

**V.J.E.  
Home & School – Family Handbook  
2015-2016**

**OUR LADY OF MOUNT CARMEL  
PARISH SCHOOL**



***A Mercedarian Community***  
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### **PRINCIPAL'S RIGHT TO AMEND**

The Principal reserves and retains the right to amend, alter, delete or modify any of the provisions of this handbook at any time for just cause. Parents/guardians will be given prompt notification if/when major changes are made. The contents of this Home & School-Family Handbook apply to all students and programs at Our Lady of Mount Carmel Parish School. As necessary, the Principal may include pertinent supplementary regulations and directives.

### **PARENTAL RESPONSIBILITIES**

The cooperation of parents/guardians represents one of the major factors in the success of the students, the teachers, and the school. By choosing Our Lady of Mount Carmel School to be your partners in education, you become an integral part of our ministry and spirituality. More specifically, a positive and supportive attitude on the part of the parents/guardians toward the policies, instructional programs, faculty, staff, and administrators is necessary for the accomplishments of all objectives. The role that you play in the school as a parent/guardian is crucial in following and supporting the policies and programs of our school.

#### **Parents are responsible for:**

- Modeling and supporting your child's practice of the faith by being an active member of the faith community and bringing your son/daughter to Mass on Sunday on a regular basis.
- Supporting school policies and the authority of the administration and teachers.
- Encouraging your son/daughter to complete all assignments on time and monitoring their progress.
- Insisting that your son/daughter obey the regulations and principles of good behavior.
- Making sure your son/daughter arrives at school on time and avoids unnecessary absences.
- Discussing problems with the person(s) concerned and avoiding criticism of teachers and school policy.
- Paying all fees (tuition, lunch, extended day, etc.) on time.

*If, in the opinion of the administration, parent/guardian behavior seriously interferes with the teaching and learning process, mission or philosophy of Our Lady of Mount Carmel Parish School, the school will not tolerate such infringement and will exercise the right to dismiss the family from the school and not invite them back to register for the following school year.*

### **ADMISSION and ENROLLMENT POLICIES**

#### **Admission**

Our Lady of Mount Carmel Parish School does not discriminate on the basis of sex, race, social level, disability or ethnic origin in the administration of its admission policies, scholarship policies or other programs. Our Lady of Mount Carmel School staff is committed to meeting the needs of all students, in so far as possible. There are some conditions, however, for which the school cannot provide the necessary resources.

If your child is transferring from another school, a letter from the principal of the school must be submitted to Our Lady of Mount Carmel School stating that tuition is paid in full, tuition is current to date of registration and/or arrangements have been made to pay past due tuition. We reserve the right to dismiss any student from Our Lady of Mount Carmel School if tuition from the previous school is not paid in full.

In order to enter the Early Childhood Program, a child must be three years of age by September 30th for admission in the three year-old class and must be toilet trained. In order to enter Pre-Kindergarten, a child must be four years of age by September 30th. Correspondingly, a child must be five years of age by September 30th in order to enter Kindergarten Admission is made through formal registration. The following documents are required for new students:

- For students in grades 1 through 8-letter from previous school's principal stating that tuition is paid in full, current to date or arrangements have been made to pay past due tuition.
- Non-refundable registration fee.
- Copy of birth certificate.
- Copy of Baptismal, Penance or Confirmation certificates.
- Emergency Medical Authorization Form.
- Current Immunization Record.
- Copy of psychological assessment, evaluations, IEP, IIP, MFE, (multi-factored evaluations) or other special education reports.
- Copy of last report card.
- Completed School Records Release Form.
- Custody Information if applicable.
- Parent or guardian signature on Agreement of School Policies Form before admission is accepted.

**Prior to the first day of school the following forms must be submitted:**

- Health Examination Record (Early Childhood & transfer students).
- Authorized Pick-up List (Early Childhood & Extended Care students).

**Special Education Needs**

We strive to provide quality education to each child. Our Lady of Mount Carmel Parish School accepts students of different learning abilities and will meet their needs whenever possible. Any type of psychological assessment, evaluations, IEP, IIP, MFE, (multi-factored evaluations) or other special education needs must be submitted to the school office upon registration.

**Re-Registration**

Every family is to re-register for the following school year. The administration reserves the right not to invite the family back to school and/or deny re-registration. This includes but is not limited to, instances of extreme, persistent, or unresolved discipline problems, failure to follow school rules and regulations, refusal to complete assignments, and/or inability of the school to provide for the educational needs of the student. If philosophy and/or policies are not observed, or if tuition is outstanding or financial obligations have not been cleared, your child/children will not be considered for re-enrollment.

**Transferred Students**

Transferred students will be admitted for a probationary period of six to twelve weeks. During this period, the students will be observed for successful experiences, in both academic performance and school behavior. The Principal or teacher will contact parents/guardians of students experiencing difficulty.

**Withdrawal Policy**

Parents/guardians who decide to withdraw their child for any reason must complete and sign a Notice of Withdrawal form. Our Lady of Mount Carmel Parish School will not transfer any records unless this form is completed. Parents/guardians are required by state law to sign a

release form requesting Our Lady of Mount Carmel Parish School to send your child's permanent record file to the school she/he is transferring to. Student's records will not be released until all school bills are paid, textbooks and/or library books returned. Tuition and any fees paid to the school are non-refundable.

### **Proof of Child Custody**

In the event of a separation, divorce or shared parenting, it is the responsibility of the custodial parent or guardian to provide Our Lady of Mount Carmel School with pertinent documentation and current information about the divorce, separation or shared parenting decree dealing with custody of the child. If a monthly school calendar needs to be sent to a non-custodial parent, please provide the school with 12 addressed envelopes with stamps.

A certified copy of the court order along with any Shared Parenting Plans and/or any other judgment entries are to be sent to school. This information will help school personnel determine when, if ever, the child or information regarding the child can be released to the non-custodial parent. Our Lady of Mount Carmel School will determine, if any child will or will not be released to the parent. In addition, the school will not act as a liaison between parents. It is the parent's responsibility to handle all legal matters.

### **Change of Address/Vital Information**

If there are any changes in information, it is the parent's/guardian's responsibility to notify the school office immediately in **WRITING**. It is extremely important that this information is accurate in case of illness, medical emergency or accident.

## ***HOURS OF OPERATION, ARRIVAL & DISMISSAL PROCEDURES***

### **Hours of Operation**

School Office	7:45 a.m. – 3:30 p.m.
Extended Day/After School Care	3:10 p.m. – 5:30 p.m.
Early Childhood Program	7:45/8:10 a.m. – 2:50/3:05 p.m.
Elementary & Junior High	7:45 a.m. – 2:50/3:05 p.m.
Teachers in Building-Classroom	7:30 a.m. – 3:30 p.m.

### **ARRIVAL/DISMISSAL PROCEDURE**

Please make sure that your passengers are wearing a seat belt and young children are in proper car seats. *The speed limit on school grounds is 5 M.P.H. Speed limit is to be observed for the safety of children in the parking lot.* Students are not permitted to ride bikes, skateboards, scooters or roller blades to or from school. In addition, students are not permitted to drive to or from school. Our Lady of Mount Carmel Parish School will not take responsibility for any unsupervised child who is on campus before 7:45 a.m. or after 3:10 p.m.

### **Kindergarten, Elementary & Junior High Students**

For the safety of all, cars are to enter down the hill by the Rectory on Detroit Avenue to drop off students in the morning. Do not enter the parking lot via West 70<sup>th</sup> Street. Cars are to drive up to the crosswalk for unloading and exit via West 70th Street. Parking is not permitted anywhere north of the crosswalk.

*At arrival,* students are to be dropped off at school no earlier than 7:45 a.m. There is no supervision before school. According to state law we are not responsible for any child left on campus before this time. Students line up in the parking lot and enter the building through the gym doors. The gym doors close promptly at 8:00 a.m. *Students must be in their classrooms*

by 8:00 a.m. Students arriving after 8:00 a.m. will be required to enter the building through the main entrance located on West 70<sup>th</sup> Street. It is the parent's responsibility to escort the child to the main office to receive a tardy slip. Elementary and Junior High students are not to be dropped off in front of the school on West 70<sup>th</sup> Street.

At dismissal, drivers are to enter from Detroit Avenue down the hill to the school parking lot. Do not enter the parking lot via West 70<sup>th</sup> Street. Parents/guardians must back in and park along the perimeter of the parking lot when waiting to pick up their child. Do not park in between the two middle lines in the parking lot. Drivers should also be aware and courteous of the flow of traffic behind their car. After the students are safely in the cars, exit through West 70<sup>th</sup> Street. Do not exit up the hill to Detroit Avenue due to cars entering the parking lot from Detroit Avenue and poor visibility.

Any student that needs to cross the parking lot must wait for a faculty member or a crossing guard to assist them at the assigned crossing areas. It is the driver's responsibility to prevent students from darting out from behind stopped cars.

Students must be picked up promptly at 3:00 p.m. Students who are on campus after 3:10 p.m. will be taken to the Extended Day Program.

### **Pre-Kindergarten**

Drop-off for pre-kindergarten students is through the West 70<sup>th</sup> Street doors. Students are to be accompanied to the classroom by an adult. Pre-Kindergarten students must be signed-in upon arrival. It is important that the teacher is made aware of the child's arrival. Pre-Kindergarten students who arrive after 8:15 a.m. must enter the building through the main office doors. At dismissal, students will only be released to the individuals listed on the child's pick-up authorization form. These individuals will be asked for photo identification upon initial pick-up. Pre-Kindergarten students must be signed-out upon departure. Pick up for pre-kindergarten students may be through the West 70<sup>th</sup> Street entrance or in the parking lot far north doors. Students must be picked up promptly at 3:00 p.m. Students who are on campus after 3:10 p.m. will be taken to the Extended Day Program.

## ***GENERAL INFORMATION***

### **Visitor Policy**

We welcome visitors. Parents and visitors are required to sign-in/sign-out at the school office if they need to see their child or visit the school during school hours. The main office is located on West 70<sup>th</sup> Street. Class interruptions are not permitted without prior approval of the Principal. We will give you a visitor's badge that we expect you to wear in the building. Before you leave, please come back by the office to sign out and return the badge. We are working very hard to provide a safe environment for your child. We need your cooperation. We do reserve the right to screen visitors.

If a parent/guardian/visitor addresses any staff member with inappropriate language or behavior, he/she will be asked to leave the school building and cannot re-enter until an agreement has been made with the Principal. Until such agreement has been reached, that individual is an unauthorized visitor, and by virtue of the posted signs is considered trespassing if he/she refuses to leave or re-enters the building.

### **Classroom Observation**

Our Lady of Mount Carmel believes in student confidentiality, therefore, parents/guardians are not permitted to sit in the classroom to observe the class.

### **Special appointments**

If a problem arises with your child, attempt to resolve it with the classroom teacher first before requesting an appointment with the Principal. Please send a note with your child to set up an appointment with the teacher or call the school office. Do not call the convent or the rectory. If you were not satisfied with your meeting with the teacher then make an appointment to talk to the Principal. Making an appointment gives the teacher and principal time to prepare and in the end will be advantageous to your child.

### **Emergency School Closings**

During inclement weather parents should listen to the radio or watch local television stations for school closing announcements. Our Lady of Mount Carmel School will be closed if you view any of the following on television:

1. Our Lady of Mount Carmel – West (Cuyahoga)
2. Cleveland Metropolitan School District

In case of an emergency closing of the school (e.g. water or gas leaks) the staff will contact the parents by telephone. Please do not call the convent, rectory or faculty/staff at home about school closings.

### **Emergency Action Plan**

Even as we pray each day for peace it is important that we share with you our school's action plan in the event of a national emergency. While there is no way to predict what will happen, or under what circumstances we will be, we are as prepared as we can be. Exercises and drills will be conducted to practice all or portions of the plan such as evacuation or shelter-in-place. Local authorities will broadcast information as quickly as possible concerning the nature of the emergency and what you should do next. Be sure to listen to the public media for updates.

One of the instructions we will be given is to ***evacuate the building***. If you need to pick up your son/daughter we will let you know by means of phone or public media. In this situation you will need to pick up your son/daughter at Craciun-Berry Funeral Home located at 7200 Detroit Avenue. If we need to evacuate farther we will go to Saint Colman's Church located at 2027 West 65<sup>th</sup> Street, we will let you know if the location changes.

Some types of accidents or threats may make going outside dangerous. Therefore, it is safer for everyone to stay indoors. In this case we need to ***shelter-in-place***. Our shelter-in-place is the school cafeteria. At this location we have gathered basic emergency supplies:

- Bottles of water and non-perishable food for each student
- First Aid Kits
- Tools and supplies - radios, batteries, flashlights
- Sanitation - toilet paper, plastic garbage bags, hand disinfectant
- Entertainment – games and books

If we need to dismiss early like in the event of September 11<sup>th</sup>, students will be relocated to a specific main building classroom according to family. Parents/guardians will be contacted based upon the information provided on the Emergency Medical Authorization. It is imperative that we have your current phone number, cellular, or whatever means to communicate quickly with you or someone else that you want us to contact to pick up your child/children.

### **School Supplies**

Basic school supplies which are approved by the principal, are provided to each student at the beginning of the school year. However, these supplies are only to begin the school year. If any student needs additional supplies or depletes any supplies, it is the parent/guardian responsibility to provide approved supplies as needed throughout the school year. Every student is requested to supply one box of tissue for their classroom.

### **Textbooks/Workbooks**

Each student is responsible for his/her textbooks and workbooks. Each student must have a book bag to carry books and supplies to and from school every day. Textbooks are to be covered with an approved solid paper book cover and/or fabric book cover. Workbooks are to be covered with clear contact paper. Lost or damaged textbooks/work books must be paid in full. If a student damages a book, he/she will have to pay the total cost of the textbook and/or workbook. All books are school property and are to be returned to the teacher on the last day of school or in the case of transfer, withdrawal or expulsion.

### **Forgotten Items**

Parents are not permitted to drop off homework, gym shoes, books or other items forgotten at home unless requested by the Principal. The office will only accept prescription medicine and house keys. Parents are not permitted to drop off lunches to school. Any child who forgets a home made lunch will be provided a school lunch and the parent will be billed accordingly.

### **Telephone Usage/ Cell Phone Policy**

Parents should instruct their child before he/she leaves for school in the morning as to what his/her program will be for the day. Parents are asked not to call the school to relay a message to them except in case of an emergency and no later than 1:15 p.m. Students are not permitted to use the office telephone or cell phone to ask for books, homework, shoes, permission, etc. Text messaging and the use of cell phones during school hours is strictly prohibited. We understand that students are given the use of cell phones for safety and to contact parents/guardians in case of an emergency when they are attending after school activities. Cell phones will be confiscated from any student who uses a cell phone between the hours of 8:00 a.m. and 3:00 p.m. on school property. It will be the responsibility of the parent/guardian to stop by the principal's office at the end of the day to pick up the cell phone. Our Lady of Mount Carmel School will not be responsible for any misplaced or lost cell phones brought to school by students.

### **Birthdays**

Because of the different health issues and allergies developed in our students, no edibles are permitted to be sent to school to celebrate a child's birthday.

### **Volunteering and the Virtus Program**

The concern over child sexual abuse is a serious matter. Part of the Cleveland Diocesan plan to prevent child abuse is a program called Virtus. This program teaches people how to recognize child sexual abusers. The Virtus, Protecting God's Children program consists of many components. The education component helps prevent child sexual abuse by first making every employee and volunteer aware of the issues surrounding child sexual abuse. This awareness session also helps adults to recognize the warning signs of abuse, and shows them the appropriate way to respond to suspicious behavior. The awareness session empowers each person with five steps to help prevent child sexual abuse. ***Every person wishing to work with children or young people as employees, coaches or volunteers must fill out a volunteer***

*application, attend this seminar and undergo fingerprinting, background and reference checks. There is a small fee for fingerprinting. The fingerprinting and background check is designed to further assist our students in a safe and Christian atmosphere.*

This requirement is a great opportunity for all parents to be more aware of how to protect your child regardless of age and also to know that at any school event your child is safe and protected not just by their function supervisor but also by other parents who are aware of suspicious behavior. Virtus sessions are scheduled periodically throughout the school year.

Volunteer parents for any event especially field trips and classroom/school events cannot bring younger children/siblings with them. When younger children/siblings are involved the students are distracted, and parents have to take care of their own child. All volunteer parents that will be coming to school to help at any given event are to be approved by the principal before they proceed with the event.

### **Field Trip Policy**

Field trips are privileges afforded to students. No student has an absolute right to attend a field trip. Any child proving to be a hazard to themselves, others or property will remain at home unless accompanied by his/her parent or guardian. Field trips may be withheld from students because of poor grades or conduct. If for any reason a parent/guardian decides not to permit their child to participate in a field trip, that child must attend school that day if indicated by the teacher or school authority. The student will be placed in another classroom for the day.

If a parent/guardian must accompany a student on a field trip because of behavioral problems, they will be responsible for his/her fees. Fees will include but are not limited to lunch, bus fare and any entrance fees.

The purpose of volunteer parents at field trips and other events is to **help teachers supervise the students**. Volunteer parents (for any event especially field trips and classroom/school events) cannot bring with them younger children and/or siblings. When younger children and/or siblings are involved, the students are distracted and parents have to take care of that child. All volunteer parents that will be coming to school to help at a given event are to be approved by the principal before proceeding with the work.

Parents/guardians are expected to sign a permission form that releases the Roman Catholic Diocese of Cleveland, Our Lady of Mount Carmel Parish and School, the administration, faculty and chaperones from liability. Telephone calls, faxes and notes from home, or incomplete or altered forms will not be accepted.

Chaperones are required to complete an Emergency Contact Sheet. Any adult who will be transporting students to or from a field trip must have a valid driver's license and is required to complete a driver volunteer statement.

### **ATTENDANCE**

State law requires that a student be present one hundred seventy-eight days per school year. Regular school attendance and punctuality are important elements in the formation of healthy lifelong habits. Repeated absence and/or tardiness can be a serious threat to learning and can be cause for retention, probation, and referral to outside agencies for assistance and/or other disciplinary measures.



Any student who is absent for seven or more school days in one month, or fifteen or more school days in a school year is considered a chronic truant. Any student who is absent for 5 or more consecutive school days in one month, or twelve or more school days in a school year is considered a habitual truant. More than five absences or tardiness in a month without doctor verification is considered excessive.

### **Absences**

In the interest of safety, when a student is to be absent from school, parents/guardians must call the school office before 9:00 a.m. When the student returns to school, the parents/guardians must submit a signed, written excuse to the homeroom teacher explaining the reason for the absence. Proper documentation must be provided to the school to verify the reason for a student's absence.

### **A student who has been absent three or more consecutive days must submit a doctor's excuse before he/she will be allowed to return to school.**

A student who has been absent for five or more days per month without a doctor's excuse will not be permitted to participate in any athletic or extracurricular activity leaving this open to the discretion of the Principal. An absent student is never permitted to be on school grounds or to participate in any after school/evening activity on the same day of the absence.

Absence occurs when a student is missing from school for a whole day. Absence of whole or partial days prohibits a student from receiving Perfect Attendance. Attendance is marked as follows:

1 day	=	a whole day of school missed.
1/2 day	=	a student misses more than two hours of a school day.

The Principal also follows the regulations of the health department concerning readmission of pupils who have had a communicable disease. It is the responsibility of the student to make up all assignments and tests missed during an absence. A student will be given the same number of days to make up class work or homework as he/she was absent.

### **Tardiness**

Kindergarten through 8<sup>th</sup> grade students arriving after 8:00 a.m. will be required to obtain a tardy slip at the office before going to the classroom. If a kindergarten student is tardy a parent must accompany the child to the main office for a tardy slip. If an Early Childhood student arrives after 8:15 a.m. the parents must enter the building through the main office doors. Students in Pre-Kindergarten through 8<sup>th</sup> grade are not permitted to enter the building after 9:00 a.m. unless they contact the school office or turn in a medical or doctor excuse to the office.

*Three unexcused tardies* will lead to a Principal-parent/guardian conference. Habitual tardiness will lead to appropriate disciplinary action. Students will be sent home for the remainder of the day. An *excused tardy* occurs if a student is late due to a school bus, taxi, or public transportation vehicle being late, or if the student is detained by another school official and thus arrives late for homeroom. A tardy is unexcused if the student is tardy for any other reason.

Tardiness prohibits a student from receiving a Perfect Attendance Award.

### **Medical/Dental Appointments**

Medical and dental appointments are considered unexcused tardies. Parents are requested to avoid setting doctor and dental appointments during school hours as this practice may interfere with a student's scholastic progress. If it is necessary for a student to be dismissed early, a signed, written note is to be sent to the school office requesting permission to leave class. Parents/guardians must come to the school office to sign-out their student before the student will be released. In addition, if a child will return to school after a medical or dental appointment, a parent/guardian must accompany the child into the school building and sign him/her in.

### **CURRICULUM**

Our Lady of Mount Carmel School Early Childhood Program is a Catholic pre-school designed to meet the needs of the whole child through an emergent curriculum. The program uses developmentally appropriate practices as outlined by the Curriculum Department of the Cleveland Diocesan Education Office, and the program is licensed by the Division of Early Childhood Education of the Ohio Department of Education.

Our Lady of Mount Carmel School Kindergarten through Eighth Grade follow the Graded Course of Study prepared by the Curriculum Department of the Cleveland Diocesan Education Office. This course of study has the approval of the Ohio Department of Education and Our Lady of Mount Carmel School is fully accredited by the Ohio Catholic Schools Accreditation Association.

The basic curriculum includes, but is not limited to, Catholic Doctrine, Language Arts, English, Spelling, Reading, Writing, Social Studies, Math, Science/Health, Physical Education, Fine Arts, Spanish and/or Latin Language Arts and Computer Technology.

### **Catholic Doctrine**

Roman Catholic Doctrine is an essential part of Our Lady of Mount Carmel Parish School. Catholic Doctrine is presented as a living experience of knowledge and faith. Students enjoy the opportunity to participate in weekly school Masses, Eucharistic & Marian Devotions, and the Sacrament of Penance as part of their religious education. This is in support of the parents'/guardians' privilege and responsibility of sharing the Faith.

Our Lady of Mount Carmel Parish School requires participation at special Liturgical Events celebrated throughout the school year. Attendance is part of the student's integral spiritual education. A special family/school Mass is celebrated every First Sunday of the month at 11:30 a.m. Roman Catholics are expected to take active participation without exception, while Non-Catholics participate by their very presence.

### **Sacramental Program**

Preparation for the reception of the sacraments of Penance, Eucharist, and Confirmation requires the *parents'/guardians' participation in an Adult Program of Roman Catholic Doctrine as set by the Cleveland Diocesan Education Office.*

### **Homework Policy**

Homework is assigned to develop initiative, responsibility, and self-direction in the student. There is no minimum or maximum length of time per evening as each student is different. Homework may not always take the form of written assignments. Parents/guardians should assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and by listening to oral recitation. *Parents/guardians should not do their child's*

*homework.* Students are to follow the class rules regarding homework. If a student fails to complete or submit homework without a valid excuse, the student will not receive any credit. However, the work will need to be done twice, and the student may be detained after school to finish the work. If a student continually fails to complete the work, he/she may be sent home to complete it and return that day with it completed.

In case of absence, parents/guardians should contact the school office after 9:00 a.m. to arrange to pick up their child's assignments for the day. Parents/guardians are to pick up assignments at the main office at 3:00 p.m. Junior high students are provided lesson logs and should follow the weekly lessons.

### **Physical Education**

All students must be dressed in complete uniform in order to participate in Physical Education class. Points are deducted for a student who is not prepared for gym class, i.e., no shoes or incomplete uniform. In addition, if a student cannot participate in gym, a doctor's note must be submitted to the school office explaining your child's prognosis with date of recovery.

### ***DRESS CODE***

The purpose of a uniform is to encourage pride in personal appearance and in the school, and to eliminate peer pressure and self-consciousness. *For students' safety, backpacks, coats, sweaters, sweatshirts, jackets, hats, scarves or any other type of clothing which depicts designer labels, professional or collegiate athletic teams' logos and/or cartoon characters are not permitted on campus. The aforementioned items must be a plain in detail and a solid color.* Students' clothing is to be clean, neat, and sized appropriately at all times. Students are expected to come to school well groomed and properly dressed. If a student is not in complete uniform, he/she might not be admitted to class. The parent/guardian will be called, and the student will wait in the office until the parent/guardian can bring the required uniform.

**Backpacks/lunch bags:** Pre-Kindergarten through 1<sup>st</sup> grade students are to use the navy blue canvas school bag with OLMC shield. 2nd grade students will need a plain backpack with no wheels. 3<sup>rd</sup> through 8<sup>th</sup> grade students will use a backpack or backpack on wheels. **ALL BACKPACKS AND LUNCH BAGS SHOULD BE A SOLID COLOR.** Backpacks and lunch bags are to be plain-no designer labels, logos, professional or collegiate athletic teams' logos, and cartoon characters, etc.

PLEASE LABEL ALL BELONGINGS. OUR LADY OF MOUNT CARMEL PARISH SCHOOL IS NOT RESPONSIBLE FOR LOST UNIFORMS OR OTHER ITEMS.

**Hair:** A student's hair should be in a conservative style, be well groomed and kept simple. Boy's hair is to be neatly trimmed and above the collar. Fad, extreme or ponytail hairstyles are not acceptable. Hair is to be the natural hairline color. Punk, razor designs and hair dyes are not acceptable. Girls should wear barrettes, ponytail holders or an OLMC hairband only.

**Shoes:** Soft soled dress shoes are required. Boys are to wear all brown, all black or all maroon soft-soled dress shoes. Ankle boots are not permitted for boys. Girls are to wear all black or all brown **soft soled, flat** dress shoes not higher than 1 inch. High-topped athletic shoes and platform shoes are not permitted.

**Make-up:** Girls are not to wear any make-up. This includes nail polish, French manicures, fake and/or acrylic nails, and colored lip-gloss. Clear nail polish is acceptable. Teachers and

staff will remind students to remove nail polish only twice. On the third reminder, a parent/guardian will be called to the school to remove nail polish.

**Jewelry and Accessories:** All jewelry and accessories should be appropriate for school. Choker type necklaces are not permitted. Girls may wear up to two earrings on each ear, but these must be small and simple. Hoop or dangling earrings are not permitted. Boys are not permitted to wear earrings or any other type of device to keep the earlobe hole opened. Sunglasses, hats, and baseball caps are not to be worn in school. Tattoos are not permitted. Our Lady of Mount Carmel Parish School is not responsible for any lost jewelry.

**Electronic Devices:** I-Pods, cameras, recording devices, CD players or any other type of electronic device, radio headphones, handheld games, toys, etc. are not permitted on campus. Any type of electronic device will be confiscated from any student who uses said device between the hours of 8:00 a.m. and 3:00 p.m. on school property. It will be the responsibility of the parent/guardian to stop by the principal's office at the end of the day to pick up the device.

**Playground Balls:** Any type of soft or hard football, baseball, soccer ball, etc. are not permitted on campus unless previously approved by principal.

**Other:** Candy, gum chewing and soda pop are not permitted during school hours.

### ***SCHOOL UNIFORM***

Parents/guardians are required to follow the uniform guidelines as set forth by Our Lady of Mount Carmel School. The Early Childhood uniform is sold directly through the school. Kindergarten through 8<sup>th</sup> grade students are to purchase their uniforms at SchoolBelles. Cold weather uniform wear begins with the 2<sup>nd</sup> quarter in October. Warm weather uniform begins in August. Please check your son/daughter before he/she leaves for school. It is well to remember that "dress" and "hygiene" is the responsibility of the parents and is the reflection of home training and habits. Parents are to use common sense.

#### **Early Childhood Uniform**

**Warm Weather**  
(Aug., Sep., May)

Navy blue polo shirt with OLMC logo  
Navy blue shorts with OLMC logo  
Navy blue plain tennis shoes (no lights)  
White cotton crew socks for boys  
Navy blue knee socks for girls

**Cold Weather**  
(Oct.-May)

Navy blue sweatshirt with OLMC logo  
(with Our Lady of Mount Carmel Navy Blue Polo shirt beneath)  
Navy blue sweat pants with OLMC logo  
Navy blue plain tennis shoes (no lights)  
White cotton crew socks (boys)  
Navy blue knee socks (girls)  
Navy blue sweater, windbreaker or jacket

#### **Girls' Uniform**

#### **Kindergarten through Third Grade**

**WARM WEATHER**  
(Aug., Sep., May.)

Uniform jumper  
Yellow blouse with Peter Pan collar & uniform tie

**OR**

Navy blue knee socks

Uniform walking shorts

Yellow blouse with Peter Pan collar & uniform tie

Navy blue sweater vest with OLMC monogram or

Yellow polo shirt with OLMC monogram

Navy blue knee socks

**COLD WEATHER**

(Oct.-Apr.)

Uniform jumper

Yellow blouse with Peter Pan collar & uniform tie

Navy blue sweater or sweatshirt with OLMC logo.

Navy blue knee socks or navy blue tights

**OR**

Uniform slacks

Yellow blouse with Peter Pan collar & uniform tie

Navy blue sweater vest with OLMC monogram or

Sweatshirt with OLMC logo

Navy blue knee socks

**Girls' Uniform**

**Fourth through Eighth Grade**

**WARM WEATHER**

(Aug., Sep. & May.)

Uniform culottes, walking shorts or slacks

Yellow cotton blouse with uniform tie and

Navy blue sweater vest with OLMC monogram or

Yellow polo shirt with OLMC monogram

Navy blue knee socks

**COLD WEATHER**

(Oct.- Apr)

Uniform slacks, culottes, walking shorts with

yellow cotton blouse and uniform tie

Navy blue sweater vest with OLMC monogram

Navy blue cardigan sweater

Navy blue knee socks or navy blue tights

**GIRLS' SHOES**

Black or brown soft soled, flat dress shoes no higher than 1 inch.

Platform shoes are not permitted

*GIRLS' UNIFORMS MUST BE MID KNEE HEIGHT.*

**BOYS' UNIFORM**

**Kindergarten through Third Grade**

**WARM WEATHER**

(Aug., Sep. & May)

Fitted, dark khaki-colored dress pants or walking shorts

from SchoolBelles w/brown or black belt

Tucked-in, white, short sleeved polo shirt with

Navy blue sweater vest with OLMC monogram or

Yellow polo shirt with OLMC monogram

White crew socks

**COLD WEATHER**

(Oct.-April)

Fitted, dark khaki-colored dress pants from SchoolBelles

w/brown or black belt

Tucked-in, white, short sleeved polo shirt.

Navy blue sweater vest with OLMC monogram  
School sweatshirt with OLMC logo  
White crew socks

## **BOYS' UNIFORM**

### **Fourth through Eighth Grade**

#### **WARM WEATHER**

(Aug., Sep. & May)

Fitted, dark khaki-colored walking shorts w/brown or black belt  
Or fitted, dark khaki-colored dress pants  
Tucked-in, white, short sleeved, button down shirt  
with plaited uniform tie  
Navy blue sweater vest with OLMC monogram  
Yellow polo shirt with OLMC monogram  
White crew socks

#### **COLD WEATHER**

(Oct.-Apr.)

Fitted, dark khaki-colored dress pants w/brown or black belt  
Tucked-in, white, short sleeved, button-down shirt  
with plaited uniform tie  
Navy blue sweater vest with OLMC monogram  
Navy blue cardigan sweater  
White crew socks

#### **BOYS' SHOES**

Black, maroon or dark brown dress shoes. NO BOOTS.

Pants and shorts must be belted at the waist and must be appropriately fitted. No cargo or sagging pants or shorts. Parents will be called and asked to bring a properly fitting pair of pants or a belt to school.

**PE Uniform- Kindergarten through Eight Grade**-Official OLMC gym shorts, shirt and white (99%) white plain tennis shoes with white sole.

**Cold Weather Wear:** All students should dress appropriately for outdoor recess and cold weather. This includes a warm coat, gloves, hat, scarf and boots. Students should wear boots on snowy days and then change into their school shoes to wear in the classroom. When shopping for a spring, fall and/or winter jacket, we ask this to be plain in detail and a solid or navy blue colored jacket. Any child, who is not properly dressed for colder weather, will spend recess in another classroom. *If it is too cold for any student to go outside because of illness, he/she should stay home.*

#### **Dress-up Days**

**Girls - Early Childhood through Eighth Grade:** Mid-knee length dress or skirt, blouse, sweater, dress slacks, dress wind suits, dress shoes. Jean jumpers and long jean skirts are permitted. NO jeans, baggy pants, spandex pants, mini-skirts, T-shirts, tank tops, bare midriffs and sneakers, designer logos and/or athletic or collegiate logos.

**Boys – Early Childhood through Eighth Grade:** Dress pants, dress shirts, sweaters, dress shoes. NO jeans, spandex pants, T-shirts, camouflage pants or shirts, tank tops, bare midriffs, and sneakers, designer logos and/or athletic collegiate logos.

**Jean Days**-Solid colored blue jeans (no torn, baggy or tight fitting jeans), OLMC gym shirt or Any shirt with OLMC silk screen or monogram, OLMC sweatshirts, white gym shoes.

**Jackets/Outerwear-** Boys and Girls in the Early Childhood Program through the Eighth Grade are required to wear jackets/outerwear in a solid or navy blue color. Please do not send your child in any jacket/outerwear with cartoon characters, designer labels, professional or collegiate athletic team logos.

***TUITION and FEES and PARENT/GUARDIAN LIABILITY***

While education at Our Lady of Mount Carmel Parish School is primarily a ministry, it is also a business for which bills must be paid. Therefore, if at any time of the year parents/guardians decide to withdraw their child(ren) from school, or if the student is expelled from the school, parents/guardians are required to pay any fees and/or the full year's tuition for which a contract has been signed at the time of registration. **TUITION AND FEES ARE NON-REFUNDABLE. Fees include but are not limited to technology fee, lunch fees, recess drink fees, extended day fees, co-pay voucher fees, book fees, etc.**

- A non-refundable annual registration fee is required to hold a place in class.
- Each family is required to complete a FACTS Tuition Management Application and/or FACTS Tuition Management Payment Preference Form as part of registration.
- Our Lady of Mount Carmel School and FACTS Tuition Management require four (4) business days to hold tuition payments, change accounts or make any other adjustments.
- If your checking or savings account is closed without prior notification to Our Lady of Mount Carmel, your child will not be permitted to return to school until current account information is submitted to school along with any missed payments.
- If you wish to pay tuition in full instead of using FACTS, payment must be received in the school office by August 1st. A \$5.00 processing fee will be added monthly if payment is not received. Student's name will be removed from the class roster if payment in full is not received by August 1st and/or if a FACTS application has not been fully completed.
- Any student whose tuition and/or fees are not up to date after two months will be refused admittance into the classroom until the balance has been paid or arrangements have been made with the Principal.
- Students may not be absent more than five days in the course of the year because of late tuition. Extended absence from school because of overdue tuition and/or fees may result in having to withdraw the child from school.
- Transcripts, awards, report cards, progress reports, and other school records will be withheld until tuition and/or fees are paid in full.
- If the account remains delinquent after the student withdraws, the school will file an action in Small Claims Court.
- Families are provided information on a variety of ways to receive tuition assistance. Please contact the school office for further information.
- Our Lady of Mount Carmel School will add a late fee of \$25.00 for any fundraising money

that is not paid by its due date.

- Checks that are returned because of NSF will be subject to a \$30.00 fee.
- We will no longer accept personal checks if more than two checks are returned because of non-sufficient funds. Any tuition and/or fees due to the school because of a returned check must be paid by money order or cash.
- TUITION MUST BE PAID IN FULL BY APRIL 20TH

**The following are the approved fees for the 2015-2016 school year:**

	<b><u>Until April 14th</u></b>	<b><u>After April 14th</u></b>
<b><u>REGISTRATION FEE</u></b> (due upon registration)	\$150.00 1st child \$75.00 per child	\$175.00 1st child \$100.00 per child
<b><u>TECHNOLOGY FEE</u></b> (due upon registration)	<b>\$25.00 per child</b>	
<b><u>COST BASED TUITION</u></b> <i>Kindergarten - 8<sup>th</sup> Grade</i>	<b>\$3,450.00 per child</b>	
<i>Early Childhood Program</i> Pre-K 3 and Pre-K 4	<b>Parishioner*</b> \$3,200.00 per child	<b>Non-Parishioner</b> \$3,600.00 per child

\*A parishioner participates in Mass, is a registered member of Our Lady of Mount Carmel Church for more than a year, helps in the financial support of the parish through offertory envelopes and participates in parish/school activities.

*Out of pocket tuition fees could be significantly lower by applying for any of the following grants, scholarships or assistance:*

**Our Lady of Mount Carmel Grant Local Tuition Assistance (LTA)- PK only**

Our Lady of Mount Carmel will grant your child tuition assistance based on an application that must be completed and submitted at registration. Applications will be available as part of registration.

Full tuition will be reflected on your FACTS account and adjusted accordingly to reflect volunteer hours completed. This program is an ALL or NONE tuition assistance program. Families must complete all hours and attend 3 meetings to qualify for assistance. If hours and classes are not fulfilled, parents will be ineligible to receive assistance.

**Cleveland Scholarship & Tutoring Program**

Our Lady of Mount Carmel School accepts the Cleveland Scholarship & Tutoring Program vouchers. A copy of your child's verification letter which shows your child's lottery number and percentage rate must be submitted upon registration. If your child's scholarship is not verified, we reserve the right to charge full tuition. If your child receives the voucher during the school year, his/her tuition will be adjusted accordingly. It is the parent/guardians responsibility to notify the school if their child receives the voucher and if their percentage rate changes.



The Cleveland Scholarship & Tutoring Program will only pay a *percentage* of your child's tuition. It is the parent/guardians' responsibility to pay for their percentage of tuition in addition to any fees incurred i.e. registration fees, lunch fees, uniform fees, extended day fees, etc.

### **Private School Aid Service (PSAS)**

PSAS is under contract with the Diocese of Cleveland to provide a reasonable assessment of the ability of each family to pay for the education of their children at private independent elementary and secondary schools. Applications are available at the school office.

### **Cuyahoga Work & Training Voucher**

Our Lady of Mount Carmel School accepts the county voucher for the Early Childhood Program and Extended Day Program. Please contact the school office for more information.

## ***SPECIAL SERVICES and PROGRAMS***

### **Extended Day Program**

An Extended Day Program is available for OLMC students enrolled in the Early Childhood Program through Fifth Grade. **Any student who is left on campus after 3:15 p.m. will be taken to the Extended Day Program. Pre-Kindergarten students who are not picked-up before 3:15 p.m. will be taken to the Extended Day Program.** A child who is waiting for a sibling who is serving a detention, at any type of practice or has any other after school activity will not be permitted to wait in school or at that activity. The child will be taken to the Extended Care Program and the family billed accordingly.

Parents are required to complete an application that is available through the school office. After school care is available from 3:10 to 5:30 p.m. The Extended Day Program is located in the school cafeteria. Parents are required to sign out their child on a daily basis. Parents are required to complete an Authorized Pick List. Your child will be released only to the individuals listed on this form.

The Extended Day Program will follow the calendar of Our Lady of Mount Carmel School. Any day that the school is closed, the Extended Day Program will also be closed. Our Lady of Mount Carmel Extended Day Program does not provide summer vacation care. If your child is absent from school during the day, they will not be permitted to attend Extended Day on regular dismissal or early dismissal days.

### **Fees - per child, per day**

After School Care	\$ 8.00	3:10 p.m. to 5:30 p.m.
Early Dismissal Care	\$13.00	12:30 p.m. to 3:20 p.m.
	\$20.00	3:20 p.m. to 5:30 pm

Any child who is not promptly picked up at 5:30 p.m. will be taken to Our Lady of Mount Carmel Rectory. **Parent/guardians will be charged \$6.00 for every five minutes that the child remains at the rectory.** Excessive late pick-ups will result in your child being removed from the program.

Invoices are sent home on monthly basis. Any child whose fees are not up to date after one month will be refused admittance into the program until the balance has been paid in full. Students may be excluded from school. All fees are to be turned in to the school office.

### **Lunch Program**

The lunch program offers the students the opportunity to purchase a nutritious lunch. Lunch price is based upon completion of the Federal Lunch Program Application. All students are encouraged to eat lunch from the cafeteria. Adults are welcomed to purchase a school lunch if volunteering during the day. Lunch brought from home should be healthy and satisfying. Parents/guardians are not permitted to bring a child lunch from McDonalds or any other type of

fast food restaurant. Students are not permitted to bring candy, chocolate, or soda pop as part of lunch. Beverages must be water, milk or 100% juice

Students may choose which days to eat lunch at school or bring a lunch from home. Order forms are sent home on a monthly basis. The order forms must be turned in by the due date printed on them. Students are not permitted to bring a lunch from home and receive a school lunch in a single day.

Lunchtime is part of the educational program and provides an opportunity to show good healthy habits in eating. Table etiquette is a true test of a child's manners and an indication of refinement taught at home and school. Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the school rules and regulations, there are also lunchroom rules by which all students are expected to abide. Respect and obedience is expected at all times to the adults involved in the lunch program including the chefs, volunteers, adult lunch guards and servers.

The following list is not an all-inclusive list of inappropriate behavior:

- Walk single file to the serving lunch line.
- Go directly to your assigned table if lunch is brought from home.
- Once seated, stay seated.
- Use indoor voices to talk with students at your table.
- Ask the lunch monitor or teacher for permission if you need to leave the cafeteria.
- After eating, scrape tray clean into trashcan. Proper care of trays and equipment is expected.
- Make sure area around your seat/place is clean.
- Balls and recess equipment should be left near the exit door during lunch.
- Be respectful and responsible by cleaning your space and following directions.
- *Students are not permitted to use the vending machines located in the cafeteria during the school day.*

### **Recess Milk/Juice Program**

Morning recess drink, white milk or orange juice is available for purchase on a monthly basis at a minimal cost. This recess beverage is optional; however, it does give students a morning boost.

Students in Kindergarten through 8<sup>th</sup> grade are not permitted to bring a morning recess or lunch drink from home. Classrooms do not have the proper facilities to store milk or juice. If your child must bring a drink from home because of dietary reasons, a doctor's note must be submitted to the school office.

### **EXTRA CURRICULAR ACTIVITIES**

A variety of activities are provided for the students. Students may participate in up to two non-spiritual activities a semester. Students are to fill out an extra-curricular activity participation

form to be approved by the Principal. Only one sports activity may be chosen per season.

### **Physical Activities** (subject to availability of volunteer coaches)

- **Athletics** – Our Lady of Mount Carmel School sponsors and sustains a complete athletic program for students in grades fourth through eighth. Parents are to attend a mandatory sports meeting conducted by the Athletic Director to register their child for the sports season.
- **Cheerleaders** – Girls in grades fourth through eighth are eligible to participate in the cheerleading program that provides training and competition.
- **Pep Squad** - Girls in grades first, second and third are eligible to participate in a program, which teaches the fundamentals of cheerleading.
- **Peewee Basketball** – Boys and girls in grades first, second and third are eligible to participate in a program that teaches the fundamentals of basketball.
- **Basketball, baseball and soccer-** Boys in grades four through eight are eligible to participate, subject to availability of volunteer coaches.
- **Basketball, softball, volleyball and soccer-** Girls in grades four through eight are eligible to participate, subject to availability of volunteer coaches.

### **Social Activities** (subject to student interest and sponsor availability)

- **Student Council** – Students are given an opportunity to develop leadership skills while the student provides some service to the school. Open to third through eighth grade students. Students are elected to office via student vote.
- **Guardian Angels** – Students rotate on a monthly basis to experience different areas of service at school such as crossing guards, tutoring, teacher's aide, office aide, etc. Open to sixth, seventh and eighth grade students.
- **Mercylog (Yearbook)** – Students are responsible for editing, photography, and collecting and writing articles for the annual school memory book. Open for seven and eighth grade students.
- **Tiger Times School Newsletter** – Students are responsible for researching, writing and gathering information on school functions. Open to 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students.
- **National Junior Beta Club** – Candidates are selected officially by teacher and principal recommendation after the first semester. The qualifications for membership on the part of the student shall be character, scholarship, leadership and service.
- **Italian Club-** Students are exposed to customs, songs and culture of Italy. Open for fifth through eighth grade students.

### **Spiritual Activities**

- **Altar Servers** – Boys in grades third through eighth are eligible for participation. All altar servers must be committed to attend all scheduled Holy Masses on weekends and to participate in other special activities or processions.

- **Choir** – Students in grades third through eighth are eligible for participation. All choir members must be committed to attend all weekly school practices, weekend or monthly Holy Masses and whenever required.
- **EYM** - (Eucharistic Youth of Mercy) This groups meets by grade on Thursday after school until 4:15 p.m. to pray, study and adore the Blessed Sacrament. This movement is based upon the Mercedarian spirituality of the Priests and Sisters who staff Our Lady of Mount Carmel School. Students in grades first through eighth are eligible for participation.
- **St. Agnes Sodality** – The Sodality is responsible for the cleaning and decoration of our church altar. Girls will also participate in service projects during the year on Saturdays as scheduled. Girls in grades sixth, seventh and eight are eligible for participation.

### ***EDUCATION RESOURCES***

Depending upon the availability of teachers through the Cleveland Metropolitan School District, auxiliary services are provided in the following areas:

#### **School Nurse**

A registered nurse is available part-time for students' health services and assessment.

#### **Speech**

A speech and language pathologist is available part-time to identify and work with students who may have articulation difficulties. Speech is provided to help any student who has difficulty with production of sounds and or language structure. Students are screened upon entering Kindergarten.

#### **Title I Services**

Students are provided academic support in the basic skills of Reading and Math.

#### **LD Tutor**

A LD tutor is provided for students who qualify and have an active IEP in Language Arts and/or Math.

### ***ACADEMICS***

#### **Foreign Languages**

Language classes in Spanish are provided weekly for students in grades 1<sup>st</sup> through eighth as part of the curriculum. Latin is provided weekly for students in grade 8.

#### **Music Classes**

Students in PK3 through 8<sup>th</sup> grade are offered music class.

#### **Technology/Computer**

Elementary and Junior High students attend computer classes twice a week. Early Childhood students utilize computers located in the classroom and participate in weekly computer lab sessions. Parents and students must sign a release form regarding use of the Internet.

Students are responsible for good behavior on school computer networks. Communications on the network are often public. General school rules for behavior and communications apply.

Presently students will have e-mail access only under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Network storage areas will be treated like school lockers and desks. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer is private. During school, early elementary teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as the internet, television, cell phones, movies, radio and other potentially offensive media.

Students have no privacy right to any data received or disseminated on the network or through e-mail and by utilizing these systems they consent to Our Lady of Mount Carmel School's right to audit all e-mail, files and documents. If a user acts inappropriately through the communications systems, Our Lady of Mount Carmel School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity. It is not an all-inclusive list of inappropriate uses and activities. Violations will result in loss of access as well as other applicable disciplinary or legal actions:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work or files.
- Intentionally wasting limited resources.
- Posting personal contact information about you or other people.
- Employing the network for commercial purposes.

### **Cyber Bullying**

Students must be aware that no computer or phone-and therefore no person-is really anonymous in cyberspace. Behaviors in cyberspace are downloadable, printable, and sometimes punishable by law. Treating all members of Our Lady of Mount Carmel Parish School with respect does not begin and end at the school's front door.

**Neither the school's network nor the broader Internet whether accessed in school or out of school, either during or after school hours may be used for the purpose of harassment.**

All forms of harassment in cyberspace, or so called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. Often the author, sender or poster of the inappropriate material is disguised or logged on as someone else. Parents who feel that their son/daughter has been victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and

immediately report the incident to the school principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

### **Laptop Computer Code of Conduct**

Students using school laptops are expected to act in a responsible, ethical and legal manner in accordance with the Acceptable Use Policy. The use of any laptop must be in support of education and research consistent with the educational goals of Our Lady of Mount Carmel School. Furthermore, laptop use must adhere to all existing policies established by the school faculty and staff. Students are expected to treat laptops responsibly. A student who checks out a laptop from the cart is responsible for its safe return. Laptops are not permitted to leave Our Lady of Mount Carmel School.

Laptops are delicate electronic equipment and require care to ensure proper operations. Students are responsible for inspecting and reporting malfunctions of hardware or software at the beginning and end of each usage. Computer settings are not to be changed this includes desktop settings. No software is to be downloaded or installed onto a laptop without permission from the classroom teacher, computer teacher or technology coordinator. No CD's, music or games from home may be used on the laptop (this includes music on flash drives). Only academic files may be used on laptops. All files must be saved to the u drive.

The use of a laptop is a privilege, not a right; inappropriate use will result in a revoking of those privileges. Vandalism is defined as any malicious attempt to harm or destroy data or hardware; this includes the data and hardware of Our Lady of Mount Carmel Parish School. Any vandalism will result in the loss of computer privileges, disciplinary action and/or legal referral if deemed necessary. Students will be held financially responsible for any damage to laptops from irresponsible use or purposeful neglect.

### **Library-Media Center Guidelines**

Our Library-Media Center operates to provide books and other materials for student's reading pleasure, research and enrichment. Students will find a vast array of current research books and contemporary and classic fiction. Accelerated Reader is a featured program of Our Lady of Mount Carmel's Library Media Center.

Students are allowed to check out library books on a regular basis with the consideration that each book be treated properly and returned promptly. Books are loaned for two weeks. Reference and "On Reserve" books do not circulate. We use a fully automated online catalog system as well as the traditional library cards. Our students are able to search our collection by using the Library Media Center computers. Every student has an ID to checkout books. Replacement cards cost \$5.00.

Students are responsible for lost or damaged library books. If a book is not returned after three weeks it is considered lost. Lost or damaged materials must be paid for at the current market value. Fines are to be paid before a student is allowed to check out another library book. A notice will be sent home and all library privileges will be suspended if accounts are not cleared by the end of the marking period. In addition, students may not receive their report card if accounts are not cleared.

While visiting the Library Media Center students will:

1. Remain in the Library-Media Center until they are dismissed.
2. Leave the Library-Media Center neat and orderly.
3. No food or drink is permitted.
4. Check out all materials before taking them out of the Library-Media Center.
5. Take proper care of Library-Media Center materials.
6. Respect the right of others to use the center undisturbed by loud talking or noise.
7. Pay for overdue fines.
8. Pay for lost or damaged Library-Media Center Materials.
9. Return Library-Media Center materials on time.
10. May not alter or misuse the library furniture and fittings.

### **GRADING**

Progress reports are issued mid-quarter. Report cards are issued quarterly. Early Childhood students receive written progress reports in January and June. One parent conference is scheduled during the year. Additional conferences may be scheduled by contacting the teacher or Principal.

#### **Grading Scale**

100 – 97	A+	89 – 87	B+	79 – 77	C+	69 – 60	F
96 – 93	A	86 – 83	B	76 – 73	C		
92 – 90	A-	82 – 80	B-	72 – 70	C-		

**Note:** There is no “D” in the grading system. Any student who is failing in any subject may not be permitted to participate in any sports event.

#### **Report Cards**

Report cards are issued at the end of every quarter. This is a written notice to parents/guardians of student’s progress in each subject. There is an explanation of the letter/numerical grading of the Diocesan approved report card. The conduct grade is based on behavior and personal attitude.

The following items are considered in grading a student:

- Class work that is neat, complete, and on time.
- Homework that is done by the student, and is neat, complete, and on time.
- Family projects that are neat, complete, and on time.
- Class participation and cooperation.
- Tests and projects assigned by the teacher.
- Preparedness with all books and necessary supplies.

#### **Awards**

Students in grades Kindergarten through Eighth will be recognized for academic achievement and conduct.

<b>Level</b>	<b>Award</b>	<b>Grades</b>	<b>Conduct</b>
Excellence	First Honors	95 – 100	O/ 95-100
High Proficiency	Second Honors	90 – 100	S/ 90-100
Academics	Academics	85 – 100	S/ 90-100
Scholastics	Scholastics	80 – 100	S/ 90-100

Christian Attitude	Principal's Award	----	O/ 95-100
Effort	Effort	----	S/ 90-100

To be eligible for First Honors, the report card shall reflect excellence in the area of effort, conduct and personal attitude. Second Honors, Academics, Scholastics, and Effort require satisfactory mark. Only students with Satisfactory marks in core subjects are eligible for academic honors. In addition, students may earn the following awards:

**Catholic Doctrine** – participation and knowledge.

**Uniform** – clean and complete.

**Attendance** – no tardiness, absences, early dismissals.

**Homework** – neat, correct, complete and on time.

**Penmanship** – neat and clear.

**Art, Service, Athletics, Choir, Manners, etc.**

**Punctuality**

### **End of School Year Awards**

The same levels of the above mentioned awards are given at the end of the school year. Awards are based on the Final Mark grade. The Final Mark is the average of the four quarter grades including Computer/science grade. Conduct is an integral part for these awards.

### **Promotion**

Students will be promoted on the basis of academic achievement. No student is granted a social promotion. To be promoted from one grade level to the next, a student must attain grades of 70 or above in any of the core subjects including Catholic Doctrine, Language Arts, Reading, Spelling, English, Writing, Mathematics, Science and Social Studies.

When the student is transferred to the next grade level against the advice of the teacher and/or Principal, parents/guardians are required to sign a statement that they realize that the placement is against the professional advice of the staff. In such a case, the student's transition to the next grade is referred to as "placed" and not as a promotion. The Principal may request that the student be transferred to another school.

Our Lady of Mount Carmel Parish School recognizes the importance of Catholic Doctrine as an integral part of the curriculum and a requirement in our school. Any student failing this area must make up for the failure prior to the beginning of the subsequent school year following a plan approved by the Principal.

### **Retention**

Retention will be considered for the following reasons: 1) Failure in two or more major subjects (failure in an individual subject is defined as receiving a grade of "69" for two or more quarters.) 2) Retention for other good and sufficient reasons (under age, immaturity, excessive absences, etc.).

### **Plagiarism**

Early recognition of plagiarism can be important, since cheating can have serious financial and even criminal consequences in other areas of life. Copying may also lead to fraud charges which can carry criminal penalties. Consequences of plagiarism in any kind of school work are students receive a zero on the assignment and receive 50% of the final average of the course



in which it occurred.

### ***DISCIPLINE POLICY***

Discipline underlies the whole educational structure and is an important goal of OLMC. It is the training that develops self-control, a Christian character, orderliness, and efficiency. It is the key to moral development, good conduct, consideration, and respect for other people. Parents/guardians must accept the responsibility for helping their children develop self-control. Parents/guardians will be notified of any inappropriate behavior and asked to come to the school for a conference with the teacher and Principal.

Rough play, pushing, swinging book bags, throwing snowballs, and other potentially dangerous activities are never permitted while waiting to come into the building, at recess time, dismissal time or anywhere on school/parish property. Ball playing is not permitted before school or at dismissal because of the number of students and cars present at these times.

### **Early Childhood Program**

The classroom teacher will be a good example of appropriate behavior in manner and action. It is the teacher's role to explain the behavior that is appropriate and will be consistent. Appropriate and improving behavior will be recognized and praised. The teacher will guide a student who may exhibit inappropriate behavior to other options of appropriate behavior. If a student continues to exhibit inappropriate behavior, he/she will be asked to choose another center in the room or may be asked to "think it over" in a quiet area of the room. The teacher and/or Principal will meet with the parents/guardians if there are repeated difficulties, aggressive behavior, or staff concerns. Children who are unable to comply with appropriate behavior expectations or exhibit aggressive behaviors will have to be dismissed from the school. The dismissal policy is at the discretion of the Principal.

### **Elementary and Junior High**

The Principal may take the following disciplinary actions or her delegate as deemed appropriate, but not limited to:

- Student conference.
- Student will be sent home for the day
- Parent conference.
- Implementation of Behavior Contract.
- Isolation.
- Reassignment to another class on the same campus.
- Loss of morning and/or lunch recess privileges.
- Detention.
- Removal from extracurricular activities.
- Suspension (not to exceed five days per semester).
- Expulsion.

In all cases, discipline will be meaningful to the student, relevant to the nature of the infraction, and respectful to the dignity of the child.

### **Notices to Parents**

Our Lady of Mount Carmel Parish School will notify parents by forms in addition to telephoning or conferences, of any disciplinary or academic difficulty a student is experiencing.

The following forms are used: Disciplinary Referrals, Deficiency Reports, Conduct Referrals, Uniform Notice, Detention Notice, etc.

It is the student's responsibility to bring the form home and return it the **next** school day with a parent's signature. If a form is not signed or returned, students will contact their parents to bring in any missing forms or to come to the school office and sign forms. Students may be sent to another classroom for the day if forms are repeatedly unsigned or not returned to school.

### ***STUDENT CODE OF CONDUCT***

At Our Lady of Mount Carmel Parish School, Christian behavior is the norm at all times. In order to maintain this standard, the school requires students to adhere to the Our Lady of Mount Carmel School Code of Conduct. It is operative on school property, the playground, cafeteria, bus, and at all school-sponsored functions, including sports events and field trips.

The Code of Conduct includes:

1. To respect teachers, administrative staff, substitute teachers, teacher assistants; custodial staff, auxiliary staff, recess monitors, lunch aides, visitors and all adults in authority.
2. To respect fellow students, their persons, and possessions.
3. To observe courteously the rules of hallways, stairways, classrooms, cafeteria, campus, church, bathrooms and public places visiting.
4. To demonstrate good sportsmanship at all times.
5. To be neat and clean at all times in person and in dress.
6. To participate fully and be attentive during classes, assemblies, Holy Mass and all school gatherings.
7. To refrain from using nasty, mean hurtful comments or remarks in person or through technology.
8. To work at all times toward self-improvement.
9. To know, understand, and comply willingly with all rules and regulations of the school.
10. To accept responsibility for his/her actions.

### **CONSEQUENCES**

While infractions of the Code of Student Conduct are dealt with on an individual basis, all choices involve consequences. When self-discipline is lacking, the following guidelines are left to the teacher's discretion depending on the offense or frequency of the offense.

#### *Personal interview with the student:*

This typically is the first step in assisting a student. This may include verbal warning and/or time out, referral to appropriate personnel with the possible consequence of a disciplinary referral form to be signed by the parents and returned to school the next day where it is kept on file for the year.

#### *Loss of privileges:*

Students using inappropriate language or conduct in the cafeteria or on the playground may lose the privilege of using the cafeteria or recess. Inappropriate behavior may also result in being excluded from assemblies, field trips, and other school related activities. Loss of privilege may also include temporary removal from a class or play area to a supervised location.

Making of restitution:

Students who destroy property, mark or deface property, classrooms, cafeteria, lavatories, gym, etc., will be required to clean, fix, repair, or replace damaged items.

Conferences with parents:

Students who repeatedly disregard rules will attend a conference with teacher or appropriate personnel and one's parents.

Conduct Referral/Academic Referral-Demerit:

1. Failure to observe class and/or school rules.
2. Lack of class materials or homework.
2. Disruptive behavior.
3. Excessive tardies.
4. Gum chewing.
5. Uniform.

Detention:

1. Accumulation of three conduct/academic referrals and or Uniform Notices.
2. Disregarding or talking back to authority.
3. Fighting, throwing objects, name calling, making fun of others.
4. Abusive or vulgar language.
5. Damaging property.

Probation:

When reasonable measures have been taken to correct a problem and no significant improvement is noted, a student may be placed on probation by the Principal. The terms of the probation will be clearly stated in writing. Students who do not comply with the terms of the probation may be asked to leave the school at the conclusion of the probationary period or before that time if the seriousness of the situation warrants such action.

Suspension

After parents have been notified of an offense, students may be suspended from school by the Principal. In-school suspensions may be given whereby the student works in the school excluded from classes and of the regular use of the cafeteria. Regular suspension excludes the student from school. Suspensions may last from one to five days. The student, not the teacher, is responsible for work missed. **Major tests missed during a suspension may not be made up.** Credit is not given for out of school suspension. A student may be suspended for a single offense or a series of offenses. There is a limit of two suspensions per year. If there is cause for a third suspension, the parent/guardian will be asked to withdraw their child from school. The following may be reasons for suspension as deemed necessary by the Principal:

1. Use of abusive language to a teacher, a substitute, staff member, or a parent/guardian of another student.
2. Severely disruptive or disrespectful behavior in the classroom, church or on campus.
3. Habitual fighting or vulgarity.
4. Willful damage to school property.
5. Leaving campus without permission.

6. Forging parent or guardian's signature
7. Any action or word harmful to the health or dignity of the student, teacher or school in general.
8. Other situations may also result in suspensions.

Students on suspension may not return to class until there has been a conference with the parents. Absences due to suspension from school are unexcused.

**Note:** Any student who is on probation or who has been suspended will not be permitted to participate in any sports related activity.

***Expulsion:***

Expulsion is a serious matter and will be invoked only as a last resort. A student may be expelled for a single grave offense or for lack of parental support. Any student who has been expelled will not be permitted to participate in any extracurricular activity. The following offenses committed by a student while under the jurisdiction of the school are reasons for expulsion:

1. Repeated suspensions will result in expulsion.
2. Actions gravely detrimental to the moral and spiritual welfare of the students.
3. Inappropriate behavior of a sexually explicit or obscene nature.
4. Continued willful disobedience.
5. Open, persistent insubordination towards a teacher, a staff member, a substitute, Principal, or Pastor.
6. Habitual profanity or vulgarity.
7. Use, sale, or possession of narcotics or alcohol.
8. Willfully cutting, defacing, or damaging school property, whether permanent or temporary.
9. Stealing.
10. Habitual truancy.
11. Assault or battery, or any threat of force or violence directed towards any school personnel or student.
12. Possession and/or use of dangerous and hazardous items such as matches, lighters, knives, guns, or gang-related items or weapons.

***CATHOLIC YOUTH ORGANIZATION CODE OF CONDUCT – SPORT'S PROGRAM***

Participation within Our Lady of Mount Camel Catholic Youth Organization (CYO) is limited to only to qualifying members of Our Lady of Mount Carmel Parish or school.

It is expected that all players, coaches, parents, officials, commissioners, site personnel or persons involved with a CYO team will conduct themselves as an example of Christian behavior. They do this through Christian leadership, good sportsmanship, and providing healthy athletic programs. Christ-like behavior is essential and expected as a witness to the philosophy and values of CYO athletics and Our Lady of Mount Carmel Parish and school.

The violations listed below will not be tolerated in CYO programs:

1. Failure of the Pastoral designee to assume direct responsibility for the individual program.
2. Refusal to abide by the rules and decisions of the CYO.

3. Violation of the influence rules (recruiting).
4. Knowingly using an ineligible player.
5. Taking a team off the field, floor, or out of a tournament because of dissatisfaction with the officials or other unsatisfactory reasons.
6. Failure to control the spectators and/or players' bench.
7. Failure to adequately protect officials and/or the visiting team.
8. Violation of the practice and playing season dates.
9. Use of profane, vulgar, or abusive language.
10. Inappropriate conduct or disrespect towards officials, site personnel, and others involved in CYO athletics.
11. Vandalism or the destruction of property.
12. Verbal or physical abuse of players, coaches, opponents, officials, or anyone affiliated with the CYO program.
13. Use of alcohol or illicit drugs or tobacco before, during, or after any CYO activity.
14. Representing ideals that are contrary to the philosophy of the CYO program.
15. Escalating behaviors that incite others to act in ways that are in direct conflict with the values of the CYO program.
16. A coach or player ejected from a game for any reason MUST LEAVE THE PREMISES and shall be SUSPENDED for the next scheduled game. An adult must supervise an ejected player. The person ejected may not associate with the team during the suspension. Any violation of this suspension or a second ejection will result in suspension for the remainder of the season.
17. If a head coach is ejected from a game and does not leave quietly or if there is no registered assistant coach, the team must forfeit that game.
18. THE PENALTY FOR ANY COACH OR PLAYER WHO IS SUSPENDED TWICE WILL BE REMOVAL FROM THE PROGRAM FOR THE REMAINDER OF THE SEASON.
19. Any flagrant or unsportsmanlike conduct is just cause for suspension. Good sportsmanship is expected at all times by all parents, coaches and players. Inappropriate behavior at any time during the CYO functions is just cause for penalty.
20. The Head coach is responsible for the conduct of their assistant coaches, players, and fans.

### **Inappropriate Language**

Sportsmanship is a primary focus of CYO sports, both players and coaches are to respect their opponents. It is inappropriate for players and coaches to use insulting or demeaning language ("trash talk") to one another or any other individual before, during, or after games, practice sessions, or competitions.

Players should be required by their school and parish administration and coaches to avoid negative comments directed at opposing coaches, players, parents, or officials. It is clearly the role of the coach to set a proper example in this area of sportsmanship and to assure that the team does the same. These rules will be strictly enforced.

### **Alcohol and Tobacco Use**

Coaches, players, managers, statisticians, scorekeeper, cheerleaders, spectators, site personnel, commissioners and contest officials in the CYO athletic program are prohibited from using any form of alcohol, illicit drugs, or tobacco products at CYO athletic competitions or practice sessions.

Alcohol is not permitted anywhere on the premises of a CYO athletic event. Penalty for violation by the parish participants is disqualification from that contest. Violations by contest officials shall be reported to the CYO office. CYO contest sites are drug, alcohol, and tobacco free zone.

### ***ANTI-HARASSMENT, INTIMIDATION and BULLYING POLICY***

Our Lady of Mount Carmel Parish School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, Our Lady of Mount Carmel Parish School expressly prohibits harassment, intimidation and/or bullying of any type. If harassment or bullying occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Misconduct by one student against another student(s)/school personnel/volunteer, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

### **Bullying**

Bullies are people who need to feel powerful and have learned that bullying works. Bullies are not found only in schools or among children. Bullies are found at all stages and in all walks of life. Although we may change the name as they get older, the reasons and consequences remain the same. What distinguishes them from someone who harasses or teases occasionally is the pattern of repeated physical and/or psychological intimidation. Bullying is a learned behavior, learned from adults.

There is a tendency in many adult roles to overlook the most common form of bullying in elementary grades as "it is the way children are," or "boys will be boys." This allows the bully to grow in domination and authority. For both boys and girls in grades 1-8 the most common form of bullying is, in fact teasing. (We tend often to treat the fear of the victim at this stage with a "They are just names," "Pretend you don't care," "Names won't hurt you," etc.) Examples of bullying include but may not be limited to: excessive and hurtful teasing; intentional shoving, pushing, hitting, beyond the normal childhood roughhousing; socially deviant behaviors, such as threats, intimidation and spitting; students who get reinforcement from peers for negative actions; a student who's name comes up repeatedly as involved in playground hurts; gangs or mini gangs led by an aggressive, boisterous student. Parents who encourage bullying will not be tolerated. Parents are to notify the teacher or the Principal as soon as any of this behavior occurs in the classroom.

If allegations of bullying are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the bullying occurred. Possible disciplinary actions may include but are not limited to any of the following:

1. Verbal warning/reprimand and apology to the victim.
2. A parent/student/Principal conference.
3. Written warning/reprimand and parent notification entered in the student's file.
4. Detention or removal from selected school activities and/or extracurricular activities.
5. Behavior/probation contracts, possibly requiring professional intervention.
6. Suspension.
7. Expulsion.

## **Anti-Harassment, Intimidation Policy**

Our Lady of Mount Carmel Parish School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have the obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student(s) in Our Lady of Mount Carmel Parish School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device, either overt or covert, by a student or a group of students toward other student(s)/school personnel and volunteers with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will cause the effect of:

1. Mental or physical harm to the other student(s)/school personnel/volunteer including placing an individual in reasonable fear of physical harm and/or damaging of students'/school personnel/volunteer personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)/school personnel/volunteer.

Our Lady of Mount Carmel Parish School will not tolerate behavior that infringes on the safety of any student, school employee or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### **Definition**

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Harassment includes but may not be limited to: gossip, verbal or written taunting; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or other objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group;
4. Extortion, damage or stealing of money and/or possessions;

5. Exclusion from the peer group or spreading rumors; and
6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - a. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - b. Sending abusive or threatening instant messages;
  - c. Using camera phones to take embarrassing photographs of students and posting them online; and
  - d. Using Web sites to circulate gossip and rumors to other students;
  - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Procedure for the Alleged Victim**

1. Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, the individual should ask a teacher or the principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - a. Tell a teacher or the principal; and
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher or the principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said, did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

Our Lady of Mount Carmel Parish School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Allegations of harassment will be handled in a manner similar to allegations of sexual harassment.

### ***SEXUAL HARASSMENT POLICY***

For the purpose of this policy, sexual harassment includes the following specific instances:

1. Verbal sexual abuse.
2. Disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities.
3. Obscene or sexually explicit graffiti anywhere in the school or on the school campus.
4. Continuing and unwanted written or oral communication directed to another of a sexual nature.
5. Spreading sexual rumors/innuendoes.
6. Obscene T-shirts, hats, or buttons.
7. Touching oneself sexually in front of others.
8. Obscene and/or sexually explicit gestures.
9. Any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.



The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegation of sexual harassment (as defined above) is to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any of the following:

1. Verbal warning/reprimand and apology to the victim.
2. A parent/student/Principal conference.
3. Written warning/reprimand and parent notification entered in the student's file.
4. Detention or removal from selected school activities and/or extracurricular activities.
5. Behavior/probation contracts, possibly requiring professional intervention.
6. Suspension.
7. Expulsion.

### ***YOUTH GANGS AND GANG-RELATED ACTIVITY POLICY***

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang.

In addition, displaying gang markings or slogans on school property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of drug paraphernalia, attendance at functions sponsored by a gang or known gang members.

Any behavior befitting police profiles of gang-related drug dealing and/or gang related activity. Being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action resulting from membership or interest in a gang.

### **Consequences**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parent/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).

4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

### **Related Policies**

In order to prevent the onset of gang related activity; the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in this Handbook.
2. Discipline policies and consequences as defined in the Handbook.
3. The right of school authorities to search lockers, student desks, and upon request, personal property if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
7. Insistence on parent cooperation in not permitting students to host/attend unsupervised parties or activities.

### ***SAFETY POLICIES and PROCEDURES***

#### **Student Threats Policy**

We are all well aware of incidents of student violence in various parts of the country resulting in injury and/or death to others. Often these incidents followed students' having given some indication that they "would kill" , "could kill", "wanted others dead or vanished", etc.

Whenever an individual believes that his/her safety has been put in jeopardy or challenged, a threat has occurred.

1. Any student threats to inflict any harm to self or others will be taken seriously immediately.
2. Whoever is aware of or hears the threat is to report it immediately to the school Principal.
3. Police will be notified immediately.
4. The student will be kept in the Principal's office under supervision until the police arrive.
5. The parent or guardian of the student who has made the threat will be notified immediately.

6. The student will be suspended and not permitted back into school until there has been a psychiatric evaluation and the school Principal has received a written statement from the psychiatrist that the student is no/does not pose a danger to self or others.
7. Any adult or the parent/guardian of any student who has been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately.

All referrals or any communication are to be signed by the parent or guardian as indicated by the teacher and Principal and returned the following day in order for the student to be allowed in the classroom.

## ***HEALTH POLICIES and PROCEDURES***

### **Hygiene**

It is most important that your child comes to school clean and well groomed. This will not only help his/her self-esteem but shows consideration for others. We hope your child has developed and will use good hygiene practices while at school. Properly washing hands after using the

lavatory, brushing teeth every morning, covering the mouth and nose with a tissue when sneezing or coughing, not borrowing combs or caps, are some examples of good basic hygiene.

### **Management of Illness and Communicable Disease**

All children are required to have the following on file: a current immunization record and emergency medical authorization form with two contact names other than the parent/guardian who are available during school hours and can arrive within 20 minutes to pick up a child. New students and pre-kindergarten students are required to have a current (within a year) health/physical exam form signed and dated by a doctor along with a current immunization record and emergency medical authorization form.

The Principal, nurse, secretary, and members of the teaching and cafeteria staff of Our Lady of Mount Carmel Parish School are trained in CPR, First Aid, and Management of Communicable Disease. The school follows the Communicable Disease Chart provided by the State of Ohio Department of Health, which is posted in the nurse's office.

Children who are sick during the night or before school should be kept at home. Please do not request permission for your child to stay inside at morning or lunch recess due to illness. If he/she is too sick to go outside then he/she should not be in school.

If a student becomes ill during the day, the parents will be contacted at once. The parent/guardians or authorized person will be expected to pick-up the child immediately. The child will be moved to an area away from the other children and carefully monitored for worsening condition. Pre-Kindergarten and kindergarten bedding will be sent home with the parent for washing, and the mat will be disinfected.

The following are a partial list of symptoms, which would prompt immediate notification of parents:

- Temperature of 100° F or more when taken by ear method.
- Diarrhea (more than one abnormally loose stool within a 24-hour period)

- Stiff neck.
- Vomiting.
- Sore throat or difficulty in swallowing.
- Conjunctivitis.
- Untreated infected skin patches.
- Unusual spots or rashes.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Yellowish skin or eyes.
- Evidence of lice, scabies, or other parasitic infestation.
- Unusually dark urine and/or gray stool.
- Complaints of pain.

If a student wets or soils himself during the school day, a parent is required to pick the child up from school, take the child to bathe or shower and then return the child to school unless instructed otherwise.

**Children need to be free of symptoms for a full twenty-four hours before being readmitted to the classroom.** The Principal may use discretion on all matters of health. At her discretion, she may address issues, have parents/guardians remove a child, and or request a doctor's written medical release. If a child is going to be absent, the parent/guardian needs to notify the school. Specific communicable diseases will be reported to the Cleveland Health Department as regulated by the Ohio Department of Public Health.

The following guidelines will be used when determining if a student may return to school:

- **The student must be free for a full twenty-four hours from fever, vomiting, and/or diarrhea.**
- The student must have completed a full twenty-four hours of antibiotics.
- The parent must provide proof of a negative throat culture.
- If a positive throat culture, the child may return twenty-four hours after start of prescription medication.
- When applicable, the parent/guardian must provide a doctor's note that the student is free of parasitic infection.

All students, teachers, and staff wash their hands at school after toileting, before food preparation times, and before eating to aid in the control of communicable disease.

### **Administration of Medication Policy**

*All over-the-counter and prescription medication is to be taken to the School Office and an Administration of Medication Form must be completed. Asthma inhalers may be self-administered after guidelines have been met and approved by the school nurse and parents or guardians have signed an authorization form. Authorization forms must be complete and on file with school nurse.*

### **Our Lady of Mount Carmel Parish School will only administer medication when:**

1. An Administration of Medication Form has been correctly filled out, dated and on file, signed by the parent or guardian and physician
2. The medication, over-the-counter or prescription is in the original container with a current label and prescription.

3. Written instructions from a licensed physician or dentist are secured.
4. If only a half pill is to be given, the pill must be cut by either the parent/guardian or by the pharmacist. Our Lady of Mount Carmel School staff will not cut pills.
5. If there are any changes with medication, dosage or time, a new form must be completed.

**Our Lady of Mount Carmel Parish School will not administer:**

1. Over the counter drugs, creams or lotions such as fever reducing medication, cough drops or syrup, lip balm, vitamin, fluoride supplement, sun block, etc. without a physician's signature.
2. Any medication that is labeled "As Needed." Will not be administered without clear guidelines for administering a dose.
3. Any medication that is not in its original container.
4. Any medication including over the counter that is not secured by a physician's prescription i.e. Tylenol, Motrin, cough syrup, cough drops.
5. Injections.

These rules are in place to protect your child and must be followed. If you have any questions regarding this policy contact the school nurse.

**Diocesan AIDS Policy**

Student with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Pre-school through Eighth Grade shall be permitted to attend school or parish religious education programs in regular classroom setting provided:

- The health of the student, as documented by his/her physician, allows participation in regular academic school activities.
- The child behaves acceptably, in a manner that would not cause the spread of the disease or in any way put others at risk.
- The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
- There are periodic evaluations of the child's physical conditions with written certification from his/her physician allowing continuing participation in regular academic school activities.

In parish preschools, elementary schools and parish schools of religion, the Principal will confer with the appropriate persons and consult with the regional superintendent before the Principal makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex) or other illnesses caused by HIV (Human Immune Deficiency Syndrome that causes AIDS, also known as HTLV III or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

## **EARLY CHILDHOOD PROGRAM**

Our Lady of Mount Carmel Parish School Early Childhood Education Program is comprised of five core aspects. We utilize developmentally Appropriate Practices in an Emergent Curriculum, which stresses Skill Area Readiness through the use of Learning Centers in a Catholic environment.

*Developmentally Appropriate Practice* is teacher decision-making based upon a teacher's knowledge of how children, in general, develop and learn; what that teacher knows about the individual children in their group; and the knowledge of the social and cultured environment in which those children live and learn.

*Emergent Curriculum* emphasizes an educational approach that draws from the daily life of the children and adults in a program, particularly from the children's own interests.

*Skill Area Readiness* is the preparation of the children in key academic areas – Reading, Writing, Math and Social Science – by developing a strong foundation of the skills needed to later perform in these areas.

*Catholic Environment* – Our Lady of Mount Carmel School is first and foremost a Catholic community. We believe that children learn best in an environment, which is inclusive, nurturing and loving.

*Learning Centers* are physical areas in the classroom designed to develop specific skills. Learning Center work areas may include:

### **Block Center**

- Use large muscles to lift and carry
- Classify by shape and size
- Become familiar with a variety of geometric shapes
- Create and repeat a pattern using concrete objects
- Construct structures using different sizes and shapes
- Explore positional and spatial relationships by building towers, roads and enclosures
- Develop an understanding of balance, symmetry, number concepts, parts of a whole, and pattern
- Build cooperatively with other children
- Use of blocks and props to create a concrete view of his/her world.

### **Creative Art Center**

- Develop fine motor control through manipulating play dough, cutting with scissors, using markers, colors and brushes
- Experiment with different art media
- Develop creativity
- Move through the scribble stage to preschematic stage of art
- Develop writing abilities through experiencing various art activities and media
- Experiment with color, texture, line, and form
- Express him/her through unstructured materials.

### **Computer Center**

- Explore new technologies to experiment with letters, words, numerals, invented spelling, and the practical use of print
- Develop eye-hand coordination
- Create designs and graphics

- Follow directions
- Become familiar with computer assisted instruction and new vocabulary associated with computers.

### **Dramatic Play Center**

- Develop verbal and written communication skills
- Learn about him/herself through pretend and imaginative play
- Work cooperatively to solve problems
- Practice fine motor skills such as buttoning, zipping, stirring, etc.
- Use various props to express his/her feelings and work through personal challenges
- Use play to make sense of his/her world.

### **Library Center**

- Use and care of books
- Enjoy literature while listening to stories
- Develop the concept of print
- Develop letter recognition
- Read stories with a friend
- Create stories using books, pictures, flannel figures, and puppets
- Develop a lifelong love for literature and reading.

### **Manipulative Center**

- Sort and classify objects of color, size and shape
- Practice eye-hand coordination
- Develop problem-solving skills
- Sequence objects according to various characteristics
- Learn to complete tasks
- Learn about spatial relationships
- Develop fine motor skills.

### **Math Center**

- Count objects
- Practice sequencing objects in a definite program
- Write numerals
- Form sets of objects
- Practice making one to one correspondence
- Learn mathematical terms such as less than, greater than, and equal to
- Measure objects using a variety of measuring tools
- Develop number concepts through concrete experiences.

### **Music Center**

- Create and imitate sounds
- Sing a variety of songs including those that reflect cultural diversity
- Explore rhythmic sense of steady beat of songs and poems by tapping, patting, and stepping
- Explore sounds using rhythm instruments
- Develop a lifetime appreciation for music, movement, and dance.

### **Shifting and Pouring Center**

- Strengthen fine motor skills
- Experiment with sand, water, rice and other sensory materials and learn the properties of such materials
- Learn concepts of float and sink, water pressure, vacuum, volume, weight and measurement

- Practice problem solving skills
- Work cooperatively with unstructured materials.

### **Toys**

In order to deter aggressive behavior, arguments and hurt feelings surrounding the toys that children bring from home, we have developed the following list of toys that can and cannot come to school. Children will be expected to share their toys with the other children. We are not responsible for lost or damaged toys. Please help us guide your child to make the appropriate selections for school. If in doubt ask the teacher.

<b>Toys that can come to School</b>	<b>Toys that stay at Home</b>
Books	Toy Weapons
Stuffed Animals	Robots
Soft Balls	Action Figures
Educational Videos-45 minutes max.	Purses
Dinosaurs, animals	Commercial movie/cartoon figures.
Dress-up clothes	Barbies, etc.
Drawing Paper	Gameboys
Puzzles	Action Figure Vehicles
Letter Blocks	Electronic Games
Memory or Matching Games	Batman, Spiderman, etc.
Music Tapes or CD's	Backpacks
Computer Games	Commercial action figures
Train sets	Commercial Dolls
Age-Appropriate Educational Board Games	

### **Behavior Management/Discipline**

A preschool staff teacher in charge of a child or a group of children shall be responsible for their discipline. Our Lady of Mount Carmel School Early Childhood Program does have a written discipline policy describing the school's philosophy of discipline and the specific methods of discipline used at the school. This written policy is on file at the school as is described in this handbook. Constructive, developmentally appropriate guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior. The actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restrains shall be used to confine a child by any means other than holding a child for a short period of time, such as in protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.



6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. The parent of a child enrolled at Our Lady of Mount Carmel School Early Childhood Program shall receive the school's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### **Daily Schedule**

The following schedule is provided to give an overview of the day. This schedule may be changed to include Music, Computer, Library and Physical Education classes. Parents will be furnished with a current schedule for fall, winter and spring.

8:00-8:15	Classroom Opens
8:30	Child Directed Play
9:15	Morning Circle
9:30	Morning Snack
9:45	Learning Centers w/Teacher Directed Activity
10:45	Small Group Activity
11:00	Lunch
12:00	Large Motor Skill Development
12:30	Story
12:40	Prepare for nap
12:50	Nap
2:05	Rise from nap/Child Directed Play
2:40	Clean up
2:45	Afternoon Circle
3:00	Dismissal

### **Change of Clothing**

In case of emergency, please send a change of clothes including underwear and socks that will be kept in your child's cubby. Please label your child's clothing and shoes with a permanent marker or sewn-in tags.

### **Nap Procedures**

Ample rest is an important part of a child's development. Because the Our Lady of Mount Carmel Early Childhood is a full-day program, the Ohio Department of Education requires that children have a nap period of at least one hour each day. Children will sleep on mats and may bring a *child-size* blanket and/or *child-size* pillow from home. **Please, no sleeping bags.** Pillows and blankets are to be taken home every Friday and washed by the parent. Staff will disinfect mats every Friday after naptime and immediately after a child has been ill. Mats and blankets will be stored in each child's individually assigned cubby. *PLEASE LABEL YOUR CHILD'S PILLOW AND/OR BLANKET PERMANENT MARKER OR WITH SEWN-IN TAGS.*

### **Morning Snack**

Parents are to provide a daily nutritional snack for their child. Morning white milk or orange juice is available for purchase on a monthly basis at a minimal cost.

### **Parent Involvement/Volunteer Help**

Our Lady of Mount Carmel Early Childhood is a cooperative endeavor in which every family has a vital role. Parent involvement in school activities and functions is crucial to a child's success. The staff welcomes volunteer help from the parents or grandparents to assist with class activities, field trips and special events. OLMC Parish School also welcomes parents interested in becoming Room Parents. Information regarding this program will be distributed during the first week of school, or parents may contact the Principal. Parent volunteers must complete the Virtus and fingerprinting program.

The purpose of volunteer parents at field trips and other events is to help the teachers to supervise the students; therefore,

1. Volunteer parents (for any event especially field trips and classroom/school events) can not bring with them younger children or siblings. When younger children or siblings are involved the students are distracted, and parents have to take care of their own child.
2. All volunteer parents that will be coming to school to help at any given event are to be approved by the principal before they proceed with the event.

### **Communications**

Communication is an integral part of the curriculum. Class activity reports will be distributed and posted. Throughout the school year parents will receive school newsletters as well as information concerning parenting and the young child.

### **Parent Roster**

The school will prepare a parent roster for each child's class. Parents have the option of omitting their name and phone number from the list.

### **Birthdays and Holidays**

Because of the different health issues and allergies developed in our students, no edibles are permitted to be sent to school to celebrate a child's birthday.

The Early Childhood class will celebrate many holidays and occasions with class parties including Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the final day of school. In addition to being closed for Christmas vacation, Easter vacation, teacher professional days and October-Fall vacation, the Early Childhood program and elementary school is also closed to observe the following holidays: Labor Day, Thanksgiving, President's Day, Memorial Day, Martin Luther King Jr. Day, Easter, Christmas and New Years Day.

***Parents may contact the Ohio Department of Education, Early Childhood Division, at 614-466-0224 if they have any concerns regarding the Our Lady of Mount Carmel Early Childhood Program.***