Our Lady of Mount Carmel Catholic School
Parent/Student Handbook

2026-2027 School Year

OLMC Updated 07/2025

MISSION STATEMENT

The role of Our Lady of Mount Carmel School is to provide a Catholic Christian environment that nurtures and develops the soul, mind, and body of each child. Within this environment, religious traditions are celebrated, intellectual skills and critical thinking are developed, and students are prepared to live in and become vital contributors 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 Catholic 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.

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.

Enrollment

Re-Enrollment

Enrollment for the next school year occurs in late January during Catholic Schools Week. An email will be sent to parents to notify them that re-enrollment is occurring and providing updated tuition rates and fee schedules for the year. The enrollment is non-refundable.

ATTENDANCE

Tardy Policy

To ensure a positive and productive learning environment, it is essential that students arrive to school by 8am.

Tardy: A student is considered tardy when they are not within the school gates by 8:00am.

Whenever dropping off a tardy student (arriving after 8am), the parent must go into the office to sign in the tardy students.

- **Excused Tardy**: A tardy will be considered excused for necessary medical appointments and other significant events like funerals.

  OLMC must be notified of upcoming Excused Tardies through the OLMC Attendance Form.

- **Unexcused Tardy:** Any tardy that does not meet the criteria for an excused tardy will be considered unexcused. This includes, but is not limited to oversleeping, traffic (unless a major, documented incident), or a line to drop off.

Consequences for Tardiness (Per Trimester):

- 3rd Unexcused Tardy : A warning email will be sent home to the parent/guardian outlining the school's tardy policy and the student's tardy record.
- 4th Unexcused Tardy and Subsequent Unexcused Tardies:
  - A $10.00 fine will be applied to the Family's FACTS account for each student's unexcused tardy following the 3rd.
  - A phone call will be made to the parent/guardian to discuss the ongoing tardiness.
- Excessive Tardiness (Determined by Administration): In cases of repeated or excessive tardiness, the following additional consequences may be implemented:
  - Parent Meeting: A mandatory meeting will be scheduled with the parent/guardian, student, and school administration to develop a plan for improvement.
  - Parent Contract: A written agreement outlining expectations for punctuality and consequences for further tardiness may be required. This contract will be signed by the parent/guardian, student, and school administration.

Important Notes:

- The school administration reserves the right to determine if a tardy is excused based on the documentation provided and the specific circumstances.
- Five (5) tardies will result in one unexcused absence for students.
- Fines for tardiness will be charged through FACTS. Failure to pay fines may result in further consequences, such as withholding of school records or participation in extracurricular activities.
- This policy aims to foster responsibility and respect for learning time. We believe that consistent and timely attendance is crucial for student success.
- **Morning Care begins at 7am. Students may be dropped off beginning at 7am and there is no charge.**

We appreciate your cooperation in ensuring all students arrive to school and classes on time. Please contact the school office with any questions regarding this policy.

Attendance Policy

School attendance is essential for academic success, and absences can negatively impact a student's learning.

Students are expected to attend school daily and arrive on time before 8:00am. Absences should be limited to situations involving illness, medical appointments, family emergencies, or other unavoidable circumstances. Parents/guardians must report absences to the school office by 8:30am on the day of the absence through the OLMC Attendance Form.

Absences will be considered excused for illnesses, funerals, and family emergencies that are entered into the OLMC Attendance Form.

Please do not remove students from school for vacations or non-essential reasons. Absences will be unexcused for vacation, stay at home days, etc.

Five (5) tardies will result in one unexcused absence for students.

Attendance is required to be eligible to participate in any after school or evening events that day, including athletics practice or game, club meetings, performances, etc. Attendance is defined as four or more hours present at school. If a student leaves school due to illness, he/she may not participate in after school or evening events that day.

Absence Notification Procedures:

- After 5 total absences, parents/guardians will receive a warning email. Per Arizona law, a student is considered habitually truant if they have five or more unexcused absences.
- After 10 total absences, the school will send a second formal notice and schedule a meeting with the student and their family to discuss attendance concerns and possible interventions.
- After 15 total absences, parents/guardians will receive a final warning, and the student's case will be reviewed for possible intervention strategies, which may include attendance contracts, academic support, or further administrative actions.
- Upon reaching 18 total absences, the student may face possible retention and may not be eligible for re-enrollment at OLMC the following year. These decisions will be made in accordance with Arizona Revised Statutes (A.R.S. 15-802, 15-803) and based on academic performance and attendance history.

Excessive Absence/Tardy

A child who has missed 18 days or more is subject to retention in his/her present grade according to Diocesan Policy and Arizona Revised Statute 15-802/803.

Make-Up Work Policy:
Students are responsible for completing missed assignments due to absences. For small assignments, students have 1 day per day missed to turn in their work. For longer term projects, please reach out to the teachers as the due date may not change.

Teachers will provide reasonable opportunities for students to make up missed work, but it is the student's and family's responsibility to ensure completion within the given timeframe.

Teachers are not expected to provide upcoming work for planned unexcused absences. If there are planned absences, you must communicate the details with the teacher.

We appreciate the partnership of parents and guardians in ensuring that students attend school regularly. If you need assistance or have concerns about attendance, please contact the school office.

SCHOOL HOURS

Our Lady of Mount Carmel School Day Schedule

Full Day:8:00am-3pm

Early Dismissal Day: 8:00am-12:45pm

Early pick-ups must occur prior to **2:30pm or 12:00 on Early Dismissal Days**. If a student must leave school before regular dismissal, parents are required to fill out the OLMC Attendance Form. They may also call the school office to arrange to have your child pulled from class at the specified time. Please give at least 30 minutes notice to get your student out of class. If you know at least one day in advance that your child will be leaving early, please email their teacher AND copy Mrs. Velasquez (alyssavelasquez@olmcschool.info) to let them know. For the safety of the child, parents are asked to come to the school office and sign their student out. Parents that arrive after 2:30pm must wait in the pick up line to pick up their children at the normal dismissal time.

Kids Club

The school grounds open at 7:00am. Any student who arrives at school between 7:00 a.m. and 7:30am. must be taken to McCready Hall. There is no charge for this service. Any student who arrives between 7:30am and 8:00am must report to the playground until the bell rings at 8:00am.

Kid's Club after school care begins at 3:00pm (12:45pm on an Early Dismissal days). 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 and 1:00 on Early Dismissal days will be required to report to Kid's Club until their parent/guardian picks them up and parents will be billed if children are there past 3:30pm or 1pm, respectively. After

school care ends at 6:00pm. The fee is $3.50 per half hour. Any student not picked up by 6:00pm will be charged $4.00 per minute. The most parents will be charged for Kid's Club in a calendar month is $250.

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 file in the school office. A seat belt for each child is required. All adults accompanying a field trip must have completed the Diocesan Safe Environment Training 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. Students may not take money or personal bags/items, including cell phones, on the field trip.

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 2026-2027 school year are as follows:

Tuition Kindergarten-8th grade $7500
Registration Fee $450 per family (non-refundable)

Payment Plans

OLMC requires a functioning financial account (credit card or checking account) in all FACTS Accounts to collect Fees and Tuition on a timely basis. Any FACTS billed NSF fees from when there are not sufficient funds in an account, must be paid directly to FACTS. Helpline for your FACTS account questions: 866.441.4637

Tuition Funding Programs

The State of Arizona provides several options to assist families in paying for your child's Catholic education, including the Empower Scholarship Account (ESA) Program and through Student Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through STO organizations, and are not managed by the School.

Therefore, you are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empower Scholarship Account, you may not utilize STO funds (or vice versa). The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs.

Furthermore, please be aware that payment of your child's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain your responsibility.

Additional Billing

All OLMC families must keep an active financial account (ACH or Credit/Debit card) saved in , FACTS for necessary billing including:

- Kids Club aftercare charges
- Tuition not covered by scholarship awards by deadlines
- Incidental billing including but not limited to sports and clubs
- Delinquent Lunch charges for HappyKiddo Catering

GENERAL POLICIES

Admissions

Admissions materials (including teacher or principal recommendations, evaluations, assessments, internal deliberations, and any information provided by previous schools or third parties) are for confidential admissions purposes only and will not be shared with applicants or parents.

Animals

Animals are not allowed on campus unless permission is obtained from the administration. Pets may not enter OLMC's campus.

Asbestos

The United States Environmental 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 month will be donated.

Lunch

There are 2 options for lunch: Happy Kiddos Catering or bringing a lunch from home. Please do not pack any glass containers. If your child forgets his/her lunch your child will be served what is for lunch that day through Happy Kiddos Catering and billed by Happy Kiddos Catering for the meal. Parents may NOT order DoorDash, Uber Eats, or use any other food delivery service. A parent can drop off food for their child, but the food must be delivered to the office, labeled with the student's name and room number, no later than 5 minutes before the child's lunch period.

Parties, Gifts and Special Treats

OLMC teachers will not hand out birthday party or other invitations. Parents may request class email lists from the front office.

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 sign in on the Front Office Chromebook. **All those volunteering in any area on campus must have completed the Diocesan Safe Environment requirement for the current school year (July1-June 30).**

Safe Environment Training

The Diocese of Phoenix is committed to the safety of children on all its campuses. Our Safe Environment Training (SET) program provides ongoing education and fosters awareness of healthy environments and relationships. To ensure the well-being of our students, all employees and volunteers at Diocese of Phoenix schools and facilities must maintain current SET certification and pass a background check before volunteering. Our Lady of Mt. Carmel, in alignment with Diocesan policy, requires all volunteers, including parents/guardians, to complete SET annually. Renewal is due by July 1 each year and expires on June 30 of the following year. Please note that parents must complete their annual SET certification before they can volunteer in any capacity on campus, including field trips and coaching. The initial and renewal training, along with the criminal background check, are administered online through our partner, Catholic Mutual Group (CMG) Connect.

GRADES

Online Grades

Grades are available online through FACTS. Parents and students are issued username and password to access their child's grades. Grades are updated on a weekly basis. You have access to check the grades at any time.

Report Cards

Report cards are emailed three times a year. Consult the school calendar for the dates. Final report cards and/or diploma/transcripts are held pending resolution of financial obligations.

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

First-Third Grades Grading Scale

O	100-95
O-	94-90
S+	89-87
S	86-77
S-	76-75
N	74-60
U	59 and below

Fourth-Sixth Grades Grading Scale

A-Excellent	100-90
B-Above Average	89-80
C-Average	79-70
D-Below Average	69-60
F-Needs Significant Improvement	59-Below

Junior High (7th & 8th) Grading Scale

A-Excellent	100-90	4.0
B-Above Average	89-80	3.0
C-Average	79-70	2.0
D-Below Average	69-60	1.0
F-Needs Significant Improvement	59-Below	0.0

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

- High Honors: Students with all A's and Conduct and Effort grades of satisfactory(S) and above will receive First Honors
- Honor Roll: Students with all A's and B's and Conduct and Effort grades of satisfactory(S) and above will receive Second Honors
    - An S- would preclude a student from being on the Honor Roll

Homework

Homework is assigned specifically to practice, reinforce or extend 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.

We encourage parents to supervise and guide their children's work to ensure completion, especially with younger students. 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 3 pm. Junior High students are expected to check for missing work and homework on Google Classroom or FACTS in the event of an absence.

Benchmark Testing

Throughout the course of the year, the students will complete various tests in order to better monitor their progress. In order to measure their growth in reading, students in grades 1-8 will take the STAR reading assessment. Students in grades K-4 will take the DIBELS Reading assessment. In order to monitor their math progress, students in grades 1-8 will take the STAR Math assessment. These assessments will be given periodically throughout the year in order to better measure student growth. The students do not receive a grade on these tests, but the data collected will be used to help better meet each child's individual needs in both math and reading.

Accelerated Reader

Throughout the course of the year, students are required to read books that meet their individual reading level. After completing a book, the students are to take a comprehension test in order to earn points towards their goal. The students in grades 4th through 6th will receive a grade on their report card based on how they did reading books and earning points towards their goal.

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 points from courses taken during the 8th grade year along

with satisfactory conduct and effort. There is no extra weighting provided for classes that advance beyond the regularly scheduled curriculum.

DIVERSE LEARNERS

"Every student is a child of God, and is deserving of an opportunity for the best Catholic education possible. The overall mission of Catholic education is to teach the gospel and to model Jesus Christ."
~The Roman Catholic Diocese of Phoenix

A diverse learner is defined as a student that requires additional support to achieve growth in academic, behavioral, social, and/or emotional areas. The school does not discriminate on the basis of race, sex, national origin, age or physical/academic handicap, as long as proper assistance can be made for the student's benefit. Our Lady of Mount Carmel Catholic School may offer services to diverse learners when possible and within available resources.

Our Lady of Mount Carmel Catholic School strives to meet the needs of all students. The following outlines the school's policies and procedures regarding diverse learners and may be amended at administrative discretion.

Classroom Aides/Paraprofessionals

- If the school deems a classroom aide/paraprofessional necessary, it is the parents' responsibility to provide and finance one.
- Classroom aides/paraprofessionals must adhere to all diocesan employment requirements.
- Our Lady of Mount Carmel Catholic School's goal is to eliminate the need for a classroom aide/paraprofessional. The need for an aide and the aide's schedule will be determined by the classroom teacher, administration, and parents. Our Lady of Mount Carmel Catholic School does not allow a student's relatives to act as a classroom aide/paraprofessional.

Current Students

- When a teacher or parent expresses concern about a student's academic, behavioral, social, and/or emotional progress, testing referral may be suggested. Testing can be completed at the public school district or by a private agency.
- Parents are responsible for initiating testing by the public school district. When parents choose to do this, it is important that Lisa Hawes, our Student Support Coordinator, is informed. She will help advocate for your child.
- Referral for testing will be determined by the following factors: student's current academic, behavioral, social, and/or emotional progress; attendance records; classroom observation; vision and hearing screenings; and an updated general health inventory.
- In the case that school personnel are asked to complete assessments/questionnaires/inventories etc. on a student referred for testing, completed documentation will be sent directly to the doctor, agency, or school requesting the information.

- Parents/Guardians are expected to fully disclose any pertinent information that will assist the referral process.

Expectations

- Our Lady of Mount Carmel Catholic School may require meetings during the school year to evaluate student progress and ability to meet expectations. This meeting may include grade level teachers, administration, counselor, and parents.
- Re-enrollment of diverse learners is subject to annual review. Administration has ultimate discretion with regard to grade level promotion and/or continued enrollment.
- It is the parents' responsibility to provide and finance a classroom aide/paraprofessional if the school deems it necessary.
- A Student Service Plan (SSP) may be created to best plan student support.
- Our Lady of Mount Carmel Catholic School strives to serve each student's needs; however, the safety of all students is the first priority. Student safety is paramount.

Limitations

- Our Lady of Mount Carmel Catholic School does not have a resource or cross-categorical special education teacher on faculty. Therefore, the school is aware that it is unrealistic to serve all categories of diverse learners.
- Private schools are not required to significantly alter programs or modify standards to accommodate a special needs learner. Our Lady of Mount Carmel Catholic School is only to make minor accommodations for students.
- An SSP is written in lieu of an Individualized Education Plan/504 Plan. Our Lady of Mount Carmel Catholic School does not follow IEPs or 504 Plans. An SSP does not include specific goals for the student.
- For the benefit of all students, Our Lady of Mount Carmel Catholic School limits the overall number of diverse learners in each grade level.
- In some cases, resources may not be available to serve all diverse learners. Other educational placements may provide a better fit for some students.

STUDENT HEALTH

Emergency Cards

In addition to entering information in FACTS, parents must complete the OLMC Health Form. Please update both FACTS and the Health Form when information changes.

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 100.4, 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®). If your child has been sent home due to a fever, your child may **not** return the next day. Your child must be 24 hours fever free.

As always, the Nurse's Office should be notified if your child is ill by filling out the OLMC Attendance Form on the school's website.

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, obtained by completing the Arizona Department of Health Services Immunization Education Program, 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. Additionally, please provide updated documentation as students receive immunizations and boosters. 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. Essential oils are considered medications and must be kept in the Nurse's office.

5. If your child/children's health, allergy or medication status changes during the year, please inform the school nurse.

6. Medications classified as "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 to all guidelines from the Maricopa County Department of Public Health 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.

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.

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.

Vomit

If a student vomits due to illness at school he/she will be sent home. The student must remain home until they are 24 hours vomit free. The child must stay home from school the day after vomiting to adhere to the 24 hours.

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:

- FACTS
- 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 students 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.** Parents may not have an impromptu conference before or after school. Please email your teacher to set up a time to meet.

Communicating Concerns

Communication is key to student success. Our Lady of Mt. Carmel welcomes and respects the concerns of parents regarding school matters. Parent concerns should first be addressed with the teacher. If the concern is not resolved, then parents may contact the school administration. The school will not address issues made known through anonymous communications. Social media is not a proper channel for complaints against the school, faculty, staff or administration.

Parent-School Partnership

Our Lady of Mt. Carmel recognizes parents as the primary educators. In partnership with the pastor, administrators, and teachers, it is expected that parents support the efforts of the school with regard to grading/behavior/discipline/attendance. This partnership thrives on mutual respect and a shared commitment to come together for the benefit of our students' development. It is crucial for the success of our collective mission that all families engage respectfully and constructively with the school's efforts. Families may be required to withdraw from Our Lady of Mt. Carmel School if a breach occurs in the partnership with the school.

Parents are expected to:

- Place trust in the professional judgment of the school staff.
- Communicate respectfully and constructively with school staff.
- Refrain from public criticism or undermining of school decisions or personnel, especially in the presence of students or other families.
- Approach concerns through appropriate channels, beginning with the staff member involved and, if needed, following the chain of communication.
- Support the rules, policies, and procedures established by the school, including those related to discipline, curriculum, and religious formation.
- Reinforce at home the values and expectations taught at school.
- Recognize that decisions made by school leadership are based on the best interests of the school community as a whole, even if not always aligned with individual preferences.

Learning Labs/Tutoring

Learning Labs or tutoring is offered for students who need some additional academic support. These labs will take place at the discretion of the teacher. If you feel your child is in need of additional support, please reach out to the classroom teacher.

Parent-Teacher Conferences

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

Speech & Language Services

Speech and language services are offered to students who demonstrate significant delays in articulation, expressive language, receptive language, pragmatic language, and/or fluency of speech. Referrals for assessments can be made through the student's classroom teacher.

Counseling/Behavior Interventionist

All students have access to the school academic counselor/behavior interventionist. This interventionist functions as a resource for students on a part-time basis. Our interventionist is not able to provide long-term counseling services. Parents of students in need of long-term counseling should seek the assistance of an outside professional. The interventionist does NOT function as a disciplinarian, but rather provides a listening ear and shares strategies and exercises that may assist students in working through whatever issues they may be facing. The counseling/behavior intervention program is part of the regular school program. As such,

parental consent is not necessary for students to visit with the counselor/behavior interventionist; however, parents will be promptly notified if the student does see the counselor. It is our goal to help parents meet the social, emotional, and spiritual needs of their children.

Title I Intervention Students

Title I is a federal program that provides extra academic support to help students who are struggling, especially in reading and math. Even though our school is a private,Catholic school, eligible students can still receive these services through public funding. Title I services are offered to students who need extra help to succeed. These students must reside in Title I eligible areas. These services are provided by a certified teacher, often in small groups or one-on-one. The goal is to boost students' academic achievement and confidence.

International Students

This school is authorized under Federal law to enroll nonimmigrant alien students. The student (parent/guardian if minor) grants permission to the school to access personal federal information for the sole purpose of complying with federal requirements for international students.

PHOTO POLICY

Photo Release Form

All families must electronically sign at time of registration 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
Boys and Girls: Cross Country

Winter
Boys: Basketball
Girls: Softball
7th and 8th Grade: Soccer

Spring
Boys: Baseball
Girls: Basketball

Requirements for Participation

Student-athletes need a sports physical each year. Parents must register the students for sports and submit the proper documentation before the deadline each season.

For a student to participate in extracurricular activities, including sports and clubs, they must have passing grades, D or above and satisfactory conduct or he/she will be removed from sports/club activities until the student no longer has a failing grade and the teacher has signed off on the behavior. Arrangements will be made with the teachers, parents, and coaches so that the students can use this time to focus on the course(s) where they are struggling.

STUDENT DISCIPLINE

Our Lady of Mount Carmel is committed to creating a safe, caring, respectful learning environment for all members of the school community. As disciples of Jesus, we understand that personal discipline is a Code of Christian Behavior that calls each of us to personal responsibility and respect for ourselves and others. Our Lady of Mount Carmel will employ techniques that enable students to problem solve while keeping their dignity and self-worth intact.

Behavior Expectations: Targeted Disciplinary Self-Mastery Skill Sets Based in OLMC's Student Learning Expectations (ARMS)

***A*ccountable**

Responsibility

- Take ownership of personal actions and decisions.
- Complete assignments on time and come prepared for class.

Honesty and Integrity

- Uphold truthfulness in all situations.
- Avoid cheating, lying, and any form of dishonesty.

Self-Control

- Manage emotions effectively and maintain composure in challenging situations.

Respectful

Respect for Self and Others

- Demonstrate kindness, empathy, and understanding in interactions with peers and staff.
- Respect the dignity of every person in words and actions.

Obedience and Cooperation

- Follow the instructions of teachers and school staff promptly and without argument.
- Work collaboratively with classmates.
- Avoid disruptive behavior that interferes with the learning environment.

Merciful

Compassion and Forgiveness

- Show compassion to those in need
- Forgive those that have have

Spiritual

Spiritual Development

- Participate actively in religious activities, including prayers, masses, and other spiritual exercises.
- Live according to the teachings of the Catholic faith.

Possible Redirection and Consequences by Grade Levels

The individual classroom teacher will handle most disciplinary procedures. Policies are developmentally appropriate for each grade level. Policies, expectations, and consequences of inappropriate behaviors (words and actions) are explained thoroughly in each new year to both students and families. OLMC Administration will handle more serious infractions, with a Disciplinary Board convening on suspension and withdrawal decisions.

OLMC promotes and encourages both consistency and ongoing parent communication in the growth of the healthy school environment, while respecting individual family and student confidentiality.

Grades K-2

- **Verbal Warning:** A gentle reminder of expected behavior.
- **Time-Out:** Temporary removal from the activity to reflect on behavior.
- **Loss of Privileges:** Temporary denial of a favored activity (e.g., recess).
- **Parent Notification:** Communication with parents about the behavior.
- **Behavior Reflection Sheet:** Completion of a worksheet to reflect on inappropriate actions.
- **Lunch/Recess Duty:** Cleaning the playground and field area during recess.
- **Student removal for the day:** Parents must pick up student and take home for the remainder of the day
- **Withdrawal**: If behaviors persist or are severe, administration reserves the right to withdraw your student.

Grades 3-4

- **Same as Grades K-2 plus additional actions below**
- **Written Warning:** Documentation of the behavior with a copy sent to parents.
- **Detention:** Before or After-school to reflect on behavior and write a plan of action how behavior will improve.
- **Loss of Privileges:** Temporary denial of special activities or events.
- **Parent-Teacher Conference:** A meeting involving parents, teachers, and possibly the student to discuss behavioral concerns and solutions.
- **Suspension:** Either in school or out of school suspension depending upon the severity of the behavior
- **Withdrawal**: If behaviors persist or are severe, administration reserves the right to withdraw your student.

Grades 5-8

- **Same as K-4 plus additional actions below**
- **Detention:** Detention is held 3:00-4:00pm or 7:00-8:00am. While in detention, students may be asked to complete a Behavior Reflection Sheet, sit quietly and away from other students, and/or participate in campus beautification or other types of service to the school during their assigned detention period
- **Behavioral Modification Plan:** A written agreement between the student, parents, and school outlining specific behavior expectations and consequences. Any breach of the

Behavior Contract or school rules may result in an in-school or out-of-school suspension and a review by the Discipline Board.
    - Developed in collaboration with teachers, parents, and counselor.
    - Includes specific goals, strategies, and monitoring methods.
    - Regularly reviewed and adjusted based on student progress.
    - **Restorative Practices**
        - Encourage students to take responsibility for their actions by making amends with those affected.
        - May include apologies, restitution, or community service within the school.
    - **Positive Reinforcement**
        - Utilize a system of rewards to encourage good behavior.
- **Loss of Leadership Opportunities:** Revocation of roles in school clubs, athletics, activities, student government, or other leadership positions.
- **In-School Suspension:** Temporary removal from regular classes, with assignments completed in a designated area.
- **Out of School Suspension:** Student must remain home for a period of time.
- **Withdrawal**: If behaviors persist or are severe, administration reserves the right to withdraw your student.

Serious Behavior Violations

The following behaviors may result in suspension or immediate withdrawal from Our Lady of Mt Carmel Catholic Elementary School:

- **Physical Violence:** Engaging in fighting or any form of physical aggression toward others.
- **Bullying and Harassment:** Persistent or severe bullying, including cyberbullying or harassment, including the sharing or distribution of obscene/offensive material. See section below for more information on Bullying.
- **Substance Abuse:** Possession, use, or distribution of illegal drugs, alcohol or tobacco.
- **Weapons Possession:** Bringing any form of weapon, including knives or firearms, to school.
- **Severe Disrespect to Staff:** Acts of severe insubordination, threats, or verbal abuse directed at school staff.
- **Vandalism/Theft:** Deliberate destruction or defacement of school property or the personal property of teachers or students.
- **Repeated Serious Infractions:** Failure of past disciplinary actions to affect improved conduct.

This is not a comprehensive list of infractions. Administration reserves the right to require withdrawal of the student due to severe inappropriate behaviors.

If a student is suspended more than once, he/she may be asked to leave the school. In extreme cases, immediate withdrawal may be required.

Discipline Review Board

Function: The Discipline Review Board at Our Lady of Mt Carmel Catholic Elementary School is responsible for reviewing severe disciplinary cases that may lead to suspension or immediate withdrawal. The board will consist of:

- **Principal:** Serves as the chairperson of the board.
- **Assistant Principal:** Assists in reviewing and deciding cases.
- **Staff Representative:** Offer other perspective on the student's behavior

Serious violations that result in withdrawal require the approval of the pastor.

Process:

- The board reviews the incident, gathers evidence, and listens to statements from involved parties.
- After deliberation, the board recommends a course of action, which may include detention, behavior modification, suspension, withdrawal, or other appropriate measures.
- The final decision of the administration is communicated to the student and parents.

Process of Appeal for a Required Withdrawal

- If a parent wishes to appeal the decision of the principal or Disciplinary Board, the person will submit the appeal in writing to the pastor:
    - The subject of the appeal.
    - Any factual data, other than hearsay, the person considers appropriate.
    - The efforts that have been made to resolve the issue.
- An appeal is to be made within two working days of the communication of the decision.
- The pastor may designate another person to hear the appeal.
- The pastor's decision is final and binding and concludes the appeal process.

All discipline issues 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.

This handbook will serve as a guide for students, parents, and staff, ensuring a consistent and fair approach to discipline at Our Lady of Mt Carmel Catholic Elementary School.

BULLYING

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 by 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 assistant 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 any 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

Cell Phone/Smart Watches

Cell phones and smart watches cannot be used while at OLMC. Students' watches that have a camera or games must be kept in a backpack while at school.

Students may wear digital watches and step-counters that do not have games, cameras, or internet connectivity.

As soon as students arrive on campus either through the gates or into McCready for morning care, the cell phone/smartwatch/electronic device must be put into the backpack and turned off. A student's cell phone must be turned off and stored away while on campus, including the restrooms, unless granted permission by a teacher. If a cell phone is used or heard during the school day, the device will be confiscated. If this occurs again, the parent must come to the office to retrieve the cell phone.

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 detention.
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 judgment 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.
- Our Lady of Mount Carmel School uses a technology protection measure (internet filter) to block or filter internet access to visual depictions that are obscene, child pornography, or harmful to minors, in accordance with the Children's Internet Protection Act (CIPA).
- Students receive instruction on appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and strategies for recognizing, avoiding, and responding to cyberbullying.

AI Usage

- Generative AI programs (ChatGPT, Gemini, Copilot, etc.) should not be used in student work without explicit permission given from the teacher. While such programs can be a resource, our concern is when it is replacing the individual work and thought of our students. For our students' assignments, the process is more important than the final product, and we want them to have to think and engage in all of the steps in order to learn and develop those skills.

  At OLMC, we do not want students using these tools as resources because they shortcut the thinking and writing process. Therefore, while there is an entertaining novelty in playing with ChatGPT and similar programs, we are explicitly asking that they not be used for school-related assignments.

Legal Propriety

- All students 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.

Chromebooks

- The students are issued a chromebook in the 5th grade. It is their responsibility to take care of this chromebook. When they graduate from OLMC, it is theirs to keep.
- Chromebooks are a tool and a privilege. If they become distractions and hinder the learning process, a learning plan may be established that limits or restricts a student's use of their Chromebook.

Email

- The use of private email, not @olmcshool.info, is not allowed by students on school campus.
- Students may not transmit inappropriate language/material that is profane, obscene, abusive, or offensive to others.
- Students may not engage in private chats on campus, including emails, shared Docs or Slides, not related to schoolwork.
- 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 GMail and Google Drive.

Consequences

- Students are responsible for their school-allotted technology and the use of those devices. 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

The school uniform policy has the benefit of promoting school identity, community, and pride. These standards reflect the goals of neatness, modesty, and uniformity and are reasonable and will be enforced; however, enforcing the dress code is not the sole responsibility of the school. Parents are expected to cooperate in monitoring their child's daily attire. The teacher will check her/his class to make sure each student is in uniform. **Uniforms and outerwear can be purchased at Anton or the OLMC Spirit Store.**
Outside jackets or sweatshirts are not permitted. All outerwear must be OLMC Uniform outerwear purchased through Anton or the OLMC Spirit Store.

Consistent violation of the uniform policy results in disciplinary action at administrative discretion:

- Student receives detention and parents/guardians are notified.

Girls

Skirt/Jumper: Plaid uniform skirt or jumper supplied by Anton. **Length to be no shorter than 1 inch above the knee.**
Skorts: Plaid uniform skort supplied by Anton.
Pants: Solid navy blue uniform pants supplied by Anton. Pants may not have holes. Pant legs should reach the child's shoes. **A belt is required for grades 4-8.**
Shorts: Solid navy blue uniform shorts supplied by Anton. **A belt is required for grades 4-8.**
Shirts: Short or long-sleeved polo in red or navy blue with OLMC logo supplied by Anton. **Uniform shirts must be tucked in at all times during school hours.**
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.
Spirit shirts: Students may wear their Spirit shirt every Friday with uniform bottoms. Spirit shirts do not need to be tucked in.

Boys

Pants: Solid navy blue uniform pants supplied by Anton. Pant legs should reach the child's shoes. Pants may not have holes in them. **A belt is required for grades 4-8.**
Shorts: Solid navy blue uniform shorts supplied by Anton. **A belt is required for grades 4-8.**
Shirts: Short or long-sleeved polo in red or navy blue with OLMC logo supplied by Anton. **Uniform shirts must be tucked in at all times during school hours.**
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.

Spirit shirts: Students may wear their Spirit shirt every Friday with uniform bottoms. Spirit shirts do not need to be tucked in

Other Dress Attire

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 4-8.
Shoes: Must be **gym shoes** that are good for running.
Socks: Must be worn with all footwear and must be a solid color. Socks may not 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. Tights must cover the feet.
Outerwear: Must be supplied by Anton or the OLMC Spirit Store.

Mass Day Uniform

Girls in 4th-8th grade must wear a jumper, skirt, or pants. Boys in grades 4th to 8th must wear pants.

Adornments

Girls may wear one set of earrings. Dangling earrings, including hoops, are not permitted due to safety concerns. Girls may wear stud earrings.Girls may wear a single necklace that is in good taste. Chokers are not permitted. Girls may wear headbands in solid colors or uniform plaid. They are not permitted to wear unicorns or cat ears, etc.

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

Hair

Students are expected to maintain a neat, clean, and well-groomed appearance that supports the school's educational mission and promotes a distraction-free learning environment.

Hair must be kept out of the eyes. Length must be above the collar for the boys. Boys need to be clean-shaven; facial hair is not acceptable.

Hair must be the students' own one natural hair color. Hair color must be uniform throughout the head. Highlights, lowlights, balayage, ombré, frosted tips, streaks, color blocking, contrasting sections, or any other multi-toned coloring techniques are not permitted. Elaborate or fad hairstyles and unnatural hair color are not acceptable.

School administration reserves the right to determine whether a student's hair color complies with this policy. Students who are not in compliance may be required to restore their hair to a single natural color before returning to school or within a timeframe determined by the administration.

Make-Up

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

Body Art

No henna or temporary tattoos are allowed. Students may not draw on themselves, others - or on their shoes or clothing with pen or marker.

Chewing Gum

Students are not permitted to chew gum on school grounds.

Jeans Day

Jeans Day dress needs to be appropriate for a Catholic School. **Jeans Day is not a free dress day.** Denim pants, capris, shorts, skorts or skirts of any color are permitted. Denim shorts, skirts, and skorts must be to a fingertip measurement. No rips or tears in the jeans.

Spirit Shirts - Students may wear a Spirit shirt every Friday unless there is Mass.

Spirit shirts include those ordered from the Spirit Store, festival t-shirts, or OLMC PE shirts. Students may NOT wear their OLMC jerseys/uniforms on Spirit Days. All shirts must have sleeves and be in satisfactory condition.

PLEASE NOTE: The regular school uniform is also acceptable on a Spirit shirt and Jeans days. 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).

PE Uniforms

All students in grades 4-8 are required to change from their school clothes to the physical education uniform. PE Uniforms are purchased through the Spirit Store.

Adult Dress Code

Adults and visitors on campus during school hours and for any school function must dress appropriately and adhere to the following guidelines: No exposed midriffs, or clothing with inappropriate words or pictures. The administration reserves the right to determine what is

appropriate clothing. If these guidelines are not followed, individuals will be asked to change or leave campus.

Vehicles
Cars entering the parking lot to drop off or pick up students may not have vulgar bumper stickers or profanity.

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
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. The digital Parent Handbook Agreement form must be completed and signed prior to the first day of classes. If this form is not received, the student will not be permitted on campus.

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 2026-2027 Parent/Student Handbook.

Sign the Parent Handbook Agreement form HERE