

***Our Lady of Mount Carmel Lower School
Parent Handbook and Calendar
2011-2012***

1702 Old Eastern Avenue
Baltimore, MD 21221-2203
Web site: www.olmcmd.org

Lower School Office:	410-686-0859
Lower School Fax:	410-686-4916
Sacramental Preparation:	410-238-1167
Financial Matters:	410-238-1160
Athletics	410-686-1050
Upper School Office:	410-686-1023
Flynn & O'Hara Uniforms	410-828-4709

Dear Students and Parents,

Welcome to Mt. Carmel Lower School! Our school community is active and vibrant. All are committed to making the educational experience provided in the school a positive one. We believe that through the cooperation of students, teachers, and parents, our school can provide the support and leadership necessary for young people to grow toward adulthood and reach the full potential which is their gift.

It is our hope that this handbook answers some of the questions you may have not only about the day to day running of the program, but also about the philosophy and goals which provide the foundation for that program. Please read the handbook thoroughly, and put it in a safe place for future reference. If you have questions, please contact the school. As members of the school community, we share a commitment to those procedures outlined in the handbook. Through a thorough knowledge of expectations, all involved can plan their activities and make decisions which will benefit individuals and all of us as a community.

I hope that as the year continues, all of us maintain the high hopes and positive goals with which we begin the new year. Please know that those who serve you and your children are available for information and help whenever the need arises. It is our hope that your experience at Mt. Carmel Lower School is the BEST!!

Sincerely,
Kathleen Sipes

Message to Parents

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.

Foundational Documents

Archdiocese of Baltimore Catholic Schools

Vision Statement: Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Mission Statement: Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential –spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Our Lady of Mount Carmel School

Vision statement: Our Lady of Mount Carmel School creates a spiritual and personalized educational environment where children and adolescents grow, graduate and succeed as they move forward in life as effective thinkers and communicators, invigorated with faith and infused with knowledge.

Mission statement: Our Lady of Mount Carmel School invites, teaches, and nurtures children and adolescents in a hospitable and familial program which is academically excellent and rooted in Catholic teachings. The school develops graduates who are life-long learners, who behave ethically, value the dignity of others and work for social justice.

Belief Statements:

- We believe that our Catholic faith must be the foundation of thoughts and actions.
- We believe that service to others is a fundamental component of Catholic education.
- We believe that each person is a sacred and perfect expression of God's love, worthy of respect.
- We believe in providing positive, challenging, and supportive experiences for the development of each child and adolescent.
- We believe that education is a mutual process wherein all students have the ability and responsibility to learn.
- We believe that all students should experience success.
- We believe that educators should be positive role models and foster academic excellence.
- We believe that Catholic education inspires each student to live a life of integrity and grow spiritually, intellectually, and morally.

Status of Students

Our Lady of Mount Carmel Lower School is a co-educational elementary school for grades preschool through five and includes an early childhood center serving students from six weeks of age to age four in a year-round setting. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies,

admission policies, scholarship and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

Our Lady of Mount. Carmel Lower School adheres to federal, state, and local government requirements for non-public schools. The academic faculty at Our Lady of Mount. Carmel Lower School complies with standards set by the Maryland State Department of Education to provide instruction to the student community.

Graduate profile

Our Lady of Mt. Carmel Lower School, faithful to its beliefs and mission, graduates students who are:

- effective decision makers and goal oriented individuals who base their actions on Gospel values and Catholic teachings.
- productive, interactive citizens who embrace a life of tolerance, openness, and integrity rooted in service to diverse local and global communities.
- well-rounded critical readers and creative thinkers who are able to apply skills and knowledge in the pursuit of a higher education.
- life-long learners who are technologically competent and academically prepared.
- persons of integrity who continuously apply their talents to meet the needs of an ever-changing society.
- successful adults who apply their knowledge and faith to the home, the workplace, and the community.

Admissions

Non-Discriminatory Policy

“Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message...to love and to respect the right of all people:”

It is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, or admissions policies, scholarships and loan programs, athletics and other school programs.

Registration

Registration in the lower school follows the guidelines below:

- To enter the Pre-kindergarten-3-year-old class, a child must be 3 years of age by September 1st, as verified by birth certificate.
- To enter Pre-kindergarten-4-year-old class, a child must be 4 years of age by September 1st, as verified by birth certificate.
- To enter Kindergarten, a child must be five years of age by September 1st, as verified by birth certificate.
- Parents should present birth and baptismal certificates, social security card, record request, emergency information, immunization records, custodial records, and general health reports for students entering the school. The Baltimore County Health Department determines required immunizations. Mount Carmel follows these requirements.
- Vision and hearing screenings are given for all students in Pre-K and Kindergarten as well as transfer students.
- Transfer grades 4 and 5 will be tested in reading, math, and language arts to help determine proper placement and grouping. Academic, behavior and testing records will be reviewed prior to admission for all prospective students. If test results or records show that the school programs may not meet the needs of the child, parents will be informed.
- Transfer students whose academic, behavior or testing records and results indicate potential difficulties at Our Lady of Mt. Carmel may be accepted on a probationary basis at the discretion of the principal.

Academic and Extracurricular Activities

Academics

Students will participate in a program which includes the following academic offerings:

Religion	Reading	Spelling	Science	Handwriting	Physical Education	Music
Mathematics	English	Phonics	Social Studies	Technology	Library	Art

Fine Arts

General Music

Each class has general music one period per week. In addition to experiences involving all aspects of music this time is also used to prepare songs for liturgical events.

Instrumental Music

Band instrument study is available through a private company during school hours to students in grades four through eight. There is an additional fee for this instruction. The band performs in concert several times a year. In an effort to introduce students to instrumental music, grade 3 participates in weekly recorder instruction.

Student Responsibilities

- Students are released from class for band lessons, but they must make up missed class work and obtain the homework assignments given. Initiative here is the student's, not the teacher's.
- If a student cannot maintain proficiency in instrumental music and the regular academic workload, further discussion and decisions concerning lessons must take place between parents, teachers, the student, and the principal.

Dance Program

A dance program is offered during after school hours for students in grades kindergarten through five.

Creative Movement

Creative movement classes will be offered to students in grades kindergarten and first grade once each week to help build gross motor skills.

Academic Policies

Class Status

Students are promoted to the next grade upon successful completion of all core subjects in a given year.

Retention

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level, or recommend alternative placement.

Grading System

Our Lady of Mount Carmel uses the standard progress report of the Archdiocese of Baltimore, which uses the academic achievement conduct and effort codes as follows:

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	69 and below

Homework

Homework is an important aspect of a child's schoolwork in that it reinforces what the child has learned as well as develops needed study skills such as time management and self-discipline. Homework is assigned at the discretion of the teacher and as such is often necessary for continued instruction. Parents will be notified if a child frequently misses. In the event that a child continues to miss assignments, a student will be required to meet with an administrator. A parent conference may be required.

Progress Reports and Interim Reports

Progress Reports will be issued to students three times a year. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep parents informed of the student's academic progress. Teachers or parents may request a conference with the issuance of the first and second progress report. A teacher or parent may request a conference at any other time during the school year. An appointment can be set by writing a note directly to the teacher or contacting the school office. Parent conference times must be confirmed by the teacher involved or the principal.

Parents may not come to the classroom for a conference with the teacher unless it has been scheduled. This includes before and after school as well as during class as teachers have other responsibilities at these times. Parents of students in grades kindergarten through 2 will be notified of progress prior to the end of the trimester by means of an interim report. Please follow the recommendations listed on the Interim Report, sign, and return to the teacher within three days.

Parents of students in grades 3-5 will be able to access their child's progress via the Parent Access component of Power School. For initial access, parents will be provided a temporary user id and password and asked to set up an account at archbalt.powerschool.com/public. The password will not change from year to year. Parent Access will be denied if tuition and fees become delinquent.

Religion Requirements

Religion is required for each year a student attends Our Lady of Mount School. All students enrolled in Our Lady of Mount Carmel School must attend religion classes and services.

Internet Access and Use Policy

The Mount Carmel community abides by the Ethical Use of Technology Guidelines composed by the Technology Committee of the Archdiocese of Baltimore. If parents have any reservations about the use of technology, please contact the technology coordinator.

Internet Safety Policy – Our Lady of Mount Carmel School

It is the policy of Our Lady of Mt Carmel School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Our Lady of Mt. Carmel School online computer network when using electronic mail, discussion rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision & Monitoring

It shall be the responsibility of all members of the Our Lady of Mount Carmel School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Public communication of the school's Internet Safety Policy is available to the parents at the Back to School Meeting, in the School Handbook, and the Board meeting. Any immediate updates will be posted on the school website.

Policy Guidelines taken from: *Internet Safety Policies and CIPA: An E-Rate Primer for Schools and Libraries*

Testing Program

Students participate in the assessments:

Brigance Screening – entering kindergarten, other grade levels as needed
Standardized testing – Stanford 10 – grades three through five and Title I students
DIBELS assessment – grades kindergarten through three, other grades as needed
ACRE – grade five

Instruction/Curriculum

Our Lady of Mount Carmel delivers its instructional program and curriculum in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools.

Administration

Safety

In the event of an emergency, parents and guardians will be notified via the school's Alert Now communication system. It is the responsibility of parents and guardians to notify the school of any changes in contact information so that parents can be reached.

All members of the school community share a concern for child safety. Please note, at 8:00 a.m. all doors to the building are locked from outside entry. All parents and visitors are expected to enter via the front door near the main office, sign in and wear a visitor's pass.

All visitors to the building at any time are expected to report to the office prior to going to any other part of the building. Parents should not go to children's classrooms without reporting to the office first.

Alcohol, Tobacco & Drug Policy

Mount Carmel School complies with the Drug Free Workplace Act of 1988. No one is permitted to smoke anywhere in or around the school buildings and campus or at any school functions.

Possession, distribution, or being under the influence of drugs and/or alcohol in the school, vicinity of the school, or at school affairs could result in expulsion at the discretion of the administration. The administration reserves the right to notify the proper authorities.

Volunteers

All volunteers in any capacity must abide by the Archdiocese of Baltimore Policy for the Protection of Children and Youth. These policies require that every volunteer submit an application, participate in training, abide by the Code of Conduct for Church Personnel, and undergo a criminal history screening prior to any volunteer service, including service as a chaperone.

Inclement Weather Closing

Our Lady of Mount Carmel School will follow the Baltimore County Public School System concerning weather related problems. Listen to WBAL radio or WLIF FM radio and do not call the school, the Central School Office, or the radio stations. If the school should close early, all children must be picked up at the announced closing time. Instruct your child as to procedures/arrangements for such situations. Extended Care will remain open 1 hour after the announced closing time for registered students only.

If an inclement weather exists and Baltimore County schools are not in session or Our Lady of Mt. Carmel is scheduled for an early dismissal, parents should listen to WBAL or WLIF FM for announcements pertaining to Our Lady of Mt. Carmel School.

Change in Name or Family Status

If there is a change in the family status or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change in custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

Records Policy (Family Educational Rights and Privacy Act)

Student records are maintained in the school office or a designated Administrative area. Access to records is governed by the records policy described on page previously Our Lady of Mount Carmel School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

Access to Records

- Teachers and other school officials who have legitimate educational interests have access to student education records.
- Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records. The school reserves the right to notify the custodial parent of any request to review records.
- Log
 - A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.
 - The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Non-Custodial Parent

Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

The school reserves the right to notify the custodial parent of any request to review records. Our Lady of Mount Carmel School does not allow a non-custodial parent physical access to his or her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Emergency Forms

Emergency contact information for each child is to be kept current. It is imperative that parents and guardians return a completed emergency form for each child by the first day of school and update this contact information as any changes occur. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed in writing by the custodial parent or guardian.

Fire drills

Fire drills and Quiet Corridors (emergency) drills are held once a month during the school year. Fire drill routes are posted in each classroom. Each student should acquaint him/herself with the rules and regulations of all drills and pay attention to the directions given during all drills. Silence during drills is required.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved a class or recess and are accompanied by a staff member. The faculty room and empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class.

Attendance

The school day begins at 8:00 a.m. to 3:00 p.m. Children may arrive no earlier than 7:45 a.m. unless registered for the Extended Care Program. Parents will drop off students using the designated lanes. Students will cross at the crosswalk, enter the building, and report directly to their designated homerooms. Parents may not leave students unattended on school grounds. No supervision is provided for students prior to 7:45 a.m. Morning Extended Care is available from the school for families that need to drop off students earlier due to work schedules. The Office can provide parents with the proper registration materials for this program.

Dismissal

All children whose parents are meeting them and transporting them by cars will be dismissed from the main parking lot in back of the elementary school. **No cars may park in Rectory Lot during dismissal.** Classes will be dismissed in line in an orderly way. All students will be dismissed by the back parking lot. With the exception of children who are walking home or utilizing public transportation, all parents or parent designees must meet their children on the back parking lot. *No cars will*

be permitted to leave the lot until dismissed by a member of the elementary school staff. Parents are required to follow the parking pattern designed by the parking committee and approved by transit and traffic (see appendix).

In the event of inclement weather, lower school students should be picked up at the homeroom by a parent or designee. Parents may not enter the building prior to 2:50 pm. Great care must be taken upon leaving to insure the safety of all children.

Supervision of children begins at 7:45 and ends at 3:00 unless students have been requested by a teacher to arrive early or remain late. All students must follow school rules before and after school. Students may not re-enter the building following dismissal. If they have forgotten books or materials parents should send a note to the child's teacher on the next school day. If students who are not requested to do so arrive early or stay late, they do so at their own risk, are not supervised and not permitted in the building. Extended care is available for parents who need the service. Registration is required for this service.

For safety reasons children are not permitted to play ball on the schoolyard or on the playground in the morning or during dismissal. Skateboarding is not permitted on school grounds at any time.

Absences

All absences and tardiness become part of a student's permanent record. Regular attendance is considered essential for learning at Our Lady of Mount Carmel. Students need to develop the work habits and responsibility required of all of us as we go through life. When a student is absent from school, a parent or guardian must telephone the school between 7am and 8:00am to report the reason for absence, otherwise the child will be considered truant. Ordinarily, students who are absent from school may not participate in any after school or evening school-sponsored activities such as a band or sports programs. Students entering after 9:00 am will be marked a half day absent. Students leaving prior to 3 pm will be marked as leaving early. Students leaving prior to 1:30 pm will be marked a half day absent.

Each child is to bring a written excuse for each absence on the day following the absence. The school reserves the right to notify the Baltimore County Pupil Personnel Officer in the event of excessive or unexcused absence from school. Excessive absence or lateness has an impact on overall school performance. Excessive absence or lateness may result in a parent/student/administrator conference, mandatory Saturday make-up time, or retention. The Compulsory School Attendance Laws of Maryland require that you see that your child arrives and attends school on a daily basis. There are only three excuses for absence: 1) Death in the family, 2) Court summons, and 3) Personal illness. When your child is absent from school for one of these reasons, documentation must be presented to the school to excuse the absence. The Baltimore County Health Department guidelines state that a child should have a fever of 100 degrees or higher or have experienced diarrhea or vomiting within the last twenty-four hours in order to miss school.

Parents are asked not to take children out of school for appointments, etc. In cases where this is a necessity, the parent must send a note into the office indicating pick-up time etc. The parent must come to the school office to sign-out and pick-up the child. Under no circumstance will a child be permitted to leave otherwise. When a parent requests an extended absence for a child, the request, along with the school's recommendation, is placed in the child's cumulative folder. Many families have unique arrangements for the custody and guardianship of their children. Unless there has been legal notification given to the school office, it is assumed that both parents are permitted to pick children up and to have access to school related information. Parents must keep updated documentation of custodial agreements on file with the school.

If a child is absent for more than a few days, several steps should be taken to insure that the child's reentry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. Parents are asked to contact the child's teacher(s) upon his or her return to obtain missed assignments and develop a plan to make up missed instruction. Missed work should be completed within one week of a student's return unless other arrangements have been made with the teacher. Students will receive an excused absence for attendance at a funeral for an immediate family. A note explaining this absence is required.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

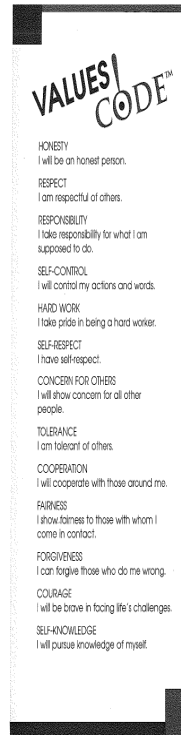
Discipline

The policies of Our Lady of Mt. Carmel Lower School have the aim of helping the student assume responsibility for his or her actions as a member of a community. A respectful attitude toward others is expected at all times and in all places. Inappropriate conduct in contrast to the standards of our school is a serious matter and merits consequences. We always treat one another with Christian dignity, acceptance, and respect. Our Lady of Mount Carmel follows a progressive discipline system. The purpose of good discipline is to develop true Christian character and sense of responsibility and protect the welfare and reputation of the individual as well as the school community as a whole. Our discipline code must contribute to the creation and continuance of an atmosphere where learning can occur. The code should help the individual student become a better decision-maker and grow in his or her ability to claim responsibility for both the intentions and consequences of actions. In order for these purposes to be fulfilled, it is imperative that all individuals involved are clear about the rules and expectations that exist.

- Students are expected to conduct themselves in a respectful, courteous, and orderly manner, i.e., not be a source of disruption during class time or at other times while on the parish premises, field trips, and other school related events.
- “Bullying” – defined as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission and the education of any student is considered a serious breach of our discipline code.
- Teachers are always responsible to confront students whose behavior is inappropriate. The student and teacher should work together to develop a plan, which will assist the student in developing appropriate responses to situations, and improve behavior.
- If a child responds to the teacher’s correction in a positive way, parent contact is not required, but teachers are always encouraged to inform parents of the progress of their children. Open communication fosters an attitude of mutual trust and often enables the parents and school to work together for the good of the child. Parents have a right to know of strengths and weaknesses exhibited by their child before a serious “problem” develops.
- Students who do not respond to the action taken by the teacher to correct disruptive behavior will be issued a disciplinary referral. Upon being issued a disciplinary referral, the student must report immediately to an administrator. The administrator signs the notice, keeps one copy, forwards one copy back to the teacher, and sends the remaining copy home for parent signature via the student. All signed discipline notices must be returned directly to the office on the next school day.
- Some problems require immediate disciplinary action. Sometimes, students do not respond to the action taken by the teacher to correct disruptive behavior. In such cases a disciplinary referral will be issued. When the offense endangers the student involved or others, when the honor of the school or someone’s reputation is at risk, disciplinary referral will be issued. Upon being issued a disciplinary referral, you will be sent to the school office to speak to an administrator and a copy of the discipline notice will be sent home for your parent’s signature. The teacher and the school administration determine whether a problem is serious enough to warrant a disciplinary referral. Students are held accountable for actions that take place on or off school property, in or outside the school day if those actions have impact on the school community. The consequences of recurring incidents, which result in a child’s receiving additional, disciplinary referrals, are serious. The consequences include, but are not limited to, parent conference, in-school suspension, out-of-school suspension and could lead to expulsion. In all situations, the school follows the procedures enumerated in the Elementary School Policy Manual.
- Students missing instructional time and class work due to in or out of school suspension will receive failing grades unless, they on their own initiative, make up the work. In the case of younger children, parents may assist in this endeavor but the school is not responsible to take this initiative for any student who has abused the learning environment already provided.
- If a student continues to receive disciplinary referrals and behavior indicates a lack of cooperation and effort, proceedings will be initiated to find a school other than Our Lady of Mt. Carmel.
- The principal reserves the right, at any point in the discipline cycle, to dismiss or suspend a student from the school for serious or extreme behavior such as, but not limited to: serious destruction of property, assault of a teacher, adult, or other student, violent or uncontrolled behavior that threatens the safety of others, possession or use of a weapon, using, taking, selling, or giving of any drug or medication, regardless of its nature, on parish grounds or at officially sanctioned school functions. (Children under treatment should deliver any required medication to the nurse for the administration of its use.)
- The involvement of the parents in the disciplinary process is seen as a means to have the school work together closely with the home in an effort to place emphasis on corrective measures with the hope of developing within the student responsibility for his/her own conduct. Parental indifference to any conference or discipline plan that is deemed necessary may be construed as a lack of concern for the child’s education, and may be prejudicial to the

continuance of the student's enrollment.

- Each unit has developed additional procedures to support students in their efforts to develop self-discipline. These specific procedures are shared with parents at the beginning of each school year.
- The Values Code, along with our shared faith, guides our actions and words toward one another each day.



Suspension

A student involved in any of the following situation may be subject to suspension and/or expulsion:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function.
- Possession or consumption of alcohol while at school (or while attending a school function)
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting
- Harassment (sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Search of Property

Lockers and desks are the property of the school and can be searched at any time. The principal or a designee shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and or expulsion from the school.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of Our Lady of Mount Carmel School student. The Administrator reserves the right not to re-admit an expelled student at a later date.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Financial Obligations

Our Lady of Mount Carmel Lower School considers the mutual agreement between the parents and students, and the school with utmost seriousness. In all interactions, the school fulfills its commitment to provide quality Catholic education for the student. In return the parental obligation is to maintain support of these educational efforts and to fulfill the financial obligations explained below.

Parents should be aware that failure to fulfill these obligations can have serious effects on the student. **Students who have outstanding financial obligations will not be able to take exams at the end of first or second semester, receive report cards, and participate in graduation, have transcripts forwarded, or be admitted to school.** Students may be asked at any time not to return to school unless seriously delinquent obligations have been met. Parents who are experiencing problems regarding tuition are expected to take the initiative in contacting the school to explain their difficulties **prior** to a crisis. Those parents participating in the Tuition Management Program are expected to fulfill financial obligations as stated on the enrollment form.

Tuition:

Grades kindergarten through 5:

Catholic:

One student - \$5,410.00

Two students - \$8,800.00

Three students - \$10,700.00

Non Catholic per child - \$7,100.00

Tuition Management Fee: \$45

Tuition is paid through the Tuition Management Plan. Payments may be made monthly or quarterly. A monthly statement will be sent. If tuition is paid in full by July 10th there will be a \$100 discount. Tuition-in-full should be paid directly to Tuition Management Company. If a student enters or leaves during the school year, the tuition will be prorated. The amount of refund or payment depends on the difference between what is owed and what has been paid to that point. Parents of seniors and eighth graders who wish to pay monthly must select the 10 Month payment plan with all tuition and fees paid by April 20th. An annual processing fee is incorporated into the tuition payments. If tuition is paid in full this fee is not applicable.

Health and Safety

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

State Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate

documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the Nurse's office.

Other Health Related Issues

Upon entering Our Lady of Mount Carmel School, students must have a complete physical, a dental examination and the required immunizations.

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. Parents should not send a child to school that has had a fever of 100 degrees or more, or had vomiting or diarrhea within 24 hours. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school will follow guidelines of the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report:

Measles – regular or German	Tuberculosis
Meningitis	Whooping Cough
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Pediculosis (head lice)	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	Impetigo
Lyme disease	Chicken Pox

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician's order must state this requirement.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision/Hearing Screening

The school follows the directives of the Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in grades kindergarten, 3, 5, as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws and the Archdiocese of Baltimore Policy for the Protection of Children and Youth in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

Student Services

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from their local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's home school (the private school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. (Federal law requires implementation of an IEP only in the public sector). However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), Our Lady of Mount Carmel School administrators will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the Our Lady of Mount Carmel School staff to complete the required paperwork, to attend the ARD meetings and to support the parents. The administrator or designee is responsible for the ARD process at Our Lady of Mount Carmel School. In order to facilitate this process, parents should inform the school administration prior to initiating the ARD process on their own.

Cafeteria

All children are supervised during lunch in the cafeteria and recess out in the yard. Students are expected to remain with their class during lunch and recess to insure proper supervision. A hot lunch is served daily. A menu is distributed on a monthly basis. Milk and juice are available for purchase daily. All students participate in a mid-morning snack. This is available for purchase in the cafeteria.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of

illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination. All chaperones must be STAND certified prior to participating in any field trip or volunteer service.

Transfers

If you are moving, notify the office of the new address and the expected last day of attendance. The student will be issued a transfer card on the last day he/she attends school. A Release of Records Form must be signed by the parents before school records are forwarded to the new school. Official school records will be mailed directly to the new school as soon as we receive their request. No records will be transferred if financial obligations have not been met.

Lost and Found

Parents must label all children's articles. Any articles found are to be turned in to the Lost and Found located in the Cafeteria. We will hold such items for several weeks before donating them to charity.

Monies

Any money sent to school must be in an envelope with the child's name, homeroom number, and purpose written on it.

Stationery

Teachers will provide a stationery supply list by grade level at the end of the prior school year. Parents should only purchase what is on the list. All items can be purchased through the School Stationery Store.

Telephone Calls

Students will be called to the office to answer a phone call only in the case of an emergency. Children are allowed to use the telephone at school only in the case of an emergency. Forgotten homework or materials does not constitute an emergency.

Cell Phones

Cellular telephones may not be used during school hours, Extended Care, school functions, or in the school building. They must be turned OFF, not kept on silent or vibrate mode. Text messages may not be sent or received. Cell phones must remain in the book bag at all times during school hours. Picture taking is not allowed on school property or at school functions. Failure to follow this policy will result in the confiscation of the cell phone. Your parent must call to set up an appointment to retrieve the cell phone. If a second offense occurs, the cell phone will no longer be permitted on campus. If a phone or any electronic device is brought to school it is the complete responsibility of the student and the school is not responsible for loss or damage under any circumstances.

Personal Possessions

Students may not bring personal items (e.g. iPods, trading cards, electronic games, etc.) from home due to the high cost of the goods and the distraction that can be caused to the learning environment. Teachers will clearly explain to parents when it is appropriate to make exception to this rule. The school and its agents are not responsible for students' personal possessions.

Book bags

Students must use shoulder bags or backpacks. Backpacks with wheels are permissible, but these must be worn not wheeled inside the school building as this can create a safety issue. Students need not carry excessive amounts of books as they are permitted to return briefly to homeroom between classes to switch books.

Water bottles

Students may bring water bottles to school when temperatures reach 80° or higher. Only plain water is allowed, not flavored water or other drinks.

Uniforms

Students should be proud of the uniform that represents the school and should make every effort to look their best. All uniforms should be properly laundered and pressed.

WINTER OPTION

GIRLS

- Jumper—Plaid with emblem, grades K-5
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles).
- Belt required; solid brown only; grades 3-5.
- Shirt—White; Oxford, Peter Pan, Polo, or Turtleneck—short or long sleeve. No lettering or print on turtleneck. The only exception is the white turtleneck bearing the school name purchased through the Athletic Association.
- Socks—navy blue knee-highs. No sports socks.
- Tights—navy blue
- Shoes—tan suede bucks only.
- Sweater or Sweatshirt—Navy blue only (must be pre-printed with Mt. Carmel name or bear Mt. Carmel emblem)
- No makeup- grades Pre-K through 5.
- No nail polish—no designs, acrylic, or artificial nails
- Jewelry—Thin chains with religious pendants, watches, simple earrings, simple rings and bracelets - limited to one per hand

BOYS

- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown only; grades 3-5.
- Shirt—White; Oxford, Polo, or Turtleneck—short or long sleeve. No lettering or print on turtleneck. The only exception is the white turtleneck bearing the school name purchased through the Athletic Association.
- Tie—Required with Oxford shirt only—Navy blue (may be purchased from school)
- Shoes—tan suede bucks only.
- Sweater or sweatshirt—Navy blue only (must be pre-printed with Mt. Carmel name or bear Mt. Carmel emblem)
- Jewelry—Watches, thin chains with religious pendants.
- Boys may not wear earrings at any time.

SUMMER OPTION

August through October 31st and April 1st through the last day

- Navy blue walking shorts.
- Belt required; solid brown only; grades 3-5.
- White polo shirt (tucked in)
- Shoes—tan suede bucks only.
- Cuffed white ankle socks- No sports socks.

GYM UNIFORM

- Gym uniforms are worn to school on the scheduled gym day.
- Gray Mt. Carmel sweatshirt and sweatpants only for middle school (no warm up or other athletic wear).
- Navy blue Mt. Carmel sweatshirt and sweatpants only for grades K-5 (no warm up or other athletic wear).
- Navy blue Mt. Carmel gym shorts and gold Mt. Carmel t-shirt for grades K-5.
- White athletic shoes with white soles – may not be slip-on or open-backed
- On Liturgy days, students scheduled for phys. ed. should wear regular school uniforms with athletic shoes.

OUT OF UNIFORM OR “TAG DAYS”

The following regulations apply for “Tag Days.” Students are expected to dress in a pleasing, modest, and presentable manner.

- Dresses and skirts must be of reasonable length (no more than 3 ½ inches above the knee) and not too tight. No spaghetti straps or halters.
- Presentable jeans or slacks are acceptable. Pants may not be excessively loose or tight. Leggings or spandex are not allowed.
- Dockers or nice jean or dressy shorts are acceptable. No cut-offs or boxers are allowed. Shorts are to be no shorter than mid-thigh. No gym or sweat suit shorts.
- T-shirts with acceptable writing are allowed. Plain, polo, or oxfords are acceptable. No tank tops, sleeveless,

- mesh, or tight shirts allowed. Low, midriff, or crop tops are not to be worn.
- Hair bands may be worn, but hair is not allowed in eyes or face.
- No hats are to be worn in school.
- Any shoes may be worn except open-toed sandals, flip-flops, clogs, ripped sneakers, or shoes with heels over 1 inch.

The Administration has the final decision regarding the appropriateness of student dress, hair, etc. Uniform regulations will be enforced at all levels. Recognizing that on occasion any student may have to be out of uniform for reasons of health, replacement or repair, these circumstances must be covered by a note from the parent/guardian, presented to the homeroom teacher at the beginning of the school day. This should indicate the reason and approximately how long the student might be out of uniform. Parents will be notified regarding breaches in the uniform code.

Out of Uniform Policy

After one verbal warning, students will be issued a Uniform Notice, which must be signed by a parent. Upon receiving the third Uniform Notice, students in grades 3-8 will be required to serve after school detention, while parents of students in grades K-2 will be contacted to discuss the matter.

Uniforms are purchased from:

Flynn & O'Hara Uniform Company 410-828-4709
 Loch Raven Plaza
 1206 Goucher Blvd.
 Towson, MD 21204

Some used uniforms are available through a uniform exchange. Interested parents should call the school office at 410-686-0859.

Parking Procedure

Rectory Parking Lot

Due to faculty expansion and rectory needs, the front lot behind the rectory (near Gussie's) is NOT available for dropping off children in the morning or for afternoon pick-up. Parents who are visiting or picking up children at unusual times should park in back of the church in the school and church parking lot. At regular drop off/ pick up hours parents are to use the parking area behind the school in the school and church parking lot and to follow procedures as described below.

Afternoon Dismissal

- After the vehicles are parked, ALL vehicles will remain in the designated area until dismissed by a member of the Elementary School staff. Parents may leave their vehicles to pick up their children, but it is requested that they return to their vehicles as promptly as possible. Students will be dismissed by lines. Parents or parent designees need to meet the students on the back parking lot. Students will not be dismissed to the front parking lot. No vehicle will be dismissed until all children and parents have returned to their vehicles. At this time, a staff member will direct the vehicles to leave the parking lot. Vehicles will leave the parking lot by one exit only and one row at a time.
- All vehicles must obey one-way pattern and proceed on the roadway toward Eastern Boulevard
- Vehicles turning right on Eastern Boulevard (going toward Hawthorne and Bowleys Quarters Area) are to remain in the far right lane of the roadway
- Vehicles that will be going toward Stemmers Run Road and the Essex Area will remain in the far left lane of the roadway (the side by the soccer field).
- If the vehicles are dismissed, and for some reason your child has not arrived at your vehicle, we request you still follow the flow of traffic and just north of the school there will be limited spaces available (Special Parking). Again, when dismissed, move into one of these areas until your child arrives at your vehicle.

Morning Arrival

- Parents should follow the one-way pattern from Old Eastern Avenue towards Eastern Boulevard.
- Parking near the festival booth is only available for people attending Mass and faculty members. It is not to be used by parents for dropping off students.
- Parents dropping off students should enter the second or third aisle, drop off students by the chains and then proceed

along the row closest to the fence and exit through the last aisle nearest the soccer field. Please be aware of students walking in the crosswalk.

- Parents who have scheduled a morning appointment with a teacher or administrator should park in the designated area and enter the school through the front entrance. Parents may not accompany children into the building at 7:45 am.

Right to Amend the Handbook

Our Lady of Mount Carmel School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Parent and Guardian Support and Compliance

In cases where parents' views and philosophical positions result in repeated compliance in regard to school policies, the administration reserves the right to request that said parent's child/children withdraw from the school.

Attachment 1

Internet Access

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources. As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources. With these opportunities come some responsibilities and restrictions Our Lady of Mount Carmel School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as CyberPatrol, for their protection students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access, and disciplinary action up to and including suspension or expulsion. Acceptable uses of the Internet are activities that support learning and teaching. All users of the network, within the boundaries of Our Lady of Mount Carmel School, are responsible for adhering to the acceptable use policies.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others.
- Using profanity, obscenity, or other offensive language
- Unauthorized copying of materials or installation of software.
- Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- Sharing of passwords, if provided, or attempting to discover another's password.
- The intentional writing, producing, generating copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, 'worms', etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs.
- Our Lady of Mount Carmel School will be responsible for
- Teaching students about these guidelines
- Supervising and guiding student access to the Internet.

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology. The school is committed to Christian community, academic excellence, and lifelong learning. It is

imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and include suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standard in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

ATTACHMENT 2

Harassment Policy

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

MORNING ARRIVAL PROCEDURES

OLD EASTERN AVENUE

HIGH
SCHOOL

FACULTY PARKING

CHURCH
BOOTH

MASS PARKING

ELEMENTARY SCHOOL

CROSSWALK

NO PARKING – DROP OFF AREA

NO PARKING – DROP OFF AREA

ONE WAY

PARENT/HIGH SCHOOL PARKING

HIGH SCHOOL PARKING

EXIT

HIGH SCHOOL PARKING

SOCCER FIELD

EASTERN BLVD.

AFTERNOON DISMISSAL PROCEDURES

OLD EASTERN AVENUE

ENTER

CHURCH
BOOTH

ELEMENTARY SCHOOL

HIGH
SCHOOL
FACULTY PARKING

STUDENT LINES
PICK- UP AREA

FACULTY PARKING

PARENT PARKING
ENTER, FORM LINES, WAIT TO BE DISMISSED

ONE WAY

HIGH SCHOOL PARKING

SOCCER FIELD
EAST EXIT

WEST EXIT

EASTERN BLVD.