



Our Lady of Mount Carmel Catholic School Parent/Student Handbook

2024-2025 School Year

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.

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 late January to mid-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 completing the Attendance Form and emailing the student's teachers. 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. If the student is in Junior High, he/she must check Google classroom and/or FACTS. Please have the student email his/her teachers for any questions.

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 to the Arizona Educational Statutes.

Tardiness

School starts at **8:05am**. Students who arrive at school after 8:05am are tardy. When your child is late for school he/she misses prayers, important announcements and directions from the teacher. It is a disruption to the entire class, including the teachers when your child enters the classroom late. If your child is late, you will need to park your car and walk your child into school. The child will then need to be signed in at the office. Five (5) tardies will result in one unexcused absence for students. Once the student has had 8 tardies a member of the Administration will contact you to discuss. Ten tardies will result in a meeting with Administration.

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.

SCHOOL HOURS

Our Lady of Mount Carmel School Day Schedule

Full Day:

8:05 School Bell

3:00 Dismissal Bell

Half-Day

8:05 School Bell

12:30 Dismissal Bell

It is suggested that all early pick-ups be prior to **2:30pm** to avoid getting stuck in the pick-up line process. If a student must leave school before regular dismissal, parents are required to 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 (alysavelasquez@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.

Kid's Club

The school grounds open at 7:00 a.m. Any student who arrives at school between 7:00 a.m. and 7:30 a.m. must be taken to McCready Hall. There is no charge for this service. Any

student who arrives between 7:30 and 8:05 must report to the playground until the bell rings at 8:05.

Kid's Club after school care begins at 3:00 (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 and 12:45 on half 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 6:00 p.m. The fee is \$3.00 per half hour. Any student not picked up by 6:00 pm will be charged \$3.00 per minute. The most parents will be charged for Kid's Club in a calendar month is \$200.

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.

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 2024-2025 school year are as follows:

Tuition Kindergarten-8th grade \$7000
Registration Fee \$400 (per family)

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 State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, 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 OLMC Updated 09/2024

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.

GENERAL POLICIES

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 quarter will be donated.

Lunch

There are 2 options for lunch: Orange You Happy (OYH) 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 OYH Catering and billed by Orange You Happy 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. You have access to the class emails through FACTS and may send invitations via email. 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 sign in on the Front Office Chromebook. **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 FACTS. Parents and students are issued username and password to access their child's grades.

Report Cards

Report cards are sent home three times a year. 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 above grade level

S = Student is performing at grade level

S- = Student is performing below grade level

1st-3rd 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+ 100-97

A 96-94

A- 93-90

B+ 89-87

B 86-84

B- 83-80

C+ 79-77

C 76-74

C- 73-70

D+ 69-67

D 66-64

D- 63-60

F 59 and below

Junior High (7th & 8th) Grading Scale

A-Excellent	100-90	4.0
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B-Above Average	89-80	3.0
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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 quarter 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

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.

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.

STUDENT HEALTH AND 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 FACTS, parents must complete the Nurse's Emergency Health Information Form. These cards are the only source of information when the computer record is not available and are taken with school personnel in the event of an emergency evacuation of the school. Please update, both FACTS 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 by emailing attendance@olmcschool.info.

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.

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:

- 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.**

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.

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

Winter

Boys: Basketball

Girls: Softball

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)

Accountable

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.

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:** After-school or lunch detention 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.

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.
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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.

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

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, with an option to appeal in certain cases.

Process of Appeal

- 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 ten 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. As soon as students arrive on campus either through the gates or into McCready for morning care, the cell phone/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.

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.

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.

- 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

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. **Uniforms and outerwear can be purchased at Dennis Uniform, Anton or the OLMC Spirit Store.** Outside jackets or sweatshirts are not permitted. All outerwear must be OLMC Uniform outerwear purchased through Dennis Uniform, Anton Uniforms, or the OLMC Spirit Store.

Girls

Skirt/Jumper: Plaid uniform skirt or jumper supplied by Dennis Uniform and Anton. **Length to be no shorter than 1 inch above the knee.**

Skorts: Plaid uniform skort supplied by Dennis Uniform and Anton.

Pants: Solid navy blue uniform pants supplied by Dennis Uniform and Anton. Pant legs should reach the child's shoes. **A belt is required for grades 4-8.**

Shorts: Solid navy blue uniform shorts supplied by Dennis Uniform. **A belt is required for grades 4-8.**

Shirts: Short or long-sleeved polo in red or navy blue with OLMC logo supplied by Dennis Uniform and Anton. **Shirts must be tucked in.**

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.

Boys

Pants: Solid navy blue uniform pants supplied by Dennis Uniform and Anton. Pant legs should reach the child's shoes. **A belt is required for grades 4-8.**

Shorts: Solid navy blue uniform shorts supplied by Dennis Uniform and 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 Dennis Uniform and Anton.

Shirts must be tucked in. 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.

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.**

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.

Outerwear: Must be supplied by Dennis Uniform, Anton, or the OLMC Spirit Store.

Mass Days

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

****PLEASE NOTE: Do NOT remove the DennisUniform tag on the outside seam of the pants or shorts.****

Adornments

Girls may wear one set of earrings. Dangling earrings are not permitted due to safety concerns. 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

Elaborate or fad hairstyles and unnatural hair color are not acceptable. 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.

Make-Up

Girls may wear **neutral/natural** foundation, powder, and lip gloss. Girls may not wear blush, eye shadow, 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.

Spirit shirts include those ordered from the Spirit Store, festival t-shirts, or OLMC PE shirts or athletic jerseys (with t-shirt underneath). 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.

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
2024-2025 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 2024-2025 Parent/Student Handbook.

Parent Name: _____

Parent Signature: _____

Date: _____