

Food Allergies:

OLMC is an allergy aware campus. Separate seating is available in the cafeteria for students with severe food allergies. The school nurse will collaborate with parents of students with severe allergies to construct and

implement an action plan for management of their child's allergies. Additionally, the nurse will work with teachers and room parents to assure that classrooms are safe for students with allergies. Training in the administration of emergency epinephrine is provided for all staff, annually.

PARENT/TEACHER COMMUNICATION

Our Lady of Mount Carmel Catholic School Community has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves:

- Renweb
- The School Website: www.olmcschool.info
- Weekly Newsletters sent via email
- Parent-Teacher Conferences
- Social Media Accounts

Communication beyond these formal means is done via website updates, phone, email and conferences upon request. Parents should keep in mind that the teachers' time is limited given the extensive breadth of their responsibilities and the number of student they teach. Parents should do their best to schedule an appointment when it is necessary to meet with a teacher in person. **Because teachers utilize the morning time to arrange the daily learning experiences for students, an appointment should be made if a before school meeting is necessary.**

Chain of Communication for Parents:

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Pastor

Parent-Teacher Conferences: Formal conferences for all families are scheduled following the end of the first quarter. Conferences are held in the spring per teacher/parent discretion. Parents are encouraged to confer with teachers throughout the year when necessary.

PHOTO POLICY

Photo Release Form

All families must sign a release granting the Catholic Diocese of Phoenix and Our Lady of Mount Carmel Catholic School the use of their name and likeness or child's name or likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction including voice and features with or without names of any promotional purposes involving the Diocese or school, news feature stories in The Catholic Sun or other media or other purpose whatsoever, except for the endorsement of any commercial products. The Catholic Diocese of Phoenix and Our Lady of Mount Carmel Catholic school may use, or cause to be used, these items for any and all broadcasts, publications or reproductions, without limitation or reservation of any fee.

SPORTS

Our Lady of Mount Carmel Catholic School is a member of the Catholic Youth Athletic Association (CYAA). Per CYAA rules, athletics are available to students in grades 5-8.

The sports offered are:

Fall
Boys: Flag Football
Girls: Volleyball

Winter
Boys: Basketball
Girls: Softball

Spring
Boys: Baseball
Girls: Basketball

Academic Requirements for Participation

For a student to participate in extra-curricular activities, the following policy applies:

- Students must maintain a minimum 2.0 grade point average (G.P.A.) with no failing grades (F's). Any student who does not meet these requirements will be removed from sports activities until the student is no longer failing. If the student moves into a failing situation again, that season, the student will be out for a two-week period. The athlete should use this time to focus on the course(s) where they are struggling. Once they have met the requirements for participation, they will be reinstated, but if not, the inactivity will be continued until the athlete regains eligibility. To become eligible, the athlete must complete the Student Grade Eligibility Form and return this to Coach Sanders.

STUDENT DISCIPLINE

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.

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."

Expectations of Students:

- Make a sincere effort to learn
- Complete all assignments to the best of his/her ability
- Conform to classroom standards of behavior
- Follow school rules
- Always obey staff and monitors at lunch/recess
- Conduct themselves appropriately by not entering restricted areas
- Abide by all school rules, classroom rules, policies and instructions
- Comply with any disciplinary actions taken as a result of failing to abide by any OLMC standards and rules

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.

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:

- Use or possession of narcotics, alcohol or tobacco on or near school premises.
- Action gravely detrimental to the moral and spiritual welfare of other pupils.
- Habitual profanity or vulgarity.
- Vandalism
- Cheating/Plagiarism
- Accessing inappropriate websites
- Assault, battery or any threat of force or violence directed toward any school personnel or pupils.
- Persistent insubordination.
- Stealing.
- Habitual truancy.
- Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
- Possession of a weapon on school grounds. What constitutes a weapon is within the sole and absolute discretion of Our Lady of Mount Carmel Catholic School and local authorities.
- 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.

Suspension/Expulsion: Suspension is the temporary removal of a student from the classroom and/or school. Expulsion is the permanent removal of a student from the school.

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.

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:

- 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.
- 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).
- 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.
- 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:
Teachers and Staff members of Our Lady of Mt. Carmel School:

- Remaining alert to signs of bullying and act promptly and firmly against it.
- 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.
- Offering support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- Encouraging all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Parents of Our Lady of Mt. Carmel School students:

- 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.
- Supporting the school's anti-bullying policy and actively encouraging their child to avoid bullying behavior.

Students of Our Lady of Mt. Carmel School:

- 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. Whenever possible, standing up for the student being bullied, and refraining from joining in bullying behavior. 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.

STUDENT GUIDELINES

Electronics/Cell Phone Use

All cell phones and electronic devices not issued by the school must be turned off and in the student's backpack from 8:05 a.m. until 3:00 p.m. If a student is attending Learning Labs or Kid's Club after school, the phone must be turned off and in the student's backpack from the time they sign in until they are checked out by a parent. Students may ask Kid's Club personnel to use the phone in the office if necessary. If a student violates this policy, the consequences are as follows:

1. First offense: The cell phone/electronic device is confiscated and returned to the student at the end of the school day. The student will receive lunch duty as well.
2. Second offense: The cell phone/electronic device is confiscated and must be picked up by a parent from Administration at the end of the school day. The student will receive lunch duty as well.
3. Third offense: The cell phone/electronic device will not be permitted on campus for the remainder of the school year and further disciplinary consequences may be given.

Library Books

Library Books and materials must be returned when they are due. Please help your child(ren) in this regard. No student may check out more books and materials until such have been returned. Report cards and diplomas are held until overdue books and textbooks are returned or paid for if lost or damaged.

Pictures

Students' individual and class pictures are taken in the fall. Eighth graders have their pictures taken in graduation gowns in the spring prior to graduation.

Supplies

A detailed list for each grade is posted on the website at the beginning of the school year. Parents/Students are responsible for replenishing supplies as needed

Textbooks

All non-consumable textbooks are issued to the students for their use and must be returned in good condition. Parents will be billed for the replacement or repair of damaged or destroyed school property such as textbooks, library materials, a/v equipment and computer software or hardware. Student records, report cards, diplomas, etc. will not be released unless financial obligations are met.

TECHNOLOGY

Acceptable Use of Technology
General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of Our Lady of Mount Carmel School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of Our Lady of Mount Carmel.
- Access to Our Lady of Mount Carmel's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Schools Acceptable Use of Technology Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school policy.
- All users of the school's technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy.

Privacy and Safety:

- Do not enter or use any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that all computer work is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the schools' Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, close and notify a parent, teacher or the principal immediately.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.

Plagiarism is a violation of the Our Lady of Mount Carmel discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- The use of private email is not allowed on school campus.
- Do not transmit inappropriate language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting.
- All data is subject to inspection at any time by school administration.
- Students will only be able to communicate with other OLMC students and faculty through Google Drive.

Consequences:

- The student whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy or the Our Lady of Mount Carmel's Acceptable Use Policy will result in disciplinary action.
- Google Drive, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.

*** Administration holds the right to make changes to this document and policies at any time.**

DRESS CODE

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.

Girls

Skirt/Jumper: plaid uniform skirt or jumper as supplied by Dennis Uniform Company. **Length to be to the knee**.

Skorts: solid navy blue twill or plaid uniform skort as supplied by Dennis.

Pants: solid navy blue twill or corduroy (narrow or wide wale) uniform pants as supplied by Dennis. Belt required grades 3-8.

Shorts: Solid navy blue twill or corduroy uniform walking shorts as supplied by Dennis. Belt required for grades 4-8.

Shirts: Short or long-sleeved, solid-colored Dennis polo in red, white or navy blue. An 'Our Lady of Mount Carmel' logo is required on each shirt as supplied by Dennis. Shirttails must be tucked in to pants /shorts /skorts /skirts.

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. Shirttails must be tucked in to pants/shorts/skorts/skirts.

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.

Boys

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.

Shorts: Solid navy blue twill or corduroy uniform walking shorts as supplied by Dennis. Belt required for grades 4-8.

Shirts: 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. Shirttails must be tucked into pants/shorts.

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. Shirttails must be tucked in to pants/shorts.

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.

Related Dress Issues

Belts: a **plain (**no trims or metal adornments), solid black, navy or brown or white colored belt is to be worn with pants or shorts for students in grades 4-8.

Shoes: must be **closed toe and closed heel**; sandals or slides are not permitted.

Socks: must be worn with all footwear and must be of any solid color. No socks may have images other than those of the brand on them. The socks must be a matching pair. Footies or peds are acceptable. Tights: White and true navy blue tights are acceptable.

Sweatshirts/Sweaters: must be solid-colored red, white or navy blue as supplied by Dennis or the school vendor 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 or the school vendor.

Outerwear: any vendor outerwear is permitted as long as it is worn OUTSIDE of the classroom and school Mass.

Students may wear shorts or skorts throughout the year except on school Mass days. 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 due to safety concerns. Girls may wear a single necklace that is in good taste. Chokers are not permitted.

Boys may not wear earrings. Boys may wear a single necklace that is in good taste. Chokers are not permitted.

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. **Jeans Day is not a free dress day.** Dress for a jeans day is as follows:

- Denim pants, denim capris, denim shorts, denim skorts or denim skirts of any color.
- Denim shorts and skorts must be to a fingertip measurement.
- Denim skirts must go to the knee.
- Footwear will be the same as the regular uniform standards.
- An OLMC uniform polo or OLMC spirit shirt may be worn. Spirit shirts include those ordered from the school vendor, festival t-shirts, or OLMC athletic jerseys. All shirts must have sleeves and be in satisfactory condition.
- The regular school uniform is also acceptable on a jeans day.

Students dressed inappropriately on a Jeans Day will need to change into a school uniform.

The Administration has the final authority to determine the appropriateness of personal appearance and uniform presentation for all students attending Our Lady of Mount Carmel Catholic School. Parents are asked to cooperate fully with the dress code and to occasionally review the uniform guidelines with their student(s).

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 (Short shorts, yoga pants and jeggings are not appropriate)***
- **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.

IN CONCLUSION

THIS HANDBOOK MAY NOT INCLUDE ALL DIRECTIVES. THE ADMINISTRATION RESERVES THE RIGHT TO IMPOSE RESTRICTIONS AND CONSEQUENCES IT MAY DEEM NECESSARY FOR GOOD ORDER AND FOR THE WELFARE OF THE INDIVIDUAL STUDENT AND ENTIRE OUR LADY OF MOUNT CARMEL CATHOLIC SCHOOL COMMUNITY.

Our Lady of Mount Carmel Catholic School
2018-2019 Parent/Student Handbook Acknowledgment Form

As a condition of enrollment at Our Lady of Mount Carmel Catholic School, all parents must have read and explicitly accepted the provisions set forth in the current parent-student handbook and do agree to comply with all current and future school regulations. Students and their parents should review the contents of the handbook to ensure understanding. This form is due back to school prior to the first day of classes. If this form is not received, the student will not be permitted on campus.

Student(s) Name(s): _____

I have read and reviewed the handbook in its entirety and accept the provisions set forth in the Our Lady of Mount Carmel Catholic School 2018-2019 Parent/Student Handbook.

Parent Name: _____

Parent Signature: _____

Date: _____