

OUR LADY OF MOUNT CARMEL SCHOOL  
225 E. Ashland Street  
Doylestown, Pa 18901  
215/348-5907  
[www.ourladymtcarmelschool.org](http://www.ourladymtcarmelschool.org)

## STUDENT HANDBOOK

September 2009

*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 prompt notice of any changes through updates that will be published on website.

# OUR LADY OF MOUNT CARMEL SCHOOL

## *MISSION STATEMENT*

Our Lady of Mount Carmel School is a Catholic elementary school proclaiming the message of Jesus Christ. Through prayer, example and instruction, students learn about the person of Jesus, worship as members of the Church community, and offer service to the poor and needy. OLMC School 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 students with a quality education that will lead to a life of service in the community.

## ABSENCES

Each student is expected to attend classes on a consistent basis, with absences only for serious reasons.

A parent must report his/her child's absence on a daily basis. The attendance line is available from 4:00 PM through 8:00 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 his/her return from an absence of any length.

Homework requests may be made only for absences due to illness. They must be made through the office. These requests may be made at the time that an absence is reported, or no later than 10:30 AM. Homework will be available for pickup from dismissal time until 4:00 PM at the station outside the office on the day that it has been requested. Homework requests cannot be accepted on days when there is an early dismissal.

## ACADEMIC HONORS

Academic Honors are awarded to students in seventh and eighth grades at the end of each marking period.

The criteria for Honors are distributed to the parents in the fall.

## 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, respect the name and 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 must 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 sources obtained for teacher and student work should be properly cited. Users are 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 without expressed permission of the owner is a violation of Federal Law.

### *Examples of Unacceptable Uses* -

- \* Users must not use equipment to harass, 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 express permission of that individual and of the principal. Users must not use school equipment to create any site, 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 Web site 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, reconfigure, 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 such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
- \* Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- \* Users must not violate license agreements, copy disks, CD-ROMs, or other 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.

*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 will be considered to be a Level Two offense (see DISCIPLINE POLICY) and 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 on a non-networked, stand-alone computer system, if available, at school.

## ACCESS TO STUDENTS

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 special arrangement. Parents who have been invited to meet with a class for a special activity are asked to sign in at the office before they proceed to the classroom.

## BUS TRANSPORTATION

At the beginning of the year each student will indicate the usual means of transportation he/she will be using on a daily basis. A change to this usual arrangement requires a note from the parent to the homeroom teacher on the day the change will be in effect. Phone calls for transportation changes, except in an emergency, will not 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 2:55 PM.

*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 enroute on the bus. Therefore, if a behavior problem occurs, parents need to speak in person with the bus driver 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 will be liable for having his/her bus privileges suspended and/or receiving a Level Two discipline consequence.

## COMMUNICATION

Prior to the beginning of the school year information is prepared for each family. Packets will be mailed during the month of August and pertinent information will be posted on our website, which is updated daily, at [www.ourladymtcarmelschool.org](http://www.ourladymtcarmelschool.org).

Back to School Night is held in September. This evening presents the opportunity for parents to come to school, meet their child's teacher(s) and become acquainted with the curriculum of the grade in which their child is enrolled. Due to time constraints on this evening, individual conferences cannot be held.

Parent Conferences are held in the fall. One conference (that all interested parties may attend) will be granted per child. A sign-up sheet for these will be available in each classroom on Back to School Night in September.

Parent Conferences may also be arranged privately by appointment.

It is important that communications from the parent to the teacher, as well as all monies that are sent in, be placed in an envelope clearly marked with the child's name and homeroom number.

## CUSTODY ISSUES

Parents need to inform the school when legal custody of the child(ren) resides with one parent. The parent should furnish the school with a copy of the custody decree 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 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 PROCEDURES

Discipline is a very important component of the Catholic school's efforts to create an atmosphere conducive to developing students who embody the Christian principles and ethics taught and encouraged by our faith. Through the implementation of a set of policies and procedures which embody the spirit of the rules and regulations established by the Office of Catholic Education of the Archdiocese of Philadelphia, a stimulating and orderly learning environment will be created. This environment will ensure that the students develop a thorough understanding and commitment to Christian behavior that promotes justice and peace, and will facilitate the development of conflict resolution skills, which are required to settle disagreements in a nonviolent manner.

Parents and students agree to support the discipline code of the school, which seeks to foster the values of a Catholic, Christian community: *kindness, courtesy, justice, respect, and cooperation*. These policies are intended to:

- \* promote personal responsibility and self-control;
- \* provide a classroom environment conducive to learning;
- \* provide for the well-being and safety of each student; and
- \* promote cooperation between teachers and parents in supporting proper school behavior.

No list can cover all the possibilities of behavior. Students must understand that they are expected to act in ways appropriate for members of a Catholic school community; therefore, they must avoid any conduct that is detrimental to the reputation of the school, or any conduct unbecoming a Catholic school student.

### Bullying (Kindergarten through Grade 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 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.

Students who have been bullied are encouraged to promptly report the incident to a teacher or the principal. Reprisals or retaliation that occurs as a result of a good faith report of bullying are considered to be further infractions.

Consequences include:

- \* a conference with the teacher or principal;
- \* an age appropriate "time out", after school detention or suspension;
- \* an age appropriate drawing; an essay written by the student explaining the offense, how it has affected him/her, and what he/she has learned from the incident;
- \* the completion of an incident report that will be kept in the discipline file of the student for the remainder of the school year;
- \* notification of the parents by the principal no later than two days following the incident or the receipt of the report;
- \* a parent conference with the principal and/or the pastor, by phone or in person;
- \* notification of local authorities if necessary.

Bullying may result in immediate dismissal.

#### General Procedures for Kindergarten through Grade 3

For students in Kindergarten through grade three, the homeroom teacher will administer consequences for minor infractions according to the guidelines that will be distributed to the parents in the fall. Infractions 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 dismissal.

#### General Procedures for Grades 4 through 8

For students in grades four through eight, infractions will be handled according to the following guidelines.

### Level One

This level of offense includes areas addressed by the teacher in the classroom, or by the aides in the cafeteria. It usually does not involve consultation with the principal.

Infractions include, but are not limited to:

- \* disrespect and lack of cooperation;
- \* minor class disruptions;
- \* uniform violations;
- \* excessive noise or running in the hallways;
- \* gum chewing.

Consequences include:

- \* assignment given by the teacher; and/or
- \* demerit.

Repeated Level One offenses, or inappropriate responses to the guidance offered when they occur, may result in a Level Two offense.

### Level Two

This level of offense goes beyond Level One in severity or repetition of offense. It is at this level that the principal becomes involved, and records begin to be kept in the office.

Infractions include, but are not limited to:

- \* Level One offenses that occur repeatedly (more than once for behavioral issues, and more than three times for academic issues);
- \* deceit toward faculty or staff members;
- \* slander or gossip;
- \* classroom disruptions of more than a minor nature;
- \* negative and/or uncooperative behavior;
- \* missing classes without permission;
- \* profanity; and
- \* cheating, copying, unauthorized use of test material and/or answer keys, or plagiarism.

Consequences include:

- \* after school detention; and

- \* an essay written by the student explaining the offense, how it has affected him/her, and what he/she has learned from the incident;
- \* the completion of an incident report that will be kept in the discipline file of the student for the remainder of the school year;
- \* notification of the parents by the principal no later than the day following the infraction; and
- \* a parent conference with the principal, by phone or in person.

Additional consequences for cheating, copying, unauthorized use of test material and/or answer keys, or plagiarism include:

- \* the earning of a failure for the quiz, test, presentation, or assignment that will be calculated into the student's average for the trimester
- \* the earning of at least a one point deduction in the *PERSONAL DEVELOPMENT AND BEHAVIOR* grade for the trimester.

Repeated Level Two offenses, or inappropriate responses to the guidance offered when they occur, may result in a Level Three offense.

### Level Three

This level of offense is severe enough to warrant suspension or dismissal because of the ongoing pattern of behavior, or the nature of the offense, including criminal misbehavior.

Offenses include, but are not limited to:

- \* Level Two infractions that occur repeatedly;
- \* aggressive verbal or physical behavior, including the issuance of threats verbally or in writing to faculty, staff and/or peers;
- \* sexual harassment;
- \* theft;
- \* vandalism;
- \* gross insubordination;
- \* immorality;
- \* fighting and/or physical assault;
- \* the possession, use or transfer of alcohol, 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.

Consequences include:

- \* after school detention, or suspension;
- \* an essay written by the student explaining the offense, how it has affected him/her, and what he/she has learned from the incident;
- \* the completion of an incident report that will be kept in the discipline file of the student for the remainder of the school year;
- \* notification of the parents by the principal no later than the day following the infraction;
- \* a parent conference with the principal and/or the pastor, by phone or in person; and
- \* notification of local authorities, if necessary.

Level Three offenses may result in immediate dismissal.

These categories do not cover every possible situation. The school is responsible for determining what is or is not appropriate both in and out of the classroom, in the school community in general, and outside the school community when improper behavior affects the school community.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the students, as well as reporting of the incident to the appropriate legal authorities as deemed necessary by the school administration.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

*Detention* - General detention is held approximately once a week after school until 4:00 PM. The parent of a student who has earned a detention will be notified in writing of the

date of his/her child's detention. He/she must meet the child promptly at the office door at the conclusion of the detention. A student who fails to appear for an assigned detention, without a serious, written excuse, will receive an additional consequence. The detention will be reflected on the student's grade for *PERSONAL DEVELOPMENT AND BEHAVIOR* on his/her report card.

A teacher who has notified the student's parent in advance may give private detention at any time during the school year.

Lunch detention is earned by a student who has behaved inappropriately in the cafeteria or at recess. It will be held under the supervision of a teacher, in a classroom, during the regularly scheduled lunch period. Repeated lunch detentions may be considered as Level Two infractions.

*Suspension* - Formal suspension is a serious consequence earned by a student, and constitutes a major step towards possible dismissal. The parent of a student who has earned a suspension will be notified of the date(s) and type of his/her child's suspension. The parent will be required to sign the suspension notice. This notice will be filed in the student's discipline record for the remainder of the school year, but will not be included on the student's permanent or cumulative record. The suspension will be reflected on the student's grade for *PERSONAL DEVELOPMENT AND BEHAVIOR* on his/her report card.

A student who has been suspended may be placed on a probationary status upon his/her return to the school community. The terms and length of this probationary status will be defined by the principal and communicated to the parent at the time of the suspension.

A student will be liable for dismissal with the second formal suspension during his/her school career.

*Dismissal* - Dismissal is the consequence earned by a student whose behavior threatens the good order and/or safety of the school community. The parent of a student who has earned dismissal will be notified during a conference or in writing of the school's decision. A notice will be filed in the student's discipline record for the remainder of the school year, and may be included on the student's permanent or cumulative record. The dismissal will be reflected on the

student's grade for *PERSONAL DEVELOPMENT AND BEHAVIOR* on his/her report card, if one is issued.

#### EARLY RELEASE

If it is absolutely 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 will be minimized.

#### ELECTRONIC DEVICES

The use of electronic devices, including but not limited to, cell phones, Game Boys, I-pods, MP3 players, and pagers is not permitted during the school day in the classroom, bathrooms, cafeteria, or recess yard from 8:20 AM to 3:20 PM.

A cell phone, if considered necessary by the parent to communicate about after school activities, must be kept in the "power off" position between 8:20 AM and 3:20 PM.

Infractions against these regulations will be considered in the following manner:

*First Offense* - Level One Offense (see DISCIPLINE POLICY). The electronic device will be taken from the student for the remainder of the day. The teacher will contact the parent by note or phone to discuss the infraction with him/her.

*Second and Subsequent Offenses* - Level Two Offense (see DISCIPLINE POLICY). The electronic device will be taken from the student and returned to a parent when he/she comes to a conference to discuss the infractions with the teacher.

Our school will not accept responsibility for any lost or damaged electronic devices, make announcements nor permit the posting of flyers to locate such missing items.

## FORGOTTEN ITEMS

*Lunches* - In order to minimize interruptions to the classrooms, 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 to learn if an item has been brought for him/her.

Any student who does not have a lunch may receive a light lunch 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.

*Books and Projects* - In order to minimize interruptions to the classrooms, academic items brought to school by an adult 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 or dismissal.

*Musical Instruments* - In order to minimize interruptions to the classrooms, musical instruments brought to school by an adult after the beginning of the school day will be kept in the office. After gaining permission from his/her teacher, a student may check there to learn if an item has been brought for him/her.

## HEALTHY SNACKS AND TREATS

Snacks, treats, and beverages provided for a class by an individual child or homeroom parent(s) need to be healthy (low sugar, low/no fat, low/no caffeine).

## HOMEWORK

The teachers will give homework on a regular basis. Parents may request homework for a child who is absent due to illness on the attendance line anytime before 8:00 AM, but no later than 10:30 AM. 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 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 guidelines for time allotment for homework offered by the Office of Catholic

Education will be followed:

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

Each teacher maintains a page on [www.schoolnotes.com](http://www.schoolnotes.com) where parents may view daily homework assignments.

#### INCLEMENT WEATHER

Our inclement weather number is 743.

*School Cancellation* - On a day when school is cancelled entirely in the early morning an announcement will be made on radio station KYW (1060) beginning around 6:00 AM. This information can also be accessed on the internet at [www.kyw.1060.com](http://www.kyw.1060.com), or through our website. We will also attempt to activate our automated phone notification system.

*Delayed Opening* - On a day when a delayed opening is in effect an announcement will be made on radio station KYW (1060) beginning around 6:00 AM. This information can also be accessed on the internet at [www.kyw.1060.com](http://www.kyw.1060.com), or through our website. We will also attempt to activate our automated phone notification system.

If a family resides in a school district that provides transportation which differs from the announced schedule of Our Lady of Mount Carmel 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.

*Early Closing* - On a day when inclement weather causes the closing of school during the day, an announcement will be made on radio station KYW (1060) beginning as soon as the decision has been made. This information can also be accessed on the internet at [www.kyw.1060.com](http://www.kyw.1060.com), or through our website. We will also attempt to activate our automated phone notification system.

A message regarding the time of dismissal will be provided to each family who can be contacted (personally or through voicemail) at one of the phone numbers provided to us. When the weather forecast includes the prediction of worsening inclement weather, it is the responsibility of a parent to have a contact person available at the emergency phone numbers that were provided to the school.

Parents should use the methods listed above to obtain early closing information. They should not call the school office to request it.

#### 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, they are donated to the Uniform Exchange or given to charity.

#### MEDICATION DISPENSING

Prescription and non-prescription medication 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. All medications must be delivered in the original and properly labeled container to the Health Room. 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.

#### 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 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 five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each September.

Students in the seventh and eighth grades are eligible for membership. Guidelines for consideration will be distributed to those students at the appropriate time. The students who meet these guidelines are invited to complete a Student Activity Information Form 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 may be invited to participate in an interview process in the spring. If, and only if, the student's Trimester III grades continue to meet the guidelines, will he/she be considered as a candidate for membership in the fall of the following school year.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, selected members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the *Student Activity Information Forms* are carefully reviewed by the Faculty Council 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 that are held monthly during the school year, and participation in the chapter service project(s).

#### PERFORMANCE UNIFORMS

A student who participates in any performance group (Beginning Band, Advanced Band, Chimes Ensemble, or Choir) is required to wear a performance uniform.

- \* Boys - white golf shirt with logo (purchased from Rose Uniforms), black slacks, black socks and shoes (no sneakers).

- \* *Girls* - white golf shirt with logo (purchased from Rose Uniforms), black slacks, black or tan hose, and black shoes (no sneakers).

#### PHYSICIAN AND/OR DENTAL APPOINTMENTS

A parent is urged to arrange physician's and dentist's appointments for his/her child after school hours and/or on school holidays.

If this is not possible, a note must be sent to the child's homeroom teacher stating the date and time of the appointment. 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.

The State of Pennsylvania requires that a current physical be submitted for students entering Kindergarten/First Grade, Sixth Grade, and from out of state. Dental examinations are required for students entering Kindergarten/First Grade, Third Grade, Seventh Grade, and from out of state.

#### REPORT CARDS

Report cards are distributed at the end of each trimester to students in grades Kindergarten through eight.

*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. The rubric that will be used to determine this grade will be available to parents in the fall.

*Grading for EFFORT AND STUDY SKILLS* - This grade reflects the student's ability to arrive on time for school; complete and turn in homework and class work 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. The rubric that will be used to determine this grade will be available to parents in the fall.

All tuition and fees must be satisfied in full before a student receives his/her final report card in June or has academic records forwarded at the time of transfer or graduation.

#### RETESTS

The decision to administer a retest for a failing grade in a major test will be at the discretion of the teacher.

A retest, when granted, must be taken in a timely manner. The grade achieved on the retest will be averaged with the original test grade to determine the new grade that a student has earned. The grade on the retest will not replace the original grade.

#### 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. Any student who is not will be considered to have arrived late.

The morning session of Kindergarten is dismissed at 11:15 AM. A student will be supervised until 11:25 AM. If any student has not been picked up by that time, he/she will be escorted to the main office to wait for a ride. Supervision will not be provided on a routine basis to a student who has not been picked up by 11:25 AM.

Dismissal begins at 3:10 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 3:20 PM. If any student has not been picked up by that time, he/she will be escorted to the steps outside the main office to wait for a ride. Supervision will not be provided on a routine basis to a car rider who has not been picked up by 3:20 PM.

#### SCHOOL 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. The student will be expected to write his/her legal name on all papers, books, etc. throughout the school year.

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.

All tuition and fees must be satisfied in full before a decision to transfer a student's records either during or at the end of the year will be made.

#### SCHOOL TRIPS

School trips are a privilege. The administration reserves the right to restrict participation in them to those students who maintain a satisfactory record of behavior.

All chaperones need to provide documentation of the necessary clearances. In addition, they must attend a Safe Environment workshop. Additional information on these requirements will be available from the president of the Home and School Board.

#### TARDINESS

A student is considered to have arrived late if he/she is not ready to begin class when the morning bell rings at 8:35 AM. Upon late arrival, he/she must enter through the main entrance, and sign in at the office before going to the classroom.

Tardiness of more than ten minutes requires a written note from the parent on the day it occurs.

Frequent tardiness is disruptive to the school routine. It will be addressed with the parents by the teacher(s) and/or the principal, and may warrant detention. It may be reflected on the student's grade on *EFFORT AND STUDY SKILLS* on his/her report card.

## TELEPHONE

The school telephones are for business only. Permission will not be granted to a student to call home for forgotten supplies, projects or homework, or to communicate social plans.

A student may not use a cell phone anywhere on the school campus from 8:20 AM until 3:20 PM.

## TUITION AND SCHOOL FEES

Tuition and fees for the coming year are published at the time of re-registration in February. All tuition and fees must be satisfied in full before a student receives his/her final report card in June, or before a decision to transfer a student's academic records either during or at the end of the year will be made. A student for whom tuition from the previous school year remains outstanding will not be readmitted in the fall.

## UNIFORM POLICY

The uniform requirements are published annually to the parents through a posting on the website. Uniform items must be purchased from the vendor. 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 including the regulations for hairstyles and jewelry may be subject to disciplinary action, following the usual disciplinary procedures.

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, a student is expected to dress in clothing that is appropriate and modest for an educational setting in a Catholic school. No cutoffs, shorts, or mini skirts, no tee shirts with inappropriate language or designs, no bare shoulders or midriffs, and no tight fitting clothing will be permitted.

\* *Hairstyles for boys* - Haircuts should be above the collar with hair not obstructing the eyes. Hairstyles should not be a distraction to the teacher or students in the class. A student with an unacceptable hairstyle or length of hair will be given a warning. Hair must meet requirements within three days of the warning.

\* *Hairstyles for girls* - Haircuts should not be obstructing the eyes. Hairstyles should not be a distraction to the teacher or students in the class. A student with an unacceptable hairstyle will be given a warning. Hair must meet requirements within three days of the warning.

A girl may wear a thin (not more than one inch wide) headband, scrunchie, ribbon, or barrette in solid navy blue, gray, white or uniform plaid. Hair accessories not meeting the requirements will have to be removed.

\* *Jewelry* - Pieces will be limited to one religious necklace and one pair of stud earrings (for girls). Rings and bracelets will not be permitted. A student who is not in compliance with the policy will be asked to remove the jewelry. Repeated infractions will be considered in accordance with the Discipline Policy.

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

## 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 for the student.

No work will be prepared prior to departure.

The teacher will save handouts, drill sheets, etc. if he/she has been provided with a 10 x 12 inch brown envelope preprinted with the student's name and the dates of absence. One envelope will need to be provided to each teacher with whom the child has class. Collected work will be due at a time determined by the teacher.

Make-up lessons or tutoring will not be given by the teacher(s) upon the student's return. The parents will assume sole responsibility for reviewing work missed while a student is on vacation.

Make-up testing, when possible, will be at the discretion of the teacher and at a time selected by the teacher beginning on the day after the student returns from vacation.

The rescheduling of oral presentations, 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 reflect the absence.

#### 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. Parents may not go to a classroom, auditorium, cafeteria, or recess yard to speak with a teacher, staff member, or student without prior arrangement at any time during or after the school day.

Parents who accompany their child(ren) to the classroom(s) before school must leave the building before the 8:35 AM bell rings. A student who arrives after the 8:35 AM bell may not be accompanied to the classroom by his/her parent.

Visiting relatives or students from other schools will not be permitted to visit classes during the school day.

All volunteers need to provide documentation of the necessary clearances. In addition, they must attend a Safe Environment workshop. Additional information on these requirements will be available from the president of the Home and School Board.