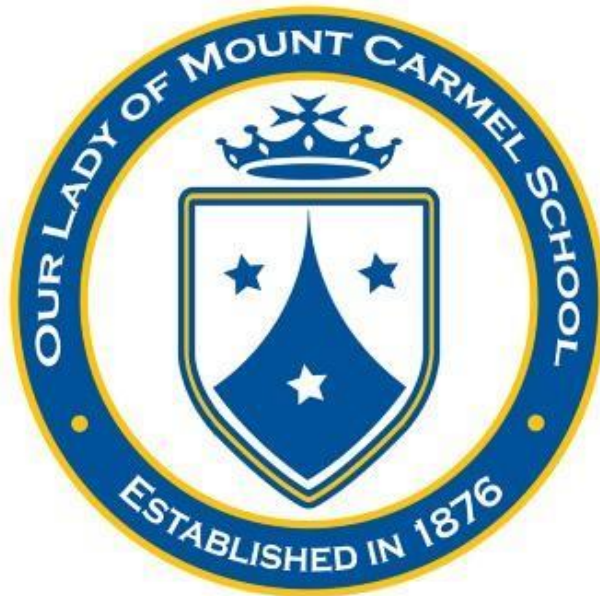


# OUR LADY OF MOUNT CARMEL SCHOOL

## Student/Parent Handbook 2023-2024



**225 East Ashland Street  
Doylestown, PA 18901  
215-348-5907  
[www.ourladymtcarmelschool.org](http://www.ourladymtcarmelschool.org)**

*Students and parents must accept and abide by the school's policies and procedures in order for the student to attend school.*

The pastor and principal are the final recourse in all matters and reserve the right to amend this document. Parents will be given notice of changes through updates that will be published on the website.

## MISSION STATEMENT

Our Lady of Mount Carmel is a Catholic elementary school proclaiming the good news of Jesus Christ, our foundation and inspiration. In partnership with families, students learn about the person of Jesus, worship as members of the Church community and offer service to the less fortunate. Our Lady of Mount Carmel seeks to educate the whole child through its strong academic program and to enrich the total person through co-curricular and extracurricular activities. We strive to provide a quality education that empowers students to lead and serve in our diverse, global society.

### OUR LADY OF MOUNT CARMEL SCHOOL HONOR CODE



*On my honor, I am responsible, fair, respectful, kind, honest, and optimistic. As a follower of Christ, I refrain from disrespectful behavior including bullying and lying.*

#### WE ARE...

##### *Responsible*

Consistently polite, organized and good role models in our speech and actions

##### *Fair*

Demonstrating good sportmanship and working together equally

##### *Respectful*

Respecting people and property throughout our community

##### *Kind*

Encouraging, including and comforting others, being a peacemaker

##### *Honest*

Being true to our Christian values

##### *Optimistic*

Demonstrating an ambitious, hopeful and positive attitude

#### WE AVOID...

##### *Disrespectful behavior*

Calling out, talking back, negative or rude comments

##### *Bullying*

Rejecting others, treating others poorly in person or through social media

##### *Lying*

Cheating, being untruthful in our speech or actions

## **MEMORANDUM OF UNDERSTANDING**

### **Archdiocese of Philadelphia**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, the fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

## Table of Contents

<b>Page 1</b>	<b>Mission Statement and Honor Code</b>
<b>Page 2</b>	<b>Memorandum of Understanding</b>
<b>Page 4</b>	<b>Academics</b>  Grading, Homework, Parent/Teacher Conferences, Academic Honors, National Junior Honor Society, Honors Math, Standardized Testing, Student Records, Athletic/Extracurricular Activity Probation, Field Trips
<b>Page 7</b>	<b>Attendance</b>  School Hours, Absences, Tardiness, Early Dismissal, Vacation
<b>Page 9</b>	<b>Communication</b>  General Communication, OptionC, Electronic Devices, Inclement Weather, Telephone, Custodial agreements
<b>Page 11</b>	<b>Discipline</b>
<b>Page 13</b>	<b>Dress Code</b>  Uniform Policy, Performance Uniforms
<b>Page 14</b>	<b>Home and School Association</b>
<b>Page 14</b>	<b>Student Services</b>  Health Services, Medication Dispensing, Cafeteria Services, Food Allergies, CARES, Student Support Programs, Lost and Found
<b>Page 15</b>	<b>Technology</b>  Devices, Acceptable Use for Technology Policy
<b>Page 17</b>	<b>Transportation</b>
<b>Page 18</b>	<b>Visitors and Volunteers</b>

## **ACADEMICS**

### **GRADING**

Grades are calculated from tests, quizzes, classwork, homework, projects and other forms of assessment completed properly and on time. Parents receive warning that a child is failing through unsatisfactory test results. Teachers use OptionC to post grades for students at all grade levels; grades are visible to parents of students in grades four through eight.

### **HOMEWORK**

Parents are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and review material for assessments. The Archdiocese of Philadelphia has suggested the following time allotments for homework:

Grades 1 and 2 .....	30 minutes	Grades 5 and 6 .....	90 minutes
Grades 3 and 4 .....	60 minutes	Grades 7 and 8 .....	120 minutes

Assignments vary by teacher and subject. The objective is not time, but the extension of learning beyond the classroom. Homework is NOT optional.

Parents may request homework for a child who is absent due to illness on the attendance line anytime before 8:30 AM but no later than 12:00 Noon. It will be available from dismissal until 4:00 PM at the station outside the office on the same day that it has been requested. Homework that has not been retrieved by the following morning will be returned to the homeroom teacher for safekeeping. Homework requests cannot be accepted on days when there is an early dismissal.

Detailed homework guidelines will be distributed to the parents at each grade level in the fall. The teachers post daily and long-term assignments on OptionC.

### **PARENT/TEACHER CONFERENCES**

Specific times are set up during the school year for parent/teacher conferences. It is vital that parents attend these meetings to keep communications open between the home and the school. If the need arises, a parent/guardian may make an appointment to meet with a teacher. Teachers should not be called at home. Parents wishing to confer with the principal about a child are welcome to do so after having first spoken with the child's teacher.

### **REPORT CARDS**

Report cards are distributed at the end of each trimester to students in Kindergarten through grade eight. Progress reports are distributed to PreK students in January and June.

*Grading for PERSONAL DEVELOPMENT AND BEHAVIOR* – This grade reflects the student's ability to cooperate with the policies and procedures established for the good order of the school community.

Students who receive a detention for behavioral issues should not expect to receive a “3” in Personal Development and Behavior.

*Grading for EFFORT AND STUDY SKILLS* – This grade reflects the student’s ability to arrive on time for school; complete and turn in all assignments in a timely manner; attend class prepared with the proper materials; volunteer information and participate in classroom discussions; and complete absentee make-up work and make-up testing in a timely manner. Students who receive a detention for issues related to effort should not expect to receive a “3” in Effort and Study Skills.

## **ACADEMIC HONORS**

Academic Honors are awarded to students in seventh and eighth grades at the end of each marking period. In order to qualify for Honors, students must earn a minimum grade of 90 in all graded subjects (88 in Honors Math) and a “3” or “4” in Personal and Social Growth, Effort and Study Skills, and all co-curricular subjects.

## **NATIONAL JUNIOR HONOR SOCIETY**

The Blessed Duns Scotus Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those seventh and eighth grade students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship and character. Standards for selection are established by the national office of NHS/NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council and inducted by the principal, who bestows this honor upon qualified students each October.

In order to be offered consideration for membership, students must have:

- A 93.0 average in each trimester of the year (grade 6 scores qualify a student for membership in grade 7 and grade 7 scores qualify a student for grade 8 membership).
- A “3” or “4” in all co-curricular subjects, Personal and Social Growth and Effort and Study Skills grades in each trimester of the year.

Students then complete a *Student Activity Information Form* in the spring that provides the Faculty Council with information regarding the candidate’s service, recognitions, and community and co-curricular activities. A history of participation in school or community activities and the completion of service hours will be required. Those students who submit the appropriate paperwork by the deadline will be considered for membership. If, and only if, the student’s Trimester III grades continue to meet the requirements, he/she will be considered as a candidate for membership in the fall of the following school year.

The Faculty Council carefully reviews the *Student Activity Information Forms* to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection in early September. Following notification, a formal induction ceremony is held to recognize all the newly-selected members.

Once inducted, new members are required to maintain the same level (or better) of academic performance and behavior that led to their selection. This obligation includes, but is not limited to, regular attendance at chapter meetings and participation in the OLMC School iServe club. Students who fail to meet the academic or behavior criteria during a trimester will be counseled by a member of the Faculty Council and will be placed on a probationary status for the following trimester. Failing to meet the criteria two trimesters in a row will result in dismissal from the National Junior Honor Society.

## **HONORS MATH**

The Honors Math program begins in the fourth grade and makes provisions to accelerate and to enrich the mathematics studies of students who are identified as capable of advanced instruction. The program is not a separate curriculum. It is, rather, a structure which makes provision for the acceleration of the existing curriculum. All students, whether placed in Honors Math or Traditional Math, complete an Algebra 1 curriculum upon graduation from eighth grade.

As prescribed by the Archdiocese of Philadelphia, students in the Honors Math program are identified using scores from the Terra Nova, a standardized test. Students are admitted to the program in grades four through six as a general rule; exceptions are occasionally made for students in grade seven. Students are not admitted into the program in grade eight. Students may be withdrawn from the Honors Math program due to weak achievement. This decision is made on the archdiocesan level in consultation with the administration and the Honors Math teacher. In the event that a student is removed from the Honors Math program, the student and their family will be informed by letter.

To qualify for Honors Math, as set forth by the Archdiocese of Philadelphia, students must achieve an 85 percentile or higher in Reading on the Terra Nova, a 90 percentile or higher in Math on the Terra Nova, and a CSI score – Cognitive Skills Index – in the range of 125. Students also must have achieved a final exam score of 90% or higher and a final cumulative grade average of 90% or above on their last report card. Students must maintain an 85% average or higher to remain in the Honors Math program.

## **STANDARDIZED TESTING**

The *TerraNova*, Third Edition is administered to students in grades two through seven in the spring of each school year. Students are encouraged to get a good night's sleep and eat a healthy breakfast in preparation for the testing. They are also expected to be present and on time for the days of testing, which will be published on the school calendar well in advance. In addition to assessing curriculum strengths and appropriateness, the results of these tests are used for selecting students for the Honors Math program, awarding graduation recognitions, and qualifying for scholarships. Make-up sessions to accommodate a student's absence may be arranged in cases of illness.

## **STUDENT RECORDS**

At the time of initial registration, a child's identity is confirmed with a certified birth certificate. The legal name that appears on the birth certificate is the name that will be used on all written school documents. Parents, unless restricted by a court or custody agreement, are entitled to access the academic records of their children. This review is done by appointment, after a written request has been submitted to the principal.

## **ATHLETIC/EXTRACURRICULAR ACTIVITY PROBATION**

Students who are failing academically, have excessive absences, and/or have received disciplinary consequences may be suspended from CYO/extracurricular activities. Following a suspension, a reentry plan will be created in consultation with administration, teachers, program director, parents or guardians, and student/s.

## **FIELD TRIPS**

School field trips are an important part of a student's educational experience and are planned to support the curriculum. Trips are a privilege. The administration reserves the right to restrict participation on field trips to those students who maintain a satisfactory record of behavior.

All chaperones need to provide documentation of the necessary clearances in order to attend a school trip. Clearance requirements are detailed in the section on Volunteers. While the Home and School Association offsets the cost of field trips, additional fees may be charged to families.

\*\*\*\*\*

## **ATTENDANCE**

### **SCHOOL HOURS**

Arrival and supervision begin at 8:20 AM. The school day begins at 8:35 AM. Students must be unpacked and at their desks ready to begin the day at that time. Students arriving after 8:35 AM must sign in at the office.

Dismissal begins at 3:15 PM. A student who is a walker becomes the responsibility of his/her parents as soon as he/she leaves the building. No further supervision is provided to a student leaving as a walker. A student who is a car rider will be supervised on the car loop until 3:30 PM. If any student has not been picked up by that time, he/she will be escorted to the office.

### **ABSENCES**

Each student is expected to attend school on a consistent and punctual basis, with absences only for serious reasons such as illness or family emergency.

A parent must report his/her child's absence on a daily basis. The attendance line (215-348-8899) is available from 4:00 PM through 8:30 AM. Specific directions will be available on a recorded message. A written note must be sent to the child's homeroom teacher on the day of the child's return from an absence of any length. An absence of three or more consecutive days requires a note from a licensed medical authority upon the student's return. Students are not eligible to attend afterschool activities if they have been absent on the day of the activity.

Homework requests may be made for absences due to illness **beginning on the second day of the absence.** Requests must be made through the office at the time the absence is reported or no later than



12:00 Noon. Homework will be available for pickup from dismissal time until 4:00 PM at the station outside the office. If homework is not retrieved by the following morning, it will be returned to the homeroom teacher for safekeeping. Homework requests are not accepted on days when there is an early dismissal.

**TARDINESS/LATE ARRIVAL**

A student who has five (5) unexcused tardies in any one trimester will receive one (1) detention. A student will be counted tardy after 8:35 AM. Students who arrive late by bus will not be marked tardy. Students who have a doctor/dentist note or can demonstrate a valid excuse will be marked tardy on OptionC, but the lateness will not count towards a demerit. A conference with the principal will take place if the student accrues subsequent tardies within the same trimester.

**EARLY DISMISSAL/TRANSPORTATION CHANGES**

If it is necessary for a student to be excused from school before the regular dismissal time, a note must be given to the homeroom teacher in the morning. A parent must come to the office to sign out the student. The student will remain in the classroom until his/her parent has arrived at the office. When he/she arrives, a parent needs to be prepared to tell the office staff the classroom or special subject in which the child can be found so that disruption to the other students is minimized. Parents are urged to arrange physician’s and dentist’s appointments after school hours and/or on school holidays whenever possible. Parents should call the office with unexpected transportation changes; changes may not be made through email.

**VACATION**

Our school calendar includes extended time off at Thanksgiving, Christmas and Easter as well as ample summer vacation. Arranging extensive vacations should be limited to these opportunities to minimize the disruption to the learning process as students are most successful when they attend school consistently.

Requests for homework/classwork prior to departure will be honored at the teacher’s discretion. In most cases, students can readily see assignments and assessments on Google classroom. Make-up lessons or tutoring will not be given by the teacher(s) upon the student’s return. **Parents will assume sole responsibility for reviewing work missed while a student is on vacation.** Students should return from vacation prepared to complete assessments at the discretion of the teacher beginning on the day after the student returns from vacation.

The rescheduling of oral presentations, if and when possible, will be at the discretion of the teacher. Long-term projects assigned before the vacation, but with a deadline during the vacation, will be due on the day the student returns. Penalties for lateness will begin that day. Grading in-class participation or contributions to group work, where applicable, may be lowered to reflect the work that a student misses while absent.

\*\*\*\*\*

## **COMMUNICATION**

### **GENERAL COMMUNICATION**

Information packets are mailed to each family during the month of August, and pertinent information is posted and updated frequently on our website at [www.ourladymtcarmelschool.org](http://www.ourladymtcarmelschool.org).

Parents and students have the opportunity to visit classrooms, meet teachers, and discuss curriculum at the optional Open House and at the Back-to-School Night in early September.

Parent-teacher conferences are held in the fall. A conference sign-up sheet will be available in each classroom on Back-to-School Night for students at all grade levels. These conferences will be arranged on a first-come, first-served basis. Parent conferences may also be arranged privately by appointment throughout the school year.

It is the right and privilege of parents to advocate for their child with the professional and support staff as long as they do so with reasonableness, respect and privacy. Correspondence sent via voicemail, personal note, email or letter should be limited to a statement of the parent's concern and/or question and a suggestion of a meeting time within the school day if that is warranted. In response, the principal, a teacher or a staff member will contact the parent (usually within 24 hours). Concerns or inquiries that do not meet the standard for reasonableness, respectfulness and privacy will not receive a response from the school staff. It is requested that parents refrain from writing comments on the bottom of a student's paper and returning them in full view of the child. Comments of a delicate nature require the privacy of an envelope.

### **STUDENT INFORMATION SYSTEM (OPTIONC)**

OLMC School utilizes OptionC as our Student Information System. OptionC is utilized for attendance, grading and parent notification alerts. Please be sure to contact the office with any changes of address or phone information.

### **ELECTRONIC DEVICES**

The use of electronic devices, including but not limited to cell phones and Smart watches, is not permitted during the school day in the classroom, restrooms, cafeteria or recess yard between 8:20 AM and the time that the student departs the campus.

Cell phones and Smart watches, if considered necessary by the parent to communicate about after-school activities, must be stored in the student's backpack in the "power off" position between 8:20 AM and the time that the student leaves the campus.

If the student uses an electronic device inappropriately during the day, the device will be taken from the student for the remainder of the day. Repeated use may require a conference with the parent. The school cannot accept responsibility for any lost or damaged electronic devices.

**INCLEMENT WEATHER**

The individual public school district superintendents are responsible for the closing of the schools before the day begins or the early closing of schools once the children are already in session. The decision is based on the information received from the radio, the local police and the transportation companies. If the Central Bucks School District is closed, then Our Lady of Mount Carmel School is closed. If any other district is closed, but Central Bucks Schools are open, then Our Lady of Mount Carmel School is open. If a family resides in a school district that provides transportation which differs from the announced schedule of OLMC School on a delayed opening day, it will be the responsibility of the parent to determine the possibility of bus service for his/her child. A student cannot arrive earlier than the announced delayed opening time even if the district in which he/she resides is transporting at an earlier time.

*School Cancellation* – On a day when school is canceled entirely in the early morning, an announcement will be made through the OptionC automated phone notification system.

*Delayed Opening and Early Closing* – On a day when a delayed opening is in effect or when inclement weather causes the closing of school during the day, an announcement will be made through the OptionC automated phone notification system.

Parents will complete a Back-up Early Dismissal Form in September which identifies the mode of transportation should an early dismissal be deemed necessary. Information provided to the school on the form should be noted carefully by the parents as it will be used by the teachers in this situation.

**TELEPHONE**

The school telephones are for business only. On occasion, permission may be granted to a student to call home using the main office telephone for forgotten supplies, projects or homework. A student may not use a cell phone anywhere on the school campus from 8:20 AM until he/she departs the campus.

**CUSTODIAL AGREEMENTS**

Parents need to inform the school when legal custody of their child(ren) resides with one parent. The parent should furnish the school with a copy of the custody agreement that will assist the principal and teachers in making effective decisions as the need to do so arises. Custodial parents likewise need to inform the school and provide documentation when restraining orders are in effect.

Parents and/or guardians who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

\*\*\*\*\*

## **DISCIPLINE**

Discipline is as fundamental in Catholic Education as it is in Catholic life. Discipline can be considered from two points of view:

*Intellectual - the ability to think clearly and logically in light of correct principles.*

*Moral - the habit of always acting in conformity with the right reason, which is a virtue.*

The essence of Christian moral discipline is self-discipline. General school discipline and guidelines are based on respect for each person and are developed to create and maintain a safe environment in which to learn. If a student violates Our Lady of Mount Carmel's school rules or acts to prevent others from achieving these goals, the student will receive a consequence and the parent or guardian will be notified. Corporal punishment will not be used at Our Lady of Mount Carmel School.

Guidelines for positive self-discipline are outlined in the OLMC School Honor Code (page 2) and **extend to all areas of the school community including co-curricular classes, lunch and recess.**

### **Grades K – 3**

The homeroom teacher will administer consequences for minor offenses. A student who receives three offenses (per trimester) will be required to write a letter of explanation to his/her parents and stay in for a silent lunch with his/her homeroom teacher. Offenses of a more serious nature or repeated minor infractions will be brought to the attention of the principal who will discuss these with the parent, by phone or in person, and administer consequences appropriate to the student's grade level. These consequences may include detention, suspension, or expulsion.

### **Grades 4 – 8**

A demerit/detention form is used. When issued, parents are required to sign and return the form. A demerit will be given for, but not limited to, the following:

- Three missed assignments;
- Disrespect and lack of cooperation;
- Minor class disruptions;
- Uniform violations;
- Excessive noise or running in the hallways;
- Gum chewing;
- Inappropriate use of technology and use of electronic devices of a minor nature.

After a student receives a third demerit, the next infraction will result in a detention. A detention may be issued without receiving prior demerits when deemed necessary. The following behaviors may warrant, but are not limited to, a detention without prior demerits:

- Deceit toward faculty or staff members;
- Slander, gossip or profanity;
- Classroom disruptions of more than a minor nature;
- Missing classes without permission;

- Aggressive verbal or physical behavior;
- Cheating, copying, unauthorized use of test material and/or answer keys, or plagiarism;
- Inappropriate use of technology and use of electronic devices of more than a minor nature.

Detention will take place on alternate Wednesdays from 3:30 PM – 4:15 PM. Students who have not been picked up by 4:30 PM will be sent to C.A.R.E.S. at the parent's expense.

Note that three detentions in a trimester will result in a suspension from classes. Formal suspension is a serious disciplinary action taken against a student whose behaviors constitute a major infraction. The suspension will be in-school or out-of-school at the discretion of the principal. The parents of the student will be informed of the seriousness of the situation, and the school will seek the immediate cooperation of the parents to resolve the problem. Students will be required to complete all school assignments given during the suspension.

A student is liable for an immediate suspension as a result of, but not limited to, the following:

- Aggressive verbal behavior, including the issuance of threats verbally or in writing to faculty, staff and/or peers;
- Harassment or hazing, include sexual harassment;
- Theft or vandalism;
- Violent or aggressive physical behaviors that result in injury;
- The possession, use or transfer of alcohol, cigarettes, electronic cigarettes, or drugs;
- The possession, use or transfer of a weapon or firearm, or of any item that might be used to inflict bodily harm;
- Initiating or participating in bomb scares or triggering other false alarms.

Detention may be reflected and suspension will be reflected on the student's PERSONAL DEVELOPMENT AND SOCIAL GROWTH grade on his/her report card.

### **Bullying (Grades K - 8)**

Bullying is an intentional electronic, written, verbal or physical act or series of acts directed by one student towards another student or students that occurs in a school setting, on the bus, or during a school sponsored activity that is serious, persistent or pervasive as it occurs over time and that causes 1) substantial interference with a student's education; 2) creation of a threatening environment; and/or 3) substantial disruption of the orderly operation of the school.

A student who has been bullied is encouraged to promptly report the incident to a trusted adult: a teacher, an aide, the principal or a parent. A student who has witnessed bullying is encouraged to promptly report the incident to a trusted adult: a teacher, an aide, the principal or a parent. Reprisals or retaliation that occurs against a student as a result of a good faith report of bullying is considered to be a further infraction.

A student who acts as a bully will attend a conference with school personnel and receive a consequence (demerit, detention, or suspension depending upon the seriousness of the incident). His/her parents may

also be asked to meet with school personnel. If necessary, local authorities may also be notified. Referrals to a mental health professional or requests for a psychological evaluation may also take place.  
\*\*\*\*\*

**DRESS CODE**

**UNIFORM POLICY**

Uniform items must be purchased from the vendor, FlynnO’Hara Uniforms, or obtained from the Home and School uniform exchange. Substitutions, purchased elsewhere, will not be considered as meeting the uniform requirements.

All students are required to comply with the uniform policy. Uniforms are worn from the first day of classes in the fall to the last day of classes in June. Students who are not in compliance with the uniform policy or who present with unusual or distracting hairstyles or excessive or inappropriate jewelry or makeup may require a conference with the teacher and a consequence. This is defined as the following:

*Girls*— hair must be a uniform, natural color; extreme hairstyles are prohibited. Hair accessories are limited to simple white, gray, black, yellow, navy or uniform plaid hair bands, scrunchies or clips. Jewelry is limited to a watch, religious medal and post earrings; makeup is limited to light applications and simple colors. Nail polish is limited to the application of light colors on natural nails (no fake nails).

*Boys*— hair must be a uniform, natural color; extreme hairstyles are prohibited. Hair length must be moderate (at or above the shirt collar). Jewelry is limited to a watch and/or religious medal.

If a serious reason prevents a student from wearing the required uniform for a day, a note from his/her parent explaining the reason and requesting an exception must be sent to the homeroom teacher.

Dress Down Days take place throughout the year. On those days, students are expected to dress in clothing that is appropriate and modest for an educational setting in a Catholic school. Mini-skirts or “short shorts” (shorts should be the same length as PE shorts), tee shirts with inappropriate language or designs, bare shoulders or midriffs, and tight fitting clothing are not permitted.

The principal reserves the right to restrict the attendance of or impose a consequence on a student whose hairstyle, makeup or jewelry is excessive, extreme or disruptive to the good order of the school community.

**PERFORMANCE UNIFORMS**

A student who participates in any performance group (Beginning Band, Advanced Band, Tone Chimes, Fourth Grade Choir or Advanced Choir) is required to wear a performance uniform for concerts and events. The uniform consists of white button-down shirt OR a golf shirt with OLMC music department logo (purchased from FlynnO’Hara Uniforms), black slacks for boys/girls or black skirts with black tights for girls, black socks and uniform or black shoes (no leggings or sneakers).

\*\*\*\*\*

## **HOME AND SCHOOL ASSOCIATION**

The OLMC Home and School Association plans activities for the children and their families. In addition, the Home and School Association organizes and operates fundraisers for the various needs within the school. All children benefit from these activities. Meetings of the association are held throughout the school year and frequent communications are issued regarding upcoming events or needs. The Home and School Association is not a school board or an administrative or supervisory committee established to operate the school. The Home and School Association supports the school by raising funds for updated and necessary equipment, books and special programs used by our children. It also provides educational programs and social activities for our children, parents and families.

\*\*\*\*\*

## **STUDENT SERVICES**

### **HEALTH SERVICES**

The health room is staffed daily by a certified CBSD School nurse or a licensed nurse employed by OLMC School who coordinates with the CBSD nurse. School nurses maintain student health records, perform state-required health screenings, administer doctor-prescribed medications, perform nursing procedures, respond to school illnesses and accidents, assist physicians and dentists with school examinations, provide health counseling and referrals, conduct health-related classroom instruction and serve as parent and classroom consultants in health-related matters.

### **MEDICATION DISPENSING**

Prescription and non-prescription medications will be administered to a student during the school day only after the proper completion of the Medication Dispensing Form which is available through the Health Room and on the OLMC School website. All medications must be delivered to the Health Room in the properly labeled, original container. All controlled medications must be delivered to the Health Room by an adult, counted with the nurse, recorded on the student's medication log, and signed for by both parties.

### **CAFETERIA SERVICES**

Food service is provided by Aramark and individual student accounts can be set up using the Pay Schools Central hub. Menus are provided monthly in the Carmel Capsule and on the website. Students are able to purchase a "Meal Deal" or individual items. Parents of students in PreK through Grade 3 should send a lunch note indicating food choices; older students are able to make their own selections. Lunch/recess aides monitor the cafeteria and recess times.

### **FOOD ALLERGIES**

It is standard policy at OLMC School that students may only consume food brought from home or purchased from Aramark for lunch and at snack times. When a student has a documented food allergy, we ask parents to provide a snack box for the classroom containing acceptable treats for consumption at

special events and parties. Teachers or the school nurse cannot accept letters of exception from parents for their child’s consumption of treats for specific individual occasions.

**C.A.R.E.S. (Children Are Receiving Extended Service)**

OLMC School offers before and after school childcare services. Information is available in the school office and on the school website. Students must register to attend each year, and changes in enrollment can be made on a monthly basis.

**STUDENT SUPPORT PROGRAMS**

OLMC School offers a variety of support programs for students.

Students in Kindergarten through grade four who demonstrate a weakness in Reading and/or Math as shown on assessments, DIBELS scores, TerraNova testing or teacher recommendation will receive a thorough screening. Qualified students will be admitted into the Catapult program which takes place during the school day.

Students who qualify for the Wilson Tutoring program may also receive services during the school day. Further information is available upon request.

OLMC School offers speech and language services to qualifying students in Kindergarten through grade eight. An initial teacher recommendation followed by a professional evaluation will determine if a student qualifies for services. Speech and Language services are provided during the school day.

OLMC School provides learning screenings, psycho-educational evaluations and counseling services to students who have been identified by a teacher and/or a parent. When needed, the school will prepare an IST plan (Individual Student Teams) for a student in conjunction with our learning support teacher, homeroom teachers, parents and the principal. The IST plan provides accommodations and modifications necessary for student success and can be adjusted as needed.

All services remain confidential, and parents/guardians must sign a consent form authorizing a student to receive services.

**LOST AND FOUND**

Found items will be placed in a container in the cafeteria. If they have not been claimed within a reasonable amount of time, items will be donated to the Uniform Exchange or given to charity.

\*\*\*\*\*

**TECHNOLOGY**

**DEVICES**

OLMC School provides students with devices for educational use. Students in PreK and Kindergarten use iPads at centers while first grade students are assigned individual iPads. Chromebooks are issued to



individual students in grades two through eight. Chromebooks are stored in school for the second, third and fourth grade students while older students take the devices home each day. In addition to the expectations for responsible use outlined below, students are responsible for the safekeeping of the devices. Lost or broken devices will incur a replacement/repair fee as outlined in the Device Contract.

## **ACCEPTABLE USE FOR TECHNOLOGY POLICY**

Our school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly and to respect the intellectual property of others.

*Educational Purpose/Appropriate Use* - All technology use and Internet access is provided solely for educational purposes. Educational sites and teacher-created assignments are to be used to enhance student learning. Students may not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

*Copyright/Intellectual Property* - All materials obtained from the work of others should be properly cited. Students are expected to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school computer or student essays, papers or assignments without expressed permission of the owner is a violation of Federal Law. In addition, a student may not copy the work of a peer and represent it as his/her own.

### *Examples of Unacceptable Uses* -

- Users must not use equipment to harass, haze, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not use a photograph, image or likeness of any student or employee without the express permission of that individual and the principal. Users must not use school equipment to create any site or post any photo, image or video of another individual except with express permission of that individual and the principal. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to the disciplinary measures found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, modify, or attach external devices to the systems without permission.

- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Users must not plagiarize content and may not present the work of another as their own without properly citing that work.
- Users must not violate license agreements or copy protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- If a user accidentally accesses a questionable website, he/she should promptly exit the site and report it to the teacher immediately.

*Reporting* - Users must report immediately any damage or change to the school’s hardware/software that is noticed by the user.

Infractions against these regulations may result in the loss of the use of the school network, computers and software, including Internet access. A student committing an infraction will be expected to complete work at home or by hand at school.

\*\*\*\*\*

## TRANSPORTATION

At the beginning of the year, parents designate the usual means of transportation for their child(ren) on the Daily Dismissal Plans form. A change to this usual arrangement requires a written note on the day the change will be in effect. Phone calls for transportation changes will also be accepted in the office. Parents who need to change their child’s dismissal plans may indicate the change on the sign out sheet in the office no later than 3:00 PM. Daily dismissal changes are not accepted by email.

*Busses provided by the Central Bucks School District* – Central Bucks has an established procedure to request a change in a bus stop or bus for the entire year. The appropriate paperwork (Alternate Bus Stop Request) may be requested in the office and submitted to Central Bucks for approval. A change in bus stop or bus is not permitted for visiting friends after school or sporadic child care arrangements. Car transportation should be provided for these students.

*Busses provided by other school districts* – Parents in districts other than Central Bucks should consult their respective districts for specific policies.

*Misbehavior on the Bus* – Students being transported by bus become the responsibility of their respective school districts while en route on the bus. Therefore, if a behavior problem occurs, parents need to speak with the district to report the incident or behavior. Bus drivers may forward a written report to the principal if a student has been uncooperative with the bus policies. A student committing a serious infraction or receiving a second written report may have his/her bus privileges suspended.

For the safety of all students, all regulations on the school bus must be obeyed at all times. Students must:

- follow the directions of the bus driver
- remain seated at all times

- keep objects out of the aisle
- keep all body parts and objects inside the bus
- be courteous to everyone on board the bus and respect what belongs to them
- use a conversational tone, refrain from screaming
- refrain from using profane language
- refrain from eating and drinking on the bus
- keep the bus clean
- refrain from fighting, pushing, shoving or throwing objects

\*\*\*\*\*

**VISITORS and VOLUNTEERS**

- All visitors, including parents, must enter the school building through the main door, sign in at the office, and wear a visitor’s pass. In order to maintain good order and eliminate distractions to the student body, parents are not permitted to visit the classrooms, cafeteria, or recess yard during the day except by arrangement. Parents who have been invited to meet with a class for a special activity are required to sign in at the office before they proceed to the classroom.
- At morning arrival, students may enter the building through the bus loop door, the car loop door or the front door. Except to take care of business in the main office, parents are not permitted in the building during morning arrival. A student who arrives after the 8:35 AM bell may not be accompanied to the classroom by his/her parent except in the case of PreK students.
- All volunteers need to provide documentation of the necessary clearances. In addition, they must submit evidence of having completed the Safe Environment and Mandated Reporter training. Additional information will be available during the year from parish personnel or from the president of the Home and School Association. The list of approved volunteers for OLMC Parish is transmitted to the school periodically. Only those parents whose names appear as cleared will be able to volunteer.

**FORGOTTEN ITEMS**

*Lunches* – Lunches or lunch money brought to school by an adult after the beginning of the school day will be taken to the cafeteria by an aide. A student may check with the aide on duty in the cafeteria to learn if an item has been brought for him/her. Any student who does not have a lunch will receive one from the Aramark staff for an IOU (amount determined annually). It is the responsibility of the student to make his/her need for a lunch known to the aide on duty in the cafeteria.

*Books, Projects and Musical Instruments* – Academic items brought to school after the beginning of the school day will be placed in the homeroom teacher’s mailbox where they usually will be picked up by the teacher at lunchtime. Musical instruments brought to school after the beginning of the school day will be kept in the office. After gaining permission from the teacher, a student should check at the office for the item.