

***Our Lady of Mt. Carmel  
Upper School  
2011-2012***

***HOME OF THE COUGARS!***

**STUDENT HANDBOOK**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## **IMPORTANT PHONE NUMBERS**

Upper School Main Office	410-686-1023
Upper School Fax	410-686-2361
Upper School Gym Office	410-686-1050
Financial Matters (Mrs. Weber)	410-238-1160
Flynn & O'Hara Uniforms	410-828-4709
Parish Center	410-686-4972
Lower School Main Office	410-686-0859

**If you are calling regarding an athletic matter please call the athletic department. Each coach has voice mail and a recording with game and practice information.**

**Please check our web site at [www.olmcmd.org](http://www.olmcmd.org) .**

Click on upper school and then your area of interest using tabs. Information on the calendar, newsletters, clubs, fundraisers, sports, etc. are included at this site.

Dear Students and Parents,

Welcome to Mt. Carmel Upper 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 Upper School is the BEST!!

Sincerely,  
Kathleen Sipes  
President OLMC School

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## **Documentation for non-public schools**

Our Lady of Mt. Carmel Upper School does not practice discrimination based upon race, color, or national origin in the admission of students or the employment of faculty, support staff, or administration.

Our Lady of Mt. Carmel Upper School adheres to federal, state, and local government requirements for non-public schools.

The academic faculty at Our Lady of Mt. Carmel Upper School complies with standards set by the Maryland State Department of Education to provide instruction to the student community.

## **Vision statement**

Our Lady of Mt 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 Mt. 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.

## Graduate profile

Our Lady of Mt. Carmel Upper 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.

## Parking lot regulations

All vehicles coming into or leaving the schoolyard are required to follow these directions:

1. All vehicles must enter the schoolyard via Old Eastern Avenue and must exit via Eastern Boulevard.
2. Vehicles turning right onto Eastern Boulevard (toward Hawthorne or Bowley's Quarters) are to remain in the extreme right lane. Vehicles turning left on Eastern Boulevard (toward Essex or the Beltway) will remain in the left lane (closest to the soccer field).
3. All students must park where they are assigned either on the front lot or on the Knights of Columbus lot.
4. If students have not left the lot by 2:50 they must follow the traffic established by the lower school. Barricades (cones) are placed as guides to help the flow of traffic. All Mt. Carmel students with automobiles are required to follow the established patterns and subsequent directions. Failure to do so may result in revocation of parking privileges.
5. The one-way traffic patterns are in effect from 7:00 a.m. to 4:00 p.m. on school days.
6. **Use of automobiles by students is a privilege and not a right.** Courteous behavior toward other motorists is essential. Failure to exercise proper behavior could result in revocation of parking privileges. Please watch behavior being particularly careful about language.
7. Upon arrival in grades 9-12 students must immediately report to the upper school cafeteria and not loiter on the parking lot or in the cars. Once on school property students may not leave.

8. Students in grades 6-8 will be allowed to enter the classroom at 7:40 a.m. No student will be allowed in the school prior to this time unless registered in the morning Extended Care Program.
9. All vehicles are subject to search at the discretion of the Administration.
10. Students with cars are expected to drive responsibly at all times. The school reserves the right to suspend driving privileges of students who do not drive responsibly.
11. All students driving to Our Lady of Mt. Carmel must be registered with the school. Forms must be completed prior to student's driving to school. These forms include a necessary parent signature. Students are expected to follow guidelines explained on these forms as well as those above. Failure to comply will result in loss of driving privileges. Parking areas are provided for students who drive to school. Students must use these assigned areas to park. Students may not park off school property.
12. Vandalism on the school lot will be reported to the police

A map indicating traffic flow for grades 6-8 will be included in the Back to School information.

### **Bell schedule**

School hours are from 7:40 a.m. to 3:00 p.m. Students in grades 6-12 may be dismissed at 2:18 if all work, assignments, and projects are completed. Teachers are available to assist students with assignments and may require a student to stay until 3:00 if necessary. Team practices begin at 3:00 p.m. Homeroom is a time for homeroom activities. Attention is to be given to Channel One, morning announcements, and homeroom business. **HOMEWORK SHOULD BE DONE AT HOME NOT DURING HOMEROOM.**

The bell schedule for the 2011-2012 school year will be distributed to each student and family at the orientation meetings at the beginning of the year.

“After Hours” is held Monday through Friday for one hour after school. Location will be announced. The library will remain open until 4:00 Monday-Friday unless otherwise announced. All students not under direct supervision must report to “After Hours” or the library.

## **Policies and procedures**

### **Admissions**

Any student whose transcript shows successful completion of the eighth grade is eligible for admission to the high school. Selection of students is made based upon the student's middle school grades, testing scores, teacher's recommendations, and a personal interview. Students who are admitted to the ninth grade are placed according to ability in mathematics, science, language arts and related disciplines.

Transfer students, when admitted, are placed on the basis of transcripts and other pertinent school records.

All new students will be evaluated at midterm to assess their performance.

### **Alcohol, tobacco, and drugs**

Mt. Carmel School complies with the Drug Free Workplace Act of 1988.

According to fire regulations and in conformity with medical research, students are not permitted to smoke anywhere in or around the school building and campus or at any school functions. Smoking will result in suspension.

Possession, distribution, or being under the influence of drugs and/or alcohol in the school, the 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.

### **Arrival and dismissal**

Grades 6-8:

**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.

#### *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 isle, 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 7:40 am.
- Students who arrive after 7:50 (The beginning of 1<sup>st</sup> period) must report to the Lower School Office for a late pass to be admitted to 1<sup>st</sup> period class. Excused lateness is at the discretion of the administration. A parent phone call does not necessarily constitute a valid excuse. Late students without an approved excuse will be required to make up all time due to lateness at the discretion of the administration. Chronic lateness may affect a student's academic progress.

*Afternoon dismissal:*

- After the vehicles are parked, ALL vehicles will remain in the designated area until dismissed by a member of the School staff. Students will be dismissed at 2:18 and are to go directly to their cars. 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.
- Again, 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 Bowley's 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.
- Siblings of lower school students will be permitted to return to a designated classroom until lower school dismissal. This is only for siblings and is only until lower school dismissal. Students who cannot be picked up at regular dismissal will be required to register for after care and go there after school

Grades 9 - 12:

*Morning Arrival:*

Upon arrival on school grounds, students are to report immediately to the school cafeteria until the 1<sup>st</sup> bell rings. Students may not leave school grounds after arrival and return unless approved by a staff member. Students may not go to the lockers until after the first bell.

Students who arrive after 7:50 must report to the office for a late pass to be admitted to 1<sup>st</sup> period class. Excused lateness is at the discretion of the administration. A parent phone call does not necessarily constitute a valid excuse. Late students without an approved excuse will be required to make up all time due to lateness at the discretion of the administration. Chronic lateness may affect a student's academic progress.

*Afternoon dismissal:*

- Students are to exit the building by the doors closest to the athletic fields. Parents of 9<sup>th</sup> – 12<sup>th</sup> grade students may wait for their students along the curb in front of school but may stop their vehicles in front of the main school entrance (by the paver walkway.)
- All students must leave school property by 3:00 PM unless involved in an after school activity.
- After general dismissal students may re-enter the building until 3:00 p.m. Only those who are with a teacher or a moderator of an activity will be permitted to be in the building. No student is to be on campus after 3:00 p.m. unsupervised.
- Students involved in sports or organizations need to make arrangements with the coach/moderator to determine a designated waiting area until the time of the activity. The school has no responsibility for students who are waiting for parents to pick them up.
- People who do not attend Mt. Carmel are not allowed in the building after school hours without permission from the administration.

**Asbestos**

Mt. Carmel School is in compliance with the ASBESTOS HAZARD EMERGENCY RESPONSE ACT.

**Attendance**

To comply with Maryland State Law, Mount Carmel School maintains accurate attendance records. Students are considered as having **perfect attendance** if they have **not** been late, absent, or obtained an early dismissal during the school year. Death in the immediate family, including grandparents, warrants an excused absence.

For progress in studies, attendance and punctuality are essential. If a student must be absent, parents are

required to call the school between 7:45 and 8:15 a.m. (686-1023) to report the reason for the absence. In addition to the phone call, a note, signed by a parent, is required the day the student returns to school. For an extended absence of three days or more, a doctor's certificate is required, along with the parent's excuse. These forms are to be taken to either school office. An absence of five (5) days in a quarter may result in a failure for that quarter. An absence of ten (10) days during the school year may result in a parent conference to discuss enrollment consequences. Chronic absenteeism/lateness could result in a student's dismissal from the school.

Students are to arrange medical and dental appointments, job interviews, applications for driver's licenses, etc., **OUTSIDE OF SCHOOL TIME**. Permission to leave school before the end of the school day requires a note from the parents, stating the reason for the request. This note must be presented to the Main Office before homeroom on the day that an early dismissal is desired.

It is the personal responsibility of the student to make up work within a reasonable time, to be determined by the teacher, whose class, has been missed due to absence. This makeup takes preference over extracurricular activities. Failure to make up missed class work may result in failing marks in the subject areas neglected. Homework assignments will be collected at parent's request only if a student is absent more than three days.

Special activity days such as Olympic Day, Testing Day, field trips, etc. are considered required school days. Students are expected to attend. When making appointments on these days, please make sure the appointments are after school.

When a parent requests an extended absence (including vacations) for a child, the request, along with the school's recommendation, will be placed in the child's permanent records. It is the responsibility of the student to make up work within 2 weeks of returning to school. Prior notice of a planned absence should be reported to the office at least one week before the absence. It is the school's standing recommendation that students not miss school for vacations.

### **Breakage/damage**

Any breakage or damage to school or student property must be reported by the individual responsible, even if it is accidental. Any destruction, whether accidental or on purpose, must be paid for by the person responsible.

### **Campus ministry**

Liturgical celebrations including the celebration of the Eucharist and the Sacrament of Reconciliation are an integral part of the school's curriculum and community life. Students are required to take part in the liturgical functions sponsored by the school as part of their religious education. Student participation and leadership is encouraged. Students are invited to take part in planning, lectoring, musical leadership, and sharing talents in a variety of ways so that the experiences, which are scheduled throughout the year, are meaningful to all. Non-Catholic students who attend Mt. Carmel

follow the regular academic program in religious education and must obtain a passing grade in the subject. In addition, Non-Catholic students take part in those campus ministry activities which are mandatory for all students.

All students in grades 9 -12 are required to attend a one day retreat with their class annually. Optional overnight retreats may be offered.

Throughout the school year, many service opportunities are offered to students through Campus Ministry. Students in grades 9-12 will need to meet service requirements under academic policies.

### **Cell phones**

The world as we know it has changed dramatically over the past several years. We have seen cell phones move from an extravagant gadget to a common possession or tool that many of us utilize. We at OLMC believe it is our roll to teach students how to live and participate in the real world in which they live. That being said the cell phone policy for our campus is changing for the 2011-2012 school year.

Students will be permitted to carry a cell phone at school on the following conditions:

- Cell Phones /Phone numbers must be registered with the office.
- Parents and students must sign and return the cell phone policy agreement.
- Phones are not to be used during class to check messages, texts, the time or anything else without explicit permission being given by the teacher.
- Cell phones may be checked or used in the cafeteria area of the school only.
- No calls are to be made during the school day. If a student needs to use the phone they can do so at the school office
- Students understand that any use of a phone outside of the agreement will result in the phone being confiscated by the faculty and retained until such time that a parent comes to get it.

This is a substantial change to our policy and we believe that it is a fair compromise from previous rules that have been in place. We also believe that this new rule provides an opportunity for our students to learn how to use the technology in an appropriate way. Students are not required to have a cell phone and parents may choose to have rules that are more stringent than school. **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.**

### **Child abuse**

Mt. Carmel High School abides by the Archdiocesan policies on child abuse.

### **Class procedures**

1. Report to the Main Office immediately if no teacher reports to class.
2. Anyone leaving a class or study session for any reason must secure a pass from the person in charge.
3. At change of class, students are to move at once to their next assigned room. Unexcused lateness for class or study will result in disciplinary action.
4. Students are encouraged to use the lavatory at the change of class. Loitering in the lavatory is

forbidden at any time. Abuse of lavatory use during class time will result in loss of lavatory privileges.  
5. No one may be in the gym locker rooms at any time except during appointed class periods. Only team members preparing for a game or practice may use the locker room.

### **Dances**

Students may arrive up to one (1) hour after the dance begins. They may not leave any earlier than ½ hour before the time set for the dance to end. This applies to on and off campus dances. Parents picking up students must do so at the entrance where the dance is being held. Appropriate attire will be discussed prior to the dance.

### **Prom**

Prom at Our Lady of Mt. Carmel is a Junior and Senior class event. Freshmen students are not permitted to attend the prom.

### **Electronic devices**

Students are not allowed to have iPods, MP3 players, gaming devices, tape or CD players, beepers, laser pens, etc. during classes. The electronic device will be confiscated. When to return an electronic device to the student or the parent will be at the sole discretion of the administration.

**Cameras of any kind (including cell phone cameras) are strictly prohibited from school and school events unless approved by the Administration.** It is against school policy and the law to take people's pictures and/or video without their expressed permission.

**The school is not responsible for any missing devices and will not assist in recovering or reimbursing the device.**

### **Exams**

1. Students are not exempt from midterm or final exams.
2. Students are expected to be present during the posted exam schedule.
3. A doctor's note is required if absent during an exam. If there is no doctor's excuse there will be a \$30 makeup fee for each unexcused missed exam at the discretion of the Administration.
4. Complete uniform code is in effect.
5. If school is late due to weather exams will begin when students arrive at the designated time. If school is cancelled, exams will resume in order when school reopens.
6. Conflicts with the exam schedule should be reported to and resolved by the administration.

### **Exclusion**

The school reserves the right to exclude any student **at any time** if his/her conduct or academic standing is regarded by the school administration as undesirable.

### **Field trips**

Educational excursions in the local community are encouraged for individuals and groups. These trips are planned by the faculty and are considered part of the curriculum. **Student participation/ attendance is required and is not optional.** In order to attend any off-campus activities during the school day, students must have an archdiocesan permission slip on file with a parent's signature. Parents who wish to chaperone must be STAND certified.

It is up to the teacher to determine if assignments are to be given in conjunction with the trip. It is also up to the faculty member to determine how much these assignments will count in terms of the student's grade.

A student may, at the discretion of the Administrative Team, be denied permission to go on a field trip because of poor academic progress or poor behavior. Any student subject to disciplinary action for inappropriate conduct on a field trip or on a retreat may not be permitted, at the discretion of the Administration, to attend any field trips or retreats for the remainder of the school year. No refund of money will be given for the field trips or retreats.

### **Fire drills**

Fire drills/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.

### **Food and drink**

The cafeteria is the designated eating area in school. **NO FOOD OR DRINK IS ALLOWED IN ANY AREA DESIGNATED AS A CLASSROOM, THE GYM, THE LIBRARY, OR HALLWAYS BEFORE, DURING, OR AFTER SCHOOL.** Each student is responsible for the lunch area in which he/she is seated. Students are expected to cooperate with the staff in keeping the cafeteria clean. Any throwing of food in the cafeteria will result in disciplinary action. All students will be supervised in the cafeteria.

Snack machines may only be used before and after school and at lunch. Snacks and drinks must be consumed in the cafeteria area. Trash should be disposed of in an appropriate manner.

**Water/drink bottles are prohibited in the classroom. Water coolers are available for students throughout the school. Students may not use the coolers to fill water bottles. Students may not have energy drinks during school hours.**

## **Forms**

- "Good Driver Forms" from the insurance companies should be taken to the Guidance office at least two days in advance of when needed.
- Work permit directions are available in the main office. Please pick up the directions well in advance of starting work.
- Students needing "I-20" immigration forms must notify the main office at least two weeks in advance.
- Bus cards are issued to the students who need them. If a student needs more than two cards during a semester due to loss there will be a 0.25 charge for each additional card.
- Driving permit forms must be brought to the office at least one day in advance of when needed. The form must be filled out completely before being brought to the office.

## **Funerals**

Students who wish to attend a funeral during school hours must bring a written note from a parent specifying the duration of their absence.

## **Health room procedures**

All students in Catholic secondary schools must be immunized against Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Hib, Hepatitis B, Varicella (Chickenpox) and Poliomyelitis. Immunizations must be completed before a student enters school, and Maryland State Law requires that proof of immunization must be given to the school.

All new students as well as students entering grade 9 must have a physical and dental examination prior to entering school. All students participating in OLMC team sports must have a new physical each school year they are playing on a school sports team. All physicals must be in to the athletic trainer's office prior to initial practices for athletics or the start of the school year for all other students.

Students who are ill obtain a pass to the main office from the subject teacher whose class they will miss. Students will be sent to the nurse for their condition to be evaluated by Baltimore County guidelines. In case of an emergency situation every effort will be made to contact the parents or guardians of the student. If the parents cannot be reached or if the situation is critical, it will be at the discretion of the school nurse or administration to call emergency personnel who will possibly transport the student to a hospital.

**STUDENTS MUST GET PERMISSION FROM ADMINISTRATION BEFORE CALLING PARENTS REGARDING HEALTH ISSUES. ANY EARLY DISMISSALS MUST BE**

**HANDLED THROUGH THE OFFICE. Violations of this will result in strict disciplinary action.**

**ABSOLUTELY NO MEDICINE, EITHER PRESCRIPTION OR OVER THE COUNTER, WILL BE DISPENSED FROM EITHER THE NURSE OR THE MAIN OFFICE WITHOUT A SIGNED FORM FROM A PHYSICIAN. All medication, both prescription and non-prescription, must be dispensed through the nurse. Students may not carry any form of medication with them.**

Procedures for dispensing prescription or over the counter medications:

**For non-prescription/over the counter (OTC) medications:**

Obtain a note on a prescription form from the student's doctor indicating what OTC medication(s) the student may have while at school. A separate prescription is required for each OTC medication the student may be allowed to take. Parents will purchase the OTC medication and will bring both the signed doctor's note and the medication to the school office or health suite. The medication will be labeled with your child's name and will only be given to your child.

**For prescription medications:**

Obtain a prescription from the student's doctor indicating what medication(s) the student may have while at school. A separate prescription is required for more than one medication, unless medications are to be taken in combination. Parents will bring the signed prescription along with the medication in its original pharmacy container, with the pharmacy label intact, to the school office or health suite.

The student will be responsible for obtaining the medication from the nurse at the appropriate time.

**NO STUDENT IS TO EVER HAVE ANY MEDICATION IN HIS/HER POSSESSION, IN THE LOCKER, OR IN HIS/HER OTHER PERSONAL BELONGINGS, AT ANY TIME WHILE ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS.**

Emergency information on each student is kept on file in the school.

**Parents are asked not to send students to school who have a temperature at or over 100 degrees or who have vomited within the previous 24 hours. Parents must inform the Nurse and/or school authorities about any health problems their child may have.**

Upon return after an injury or illness, a doctor's note is required for special accommodations.

In cases of student pregnancy, whether the student is the father or the mother of the child, the student and parents must meet with the principal to determine the best procedure to follow. It will be strongly recommended that the student involved, whether male or female, receive counseling.

## Library

Students may use the library at the times specified on the library schedule. Teachers must pre-arrange the use of the library before bringing groups to the library by signing it out in the library log. Students leaving class to go to the library must have a student pass. The library will remain open until 4 pm.

## Lockers

One locker and a combination lock are assigned to each student in the 9<sup>th</sup> – 12<sup>th</sup> grades. Only locks supplied by the school may be used. The combination lock must be returned at the end of the school year or when a student withdraws from the school. Failure to do so will result in a \$5.00 fine, which is the cost to replace a lost lock. Students in the 6<sup>th</sup>- 9<sup>th</sup> grade may purchase their own locks but must give the combination to their homeroom teacher before using it.

**THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR PERSONAL BELONGINGS.** Personal and gym lockers should be kept in good condition and locked at all times. Students should not give their combination to anyone. Any damage to the assigned locker must be paid for by the student in whose name the locker is registered. Students may display appropriate pictures/decorations in their lockers. Only **masking tape** may be used. Nothing is to be stored on top of the lockers. Anything stored on top of lockers will be confiscated. All lockers must be absolutely clean of any tape, paper, etc. before a student may leave school at the end of the year.

During the day lockers may be used before and after school and between classes. Students are not permitted to go to their lockers during class time, or to loiter at the lockers at any time.

The Administration reserves the right to inspect lockers, announced or unannounced, at any time. Locks that do not open using the combinations provided will be cut off.

## Messages

**Only in case of emergency** will telephone messages be delivered to students during class. Messages will be given to students at afternoon announcements at 1:30 p.m. There are no announcements before lunch. Please do not call the office to leave a message for the student to call you at lunch unless it is very important. Parents and students should make arrangements before school hours as to transportation, etc. Parents - please do not leave messages for a student to call you or have a student called to the office by saying there is an emergency if there is none. This not only disrupts the student's work, it disrupts the entire class when the student is called out.

**STUDENTS ARE NOT TO MAKE OR RECEIVE PHONE CALLS OR TEXT MESSAGES DURING the school day without the permission OF THE ADMINISTRATION. CELL PHONES MAY only be used according to the above stated guidelines.**

### **Non-custodial parents**

Mt. Carmel Upper School will comply with restrictions on non-custodial parents in regard to access to his/her child upon receipt of proper court documentation restricting access.

### **Participation in extracurricular activities**

A student must be in attendance during the school day in order to participate in any after-school or evening activity that day or weekend. A student must arrive by 10:40 a.m. in order to participate in any after school or evening activity for that day. This includes any event held, whether it is dances, games, rehearsals, practices, drama productions, meetings, Prom, and special events such as the Sports Award Banquet. All athletes are expected to attend the Sports Banquet in order to receive their sports awards.

### **Records**

Mt. Carmel Upper School complies with FERPA. A cumulative record folder is maintained permanently by the school. In order to release records, a parent, guardian or student (if student is of legal age) signature is required on the transcript release form. Transcripts or records are mailed directly to the institution designated. SAT and ACT scores are submitted by the testing agency to the institution.

Please be aware that transcripts or records will not be forwarded for transfer or college application unless all financial obligations to Mt. Carmel Upper School have been met.

### **School owned vehicles**

All school owned vehicles used to transport students meet the vehicle specifications of the laws of the State of Maryland.

### **School ring/sophomore pin**

Students in the junior year may receive the school ring. School rings are ordered at the end of sophomore year.

Students in the sophomore year may receive the official school pin.

## **Technology**

The Mt. 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 Mt. 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 and Monitoring**

It shall be the responsibility of all members of the Our Lady of Mt. 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 21<sup>st</sup> 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

### **Uniform code**

A dress code exists for all students attending Mount Carmel Upper School. A neat, well groomed appearance is a priority. It is the student's responsibility to adhere to the dress code as given below. **Failure to follow the dress code will result in disciplinary action which may include exclusion from classes until the proper uniform is acquired.** Accumulating three uniform violations will result in a school detention. Students and parents who have questions regarding the acceptability of certain types/styles of clothing should consult the administration before wearing such items to school. Flagrant violation of the dress code will result in students being sent home until dressed appropriately. **THE FINAL DECISION AS TO WHAT CONSTITUTES ACCEPTABLE DRESS AND GROOMING REST WITH THE ADMINISTRATION.** Girls must purchase a skirt and sweater from the uniform company. Boys must purchase a sweater from the uniform company. All other clothing must follow regulations and may be purchased elsewhere. Uniform clothing may be purchased from:

FLYNN & O'HARA UNIFORM CO.

1300 Goucher Boulevard

Towson, MD 21204

410-828-4709

Online at [www.flynnohara.com](http://www.flynnohara.com)

### **Grades 6-8:**

#### **Uniform - Girls**

- Skirt or Kilt - Plaid, grades 6, 7, 8
- Pants - Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles).
- Belt required; solid brown or black only
- Shirt - White; Oxford, Peter Pan, - short or long sleeve. No lettering or printing on turtleneck.
- Socks - navy blue knee-highs. No sports socks.
- Tights - navy blue
- Shoes - tan suede bucks only.
- Sweater - Navy blue only (must be pre-printed with Mt. Carmel name or bear Mt. Carmel emblem).
- Jewelry - Thin chains, watches, simple earrings, simple rings and bracelets - limited to one/hand.
- Hair - hairstyles must be modest and of a natural color. Nothing outstanding. Highlights must

blend with natural color.

### Uniform - Boys

- Pants - Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown or black only
- Shirt - White; Oxford/Dress Shirt (Button up) short or long sleeve.
- Tie - Required - Navy blue (may be purchased from school).
- Shoes - tan suede bucks only.
- Sweater - 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.
- Hair - must be well groomed, at least ¼ inch in length, may not extend below the collar, earlobes, or eyebrows and not more than 2 inches in height. Hair that is braided may not be braided below the earlobe, eyebrow or collar, and may be no more than 2 inches from the head.

Fall & Spring Option (Boys and Girls): August through October 31<sup>st</sup> and April 1<sup>st</sup> through the last day of school.

- Navy blue walking shorts.
- Belt required; solid brown or black only
- White polo shirt (tucked in)
- Shoes - tan suede bucks only.
- Cuffed white ankle socks - no sports socks.

### Gym Uniform

- Gym uniforms are brought to school on gym day and students are to change in the locker room for class...
- Gray Mt. Carmel sweatshirt and sweatpants only for middle school (no warm up or other athletic wear).
- Gray Mt. Carmel gym shorts and blue Mt. Carmel t-shirt for middle school.
- White athletic shoes with white soles - may not be slip-on or open-backed.

### 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 2 inches above the knee) and not too tight. No spaghetti straps or halters.
- Presentable jeans or slacks are acceptable, no ripped, worn or jeans/pants with holes of any kind. 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 of boxers are allowed. Shorts are to be no shorter than mid-thigh (hands must not touch skin when at sides). No gym or sweat suit shorts. No sweatpants.
- 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 the 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.

### **Grades 9-12:**

#### Regular Uniform Code

The regular uniform must be worn from November 1st through March 31st.

#### ***Male Students***

- Solid color, one pocket dress shirt, cleaned & pressed. Shirt must be fully tucked into pants at all times. Shirts must be proper size.
- Complimentary tie.
- White, short sleeve undershirt.
- Dress slacks in khaki or navy only. No topstitching. No pockets on pant leg (cargo pants).
- Solid color dress belt with a standard belt buckle must be worn at all times. No designs.
- Navy blue sports jacket or school sweater may be worn. No sweatshirts or team jackets.
- The uniform shoe is called a “dirty buck” and is required. No other shoe is acceptable. A doctor’s note must accompany any deviation to wearing this shoe. Writing or drawing on shoes is not allowed.
- Socks must be worn and visible above the shoe in white, blue, black, or brown.
- Face must be completely clean shaven with the exception of a well trimmed mustache over the top lip.
- Hair must be well groomed, at least ¼ inch in length, may not extend below the collar, earlobes or eyebrows and not more than 2 inches in height. Hair that is braided may not be braided below the earlobe, eyebrow or collar, and may be no more than 2 inches from the head.
- No visible piercings including facial, i.e. nose, eyebrow, chin, cheek, lip, tongue, etc.
- Watches and rings acceptable. Necklaces must be worn inside shirt.
- No head-coverings including hats, headbands, scarves, etc. are to be worn in the building.
- No visible tattoos.

#### **Not acceptable as part of the Regular Uniform Code:**

**Males:** No sweatshirts or team jackets. No oversized clothing. Undershirt sleeves may not be longer than shirt sleeve No topstitching on pants. Cell phones may not be clipped to belts or pants.

#### ***Female Students***

- White, button down, woman’s blouse of appropriate size.
- White undershirt may be worn underneath blouse. White or nude color bra only.
- Blouse must be fully tucked in at all times.
- 1<sup>st</sup> collar button may be unbuttoned.
- All female students are required to wear the uniform skirt purchased through Flynn & O’Hara Uniform Co.
- Clothing must fit appropriately. Clothing may not have tears or holes in them. Clothing may not be threadbare.
- Skirts must be no shorter than 2 inches above the knee.
- Blue cardigan sweater must be purchased through Flynn & O’Hara Uniform Co.
- The uniform shoe is called a “dirty buck” and is required. No other shoe is acceptable. A doctor’s note must accompany any deviation to wearing this shoe.
- Knee socks or tights in white or blue are acceptable. Low-cut socks must be white and visible when worn with uniform shoes. No patterns on socks.
- Hairstyles must be modest and of a natural color. Nothing outstanding. Highlights must blend with natural color.
- The only piercing should be on earlobes. No facial piercing including nose, eyebrow, chin, cheek, lip, tongue, etc.
- Two rings maximum on each hand. One chain necklace with a small pendent is permitted.
- No visible tattoos.
- Hats or scarves are not to be worn in the building.

**Not acceptable as part of the Regular Uniform Code:**

**Females:** No pants. No oversize blouses. No long sleeve shirts under short sleeve blouses. Girls may not roll skirts. No backless shoes, moccasins or ballet type shoes. No patterned socks. No nylon knee-highs or trouser socks.

**Liturg dress (same as regular uniform but also required in Fall and Spring)**

- Girls: Uniform skirt and blouse. The school sweater should be worn from November through April.
- Boys: Dress slacks, shirt, and tie.

**Fall/Spring uniform option**

The Fall and Spring uniform option may be worn during the months of August, September, October, April, May and June except on liturgy days.

- Boys may wear a white golf shirt with school logo with uniform pants or dress type walking shorts in khaki or navy blue. Shorts may not be below the knee. No cut-offs frayed hems, or Capri length. No Cargo Shorts. When wearing shorts, white socks are mandatory. The uniform shoe is required at all times.
- Girls may wear a white golf shirt with the school logo with their uniform skirt or dress type

walking shorts in khaki or blue. No cut-offs or frayed hems. No Capri pants. No Cargo Shorts. When wearing shorts white socks are mandatory. The uniform shoe is required at all times.

### **Tag day option**

Students are expected to dress in a modest, presentable manner. Tag Day Option applies to all school functions where a uniform is not required including sporting events, school related weekend activities, service days, etc. Special occasion dress will be specified by the moderator in charge, i.e. Junior Ring Day, Sophomore Pin Day, Service Days, etc.

- Dresses and skirts must be of reasonable length (no more than 2 inches above the knee) and must be loose fitting. Slits may be no longer than three inches above the knee. No torn, frayed or cut-off material.
- Tops and dresses must have sleeves. No sleeveless, spaghetti straps or halters unless worn with a sweater or jacket at all times.
- Presentable jeans or khakis are acceptable. Must be appropriate size; not oversized or skin tight. No tears or holes in jeans. No leggings.
- Shorts that are no shorter than mid-thigh are allowed (hands must not touch skin when at sides). Cargo shorts, Duck Head, and Dockers are permitted.
- T-shirts with acceptable writing are allowed. No reference to alcohol, drugs, violence or sexual connotation allowed. Plain, pocket, polo, or oxford shirts are acceptable.
- Tennis shoes and/or shoes that fully enclose the foot are acceptable.

### **Not acceptable as part of the Tag Day Option:**

Males: No athletic pants/shorts of any type. No cut-offs. No tank tops or sleeveless shirts. No hats or head coverings. No slides, flip flops or ripped sneakers. No sweatpants. No earrings.

Females: No athletic pants/shorts of any type. No cut-offs or pajama type pants. No strapless tops. No low cut tops with cleavage showing. No midriff showing. Tops may not be too tight. No open-toe sandals, backless shoes, slides or flip flops. No sweatpants. No leggings.

### **Weather**

During inclement weather, Mt. Carmel follows the decisions of the Baltimore County School System. If the County schools are closing early, Mt. Carmel will be closing at the designated time. **Students in grades 6-12 will be expected to be picked up within 30 minutes of that time as we will lock the building.** Students in grades 6-8 who participate in the extended care program may stay for one hour after the announced closing time. **Please do not call the office or parish center.** Try to make arrangements for early dismissal before the situation arises so that the students do not need to leave class to arrange transportation.

## **Academic policies**

### **Grades 6-12**

#### **Marking system**

Evaluations of student's academic performance are reported quarterly, using a numerical grading system. Seventy is the passing grade. The letter grade equivalents are listed below:

100-93	A	
92-85	B	
84-77	C	
76-70	D	
<70	Failure	
Passing Grade - 70		College Recommending QPA - 2.0

A punctuality point is added to a student's grade on a daily basis to encourage students to be on time and prepared to each class.

Conduct grade for the student is 98 minus the points for individual demerits in the quarter.

#### **Progress reports**

Progress reports are issued once each term. The date of distribution is listed on the calendar.

#### **Honors**

Honors are determined by the following method and are based on the grades for each quarter. All subjects taken during a quarter are included in determining honors.

First Honors	Second Honors	Honorable Mention
3.5 - 4.0	3.0 – 3.49	2.5 - 3.0
No Grade < 90*	No Grade < 85*	No Grade < 80*

\* in all courses except AP and Honors

A student must have at least a conduct grade of 90 to be eligible for honors in all categories.

## **Academic honesty policy**

Our Lady of Mt. Carmel High School students, teachers, administrators, and parents are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Cheating, in any form, will not be tolerated. Cheating undermines the academic process, destroys student's integrity, and shatters the trust necessary for productive relationships.

The acts of academic dishonesty listed below will be dealt with in the manner explained. Parents will be notified in all instances, and a referral will be placed in the student's record. Academic and citizenship penalties, along with suspension, may occur. Acts of academic dishonesty are defined as:

Violation: Cheating on tests - Intentional giving or using assistance relating to an exam, test, or quiz without the express permission of the teacher. These acts include use of crib sheets, misuse of any form or technology, or programmed information on calculators.

Consequences:

1<sup>st</sup> violation –

1. student receives an academic referral
2. parent/guardian will be notified
3. receive a zero on the assignment, which will be averaged into the grade of the student
4. student must meet with an administrator

2<sup>nd</sup> violation in the same class – the first three steps from above plus

1. will result in an “F” in that course for the quarter.
2. Required parent conference

3<sup>rd</sup> violation – the first three steps from above plus

1. will result in an “F” in that course for the semester– the reason will be noted on the transcripts

Violation: Fabrication – any falsification or invention of data, citation, or other authority in an academic exercise.

Consequences: same consequences as cheating on a test

Violation: Plagiarism – any intentional use of another's words, ideas, or work as one's own. Plagiarism includes the misuse of published material and unpublished work of others, e.g. homework, lab, and internet information.

Consequences: same consequences as cheating on a test

Violation: Test/Assignment Avoidance – a pattern of absences of test days and/or assignment due dates for the apparent advantage of performing better.

Consequences: Parents will be notified, and, at teacher's discretion, any further test-day absence may result in forfeiture of the make-up opportunity.

### **Academic requirements**

#### **Grades 9-12**

The State of Maryland requires the completion of 20 credits for graduation; Mt. Carmel requires 24 credits as Theology is required by the Archdiocese of Baltimore for each year in attendance. Mt. Carmel requires juniors and seniors to successfully complete research papers. Valedictorian and Salutatorian, which are open only to students enrolled for 6 consecutive semesters, will be determined after final exams for seniors. Required subjects are listed below.

English (Composition required)	4 credits
Social Studies (U.S. History and American Gov. required)	4 credits
Science	3 credits
Mathematics (Algebra and Geometry req.)	4 credits
Physical Education	0.5 credit
Health Education	0.5 credit
Fine Arts	1 credit
Electives	5 credits
Languages	2 credits

The following requirements shall be used in determining a unit of credit.

1. 120-clock hours
2. Completion of assigned homework and special projects
3. Satisfactory test grades

Underclassmen must receive a passing grade in each subject in order to move into the next grade level and return to Mount Carmel. Summer School options are provided by the Guidance Department.

Each senior must pass all required subjects in order to take part in any ceremonies connected with graduation. The school year ends for seniors on the day of graduation. Any variance to this policy is upon approval of the administration.

At the discretion of the administration, credit may be given for course work taken outside the regular classes, as well as the evaluation of individual transcripts.

The Administrative Team will consistently monitor academic progress throughout the year.

### **Course offerings:**

## **Required Courses:**

### 12th Grade

Theology  
British Literature  
American Government  
Mathematics

### 11th Grade

Theology  
American Literature  
U.S. History  
Chemistry  
S.A.T. Prep

### 10th Grade

Theology  
English- Genre Style  
World History  
Mathematics  
Biology  
Language

### 9th Grade

Theology  
English Writing  
Geography/Health  
Mathematics  
Physical Science  
Language/Reading

Electives are offered as teachers and schedules permit.

Concurrent college courses are offered through Community College of Baltimore County in the areas of Math, Social Sciences, Computer Science and English. College level classes taken with the expectation of parallel credit must be approved by the administration prior to enrollment. Students must also meet CCBC's prerequisites in order to enroll.

## **Failure**

Any student grades 6-12, failing an academic subject for the quarter is required to meet with the Administration. Any student failing conduct for the quarter is required to meet with the Assistant Principal.

If a student fails a subject for a year, the student must successfully attend summer school in order to move into the next year's course and be promoted, or to receive a diploma in the case of a senior student. The Guidance Counselor and the student will work together to select an approved summer school program. The school must receive a transcript of grades from an approved summer school indicating that the student has successfully completed the summer school work.

If a student fails more than two subjects, the student must repeat the year in order to return to Mount Carmel at the discretion of the administration. Students may or may not be invited back at the discretion of the administration due to academic failure or behavior issues. Seniors who do not pass a required course may not participate in Graduation ceremonies. Seniors who do not pass elective courses will not receive a diploma.

Three weeks before the end of the quarter, parents will receive a progress report to update academic progress. **Students are expected to return progress reports, with parent's signature, to the homeroom moderator within 5 school days.**

## **Quality grade point average**

Four Groupings:

### **AP Courses/College Credit Courses**

AP English	AP U.S. History
Astronomy	College Algebra
Calculus I & II	Philosophy
Economics	Precalculus

### **Honors Program**

English 9, 10, 11, 12	Intermediate Algebra
World Geography	American Government
World History	Advanced Physics
Algebra/Trig	CP Psychology
Honors Chemistry	Honors Biology

### **Group I**

Algebra I	Geometry
Algebra II	Health
American Government	Physical Education
Chemistry	Spanish I, II, III, IV
English 9, 10, 11, 12	Theology
French I, II, III, IV	U. S. History
Geography	World History

### **Electives**

Most electives fall under Group I unless otherwise noted.

### **Quality point rating**

Grade	AP	Honors Group 1	
100-93	5.0	4.5	4.0
92-89	4.5	4.0	3.5
88-85	4.0	3.5	3.0
84-80	3.5	3.0	2.5
79-77	3.0	2.5	2.0
76-70	2.5	2.0	1.5

Adjusted GPA takes into account the fact that some advanced courses may offer more quality points than would be awarded for the same grade in a lower level course.

### **Testing program**

GRADE	TEST
6, 7, 8	Stanford 10
9, 10, 11	PSAT

In addition, students in grades 11 and 12 are encouraged to take the SAT for college admission.

The ACRE test is administered to eighth grade, freshmen and seniors.

### **Service requirements**

#### **Grades 9-12**

As members of the Catholic community, we are called “to welcome the stranger” (Cor. 2:5) and “to act justly and to love goodness, and to walk humbly with our God” (Micah 6:8). At Mount Carmel, we believe that service to those in need is a fundamental component of a student’s Catholic education. It is our responsibility to proclaim the Gospel through service to others.

Freshmen and sophomore students are required to participate in one scheduled day of service each year. There are a variety of experiences offered and Mount Carmel provides transportation and adult supervision at all placements. The service day is designated on the calendar and attendance is mandatory. All students who miss the service day will meet with the Campus Minister to arrange other appropriate service projects. Freshmen and sophomores are also required to participate in one other school sponsored service project throughout the school year (totaling no less than 10 hours). Juniors and seniors are required to commit to **two** service projects at the beginning of the year (totaling no less than 10 hours). The students are able to pick from a large variety of school-wide projects. Students may also fulfill their service requirement by completing volunteer hours at recognized

organizations in the community with approval from the Campus Minister. Completing appropriate service projects is a graduation requirement.

All students are encouraged to keep accurate records of volunteer hours completed. Tracking forms are available from the Campus Ministry office, the theology teachers, and the Service Coordinator. Service hours for the school year are tracked from June 1 - May 10. Tracking sheets should be turned in to the students' theology teacher at any time throughout the school year. Completion of the required service projects will be counted as part of the theology grade. Seniors with remarkable commitment to the community will be recognized at the Awards Ceremony in May. Underclassmen will be recognized in the fall at the Honor's Assembly.

### **Physical education**

Physical education contributes to the program through a curriculum which seeks to meet the physical, mental, social and emotional needs of youth. All the skills, games, and activities of physical education are directed toward the improvement of the person in some way.

**Physical education is required by the State of Maryland, and therefore, the requirements must be met. Any student unprepared for four classes during one quarter will receive an F for the quarter. Students must have Mt. Carmel gym shorts and shirt; gym socks and gym shoes are also required.**

A note from a doctor is required in order to be excused from gym class for an extended period of time. A note from a parent will be accepted as an excuse from physical activity for a limited time period. The excuse must be approved by the administration before first period. An appropriate, written assignment must be completed during the class period to fulfill requirements.

Students in dance class are expected to follow the same guidelines and uniform requirements as students in Physical Education classes.

### **Guidance department**

The Guidance Department makes available educational and occupational information to all students. Individual and group counseling is provided to assist in the student's educational, vocational, social, and personal development. Standardized testing services are provided by the department. Information and forms on scholarships and financial aid for further education are available. The department also gives assistance to students in their efforts to be admitted to college and appropriate post 12th grade placement.

A student wishing to see a counselor may obtain a student pass from the guidance office. The slip must be signed by the counselor in order for any student to be excused for such meetings.

### **Behavior and discipline**

The policies of Our Lady of Mt. Carmel School have the aim of helping the student assume responsibility for his/her actions as a member of a Christian 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. Every student needs to be concerned about the good reputation of Mt. Carmel school and therefore refrain from any form of public misconduct or illegal behavior that will injure his or her own reputation and that of the school. Students who choose to engage in public activity, which in the opinion of the administration is detrimental to the good name of Mt. Carmel, are liable to disciplinary action.

Any student whose pattern of behavior or attitude contradicts the Mission and Belief statements of the School may not be invited to return to school.

### **Harassment & bullying**

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 in its education programs and activities. This policy applies to all students in Archdiocesan elementary, middle, and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, 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. Harassing and bullying conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening intimidating or hostile acts that interfere with a student's educational experience.

Sexual harassment includes unwelcome sexual advances, request 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.

### **Expulsion**

The possession of any deadly weapon is an offense which immediately begins the expulsion process. A deadly weapon may be defined as a gun (loaded or unloaded), knife or any other object which is used primarily for violence.

Using, possessing, or dealing in drugs or any other unlawful substance as well as participating in illegal activities are also offenses which could begin this process.

Any type of violent or uncontrolled behavior which threatens the safety of others may result in expulsion at the discretion of the Administration.

If a parent feels their student has not received fair consideration under school policies as presented in this handbook, he (she) may appeal to the Superintendent's office.

### **Grade 6-8 discipline system**

Teachers are always responsible to confront students whose behavior is inappropriate. If a child responds to the teacher's correction in a positive way, parent/guardian contact is not required; however, teachers are always encouraged to inform parents/guardians of the progress of their children. Students who do not respond to the actions taken by the teacher to correct disruptive behavior will be issued a *Disciplinary Referral*. Upon being issued the referral, the student must report immediately to an administrator. The administrator signs the notice, keeps one copy, forwards a copy to the referring teacher, and sends the remaining copy home for a parent/guardian signature via the student. All signed discipline notices must be returned directly to the office on the next school day. The consequences of recurring incidents which result in excessive disciplinary referrals are serious. The consequences include, but are not limited to, parent/guardian conference, in-school suspension, and out-of-school suspension and could lead to expulsion.

Below is a list of infractions that could result in a student receiving a detention. This list is not meant to be exhaustive and other infractions may result in disciplinary action.

- 3 uniform violations
- Leaving class without permission
- Throwing objects
- Chewing gum
- Spitting
- Writing or passing notes
- Eating food outside the cafeteria
- Being in the hall without a hall pass
- Minor destruction
- Uncovered books
- Test not signed after 3 days
- Deliberately not following directions
- Disrespect to teacher or student
- Disruptive behavior or language

Detentions will be held every Tuesday and Thursday throughout the school year until 3:30 pm. Students in detention will be required to sit silently in a supervised classroom or to complete chore-like tasks around school depending on the nature of the infraction which led to detention.

Students who fail to report to detention after school will have to make up the missed detention plus an additional detention. Failure to report a second time will result in a suspension.

No extra-curricular activity will have precedence over a student's presence at detention class. If there is a serious reason for not attending detention, the student must contact the administration BEFORE the day of detention.

Please note:

- 2 or more detentions within a month may result in suspension from school.
- Detention will be a combination of sitting silently in a classroom or performing duties around school depending on infractions.

Matters of more serious nature warrant a *Discipline Notice*. The teacher and school administrator determine when a Discipline Notice will be given to a student. The types of behavior that may lead to discipline notice include:

- Bullying - defined as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage property, place another student or student's property in reasonable fear of harm, or insult or demean any student in such a way as to disrupt or interfere with the school's educational mission and the education of any student.
- Deliberate destruction of school or another's property
- Fighting or student harassment
- Cheating or forgery
- Threatening statements
- Stealing from the school, church, or others
- Seriously disruptive behavior
- Misuse of technology - in or outside of school
- Any involvement with tobacco products
- Any involvement with drugs, drug paraphernalia, alcohol, or substance abuse
- Involvement with weapons or other dangerous materials
- Truancy or unexcused absence from class
- Other serious matters as determined by faculty and administrator

The consequences of discipline notices may lead to more serious actions such as suspension, expulsion, or reporting to authorities. Students risk the ability to attend school events, field trips and other activities.

## **Homework**

Homework is a serious responsibility. Three or more missing assignments or an incomplete or missing long term assignment results in parent notification. If work remains incomplete parents have been notified or incomplete homework becomes a chronic problem a Student Services Referral Form will be initiated and students will be required to meet with an administrator. A parent conference may be required. Privileges may be lost until assignments have been completed. In addition students that do not complete homework will be required to stay after school in order to complete those assignments. Parents will be given at least one full day's notice if a student is to stay after school

### **Student services referral**

Some student problems or concerns may require attention from an administrator. In these cases, a Student Services Referral will be initiated. This referral will result in a conference with an administrator and appropriate follow-up actions.

### **Grade 9-12 discipline system**

Mt. Carmel High School's discipline system is designed to correct unacceptable behavior. Students are asked to take responsibility for their actions.

Detentions will be held every Tuesday and Thursday throughout the school year until 3:30 pm. Students in detention will be required to sit silently in a supervised classroom or to complete chore-like tasks around school depending on the nature of the infraction which led to detention.

Students who fail to report to detention after school will have to make up the missed detention plus an additional detention. Failure to report a second time will result in a suspension.

No extra-curricular activity will have precedence over a student's presence at detention class. If there is a serious reason for not attending detention, the student must contact the administration BEFORE the day of detention.

*Students may receive detentions for any of the following infractions. While it is not possible to list all infractions, the following serves as a guide.*

- Excessive unexcused lateness for class or study
- Being in the corridor before the 7:45 a.m. bell or without permission during class time.
- Failure to follow instructions
- 3 Uniform violations
- Disruption of class or assemblies
- Failure to report back to a teacher when told to do so
- Rudeness
- Inappropriate behavior in school, on the school campus, or at school functions
- Chewing gum, candy paper, food, drinks etc... at any time in the classroom, library, or corridors
- Littering in the school building or on campus
- PDA - public display of affection
- Loitering

*Students will receive detention for behaviors like but not limited to the list below:*

- Truancy from class or for the entire day will result in five demerits for each class missed. Time must be made up with the equivalent number of detentions.
- Inappropriate language
- Defiance
- Deliberate damage to school or student property (restitution is also required)
- Disrespect to faculty, staff, or student members
- Stealing (restitution is required)
- Student harassment

***SUSPENDABLE*** *infractions meriting suspension, the length of time to be determined by the administration, and the deduction of ten points from the conduct grade:*

- Smoking and/or possession of tobacco products in or around the school building or property or at school functions
- The accumulation of more than two detentions within a month
- Failure to report to detention
- Participation in illegal activities
- Fighting during school or at school functions
- Violent or uncontrolled behavior
- Violations of the Ethical Use of Technology guidelines provided by the Archdiocese

The length of penalties for the above stated and all other situations are at the discretion of the Administration.

An administrator may suspend a student for serious violation of the school policies.

A student on suspension may not participate in any school related activity or function.

### **Disciplinary Review Board**

For instances which need further consideration in the area of disciplinary action, the principal may call a meeting of the Administrative Council. The council will decide on:

1. Situations arising which seem to demand action and which are not covered in the student handbook.
2. The seeming injustice of any major disciplinary action when it is felt necessary either by a faculty member, the student concerned, or the student government.
3. The person making the appeal makes a request in writing, stating the reasons for requesting the Board to meet.

The Council will consist of the following members:

1. Principal
2. Two administrators
3. Two faculty members approved by the Principal

The teacher and student concerned with the infractions shall be present. The meeting shall be presided over by the Principal. All shall abide by the decision of the Council.

### **Student Activities**

CLUBS AND ORGANIZATIONS (This list is representative but not exhaustive. Club availability is based on student interest and resource availability)

Art	Environmental
Athletic Training	Fitness and Walking
Bead It	International
Board Games and Cards	Landscaping
Chess	Needle Works
Chorus – The Club	Respect Life
Cinema/Culture	Running/Cross Country
Computer/Technology	SADD
Creative Writing	Scrapbooking Service Ultimate Frisbee
Dance	Yearbook

### **Other student activities**

#### **Athletics**

At Mt. Carmel, students have the opportunity to participate in a variety of competitive sports: football, soccer, volleyball, cheerleading, basketball, wrestling, baseball, softball, golf and lacrosse on the varsity level; soccer, volleyball and basketball may also be offered at the junior varsity level. Anyone participating in these sports must have a yearly physical examination indicating that he/she is able to participate. Participating students must also have 20 hours of practice before participating in a game.

Each team member is expected to maintain good scholastic standing. Eligibility status will be monitored by the Athletic Director. Interscholastic athletics, including practices and games, do not take precedence over academic and disciplinary consequences. Team members are also expected to display proper behavior in the community. The Athletic Director reserves the right to exclude any student athlete at any time if his/her conduct is regarded as undesirable.

Interscholastic athletics at Mt. Carmel is a voluntary commitment made by the student. As such, student athletes are required to attend all games and practices both on school days and non-school days. A student must be in attendance during the school day in order to participate in any after school event.

Students must arrive in school by 10:40 in order to participate. The athletic director reserves the right to dismiss anyone from any team if he/she feels that a student athlete attendance is lacking. Any student who begins practice or try-outs with a team and leaves the team on their own shall not train with any other team until the previous season has concluded. All athletes are expected to attend the Sports Banquet in order to receive their sports awards.

The school abides by league policies as established by the MIAA and IAAM.

A sports program is offered to students in grades 6-8 which includes: boys' and girls' soccer, boys' and girls' basketball, girls' volleyball, girls cheerleading, girls' softball and lacrosse, and boy's baseball and lacrosse.

### **Dance program**

A dance program is offered during after school hours for students in grades 6-8. Middle school students may also select dance as an activity period choice or as an elective course.

### **National Honor Society**

The Monsignor Kerr Chapter of Our Lady of Mount Carmel School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Candidates are interviewed to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 11<sup>th</sup> or 12<sup>th</sup> grade that have attended Mount Carmel for at least three semesters are eligible for membership. For the scholarship criterion, provided they have maintained a cumulative average of 3.5 based on Mt. Carmel's quality point ratings, and a conduct grade of 90. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their profession 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 according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at

chapter meetings held monthly during the school year, and participation in all of the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Ms. Linda Richard, in Room 101 or by email [lrichard@olmcmd.org](mailto:lrichard@olmcmd.org).

### **Parent, Teacher, Student Association**

Our Lady of Mt. Carmel PTSA works to promote clearer understanding of the mutual educational responsibilities of parents, teachers, and students as well as helping its members acquire a fuller appreciation of the ideals of Catholic education.

All parents, students, and faculty members are part of the PTSA through their presence in the school community. To make that community stronger, the members are strongly encouraged to attend the general meetings of the organization and support the activities sponsored by the organization.

### **Student government**

The Student Government of Our Lady of Mt. Carmel High School serves to promote cooperation between the Student Body and the Administration, to unite, coordinate, and stimulate interest in the activities and goals of the school; and to provide the opportunity for students to acquire experience in the practices of self-government.

At the time of election, the President of Student Government must be a member of the eleventh grade. At the time of election, the Vice-President, Secretary, Treasurer, and Historian must be members of either the tenth or the eleventh grade. Anyone running for office must have been a representative in good standing for an entire year previous to the election.

Representatives are chosen from the ninth, tenth, eleventh, and twelfth grades, by class election. Members must maintain an 80 in all major subjects and a 90 in conduct.

### **Financial obligations**

Mt. Carmel Upper 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:**

Tuition for 2011-2012 is:

Grades 9-12: \$10,712.00

Grades 6-8:

Catholic:

One student - \$5,410.00

Two students - \$8,800.00

Three students - \$10,700.00

Non Catholic per child - \$7,100.00

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 20<sup>th</sup>.

TUITION MANAGEMENT FEE: \$45

An annual processing fee is incorporated into the tuition payments. If tuition is paid in full this fee is not applicable.

**GRADES 9 - 12 ADDITIONAL INFORMATION**

REGISTRATION FEE: \$270.

This fee is **non-refundable** except in cases of new registrants who do not meet the requirements of Mt. Carmel High School at the end of 8th grade. It is paid at the time of registration to cover the costs of time and materials spent in registering and scheduling students. **NO student will be allowed to pick up a Back to School folder if this fee is not paid.**

COMMITMENT FEE: \$220

This fee is **non-refundable** except in cases of new registrants who do not meet the requirements of Mt. Carmel High School at the end of 8th grade. It is paid at the time of registration to insure that a student is sincere in his/her wish to attend or remain at Mt. Carmel High School. The number of teachers hired, classes scheduled, and materials purchased are based on enrollment, therefore, it is important that students registered are sincere in their desire to attend Mt. Carmel High School. **NO student will be allowed to pick up a Back to School folder if this fee is not paid.**

### **Uniforms:**

Uniforms vary in price according to the needs and wants of the student. Gym uniforms may be purchased on orientation days.

### **BOOKS: \$100 TO \$400 (grades 9-12)**

The total of the book bill will vary according to classes taken and if the books are new or used. The school uses [www.olmcmd.bkstr.com](http://www.olmcmd.bkstr.com) as its book seller. Each year, at the end of July, the new books will be listed and available for parents to purchase online or by phone to Follett. Follett's customer service number is 1-877-827-2665. Your child's schedule will contain the course numbers that correspond to the books required on the website. Books ordered through Follett are sent directly to your home address.

**Students must have their books prior to the beginning of class.**

### **FEES: \$ 270 (seniors will also pay a \$55 graduation fee)**

All fees will be added to the tuition amount and will be spread out over the course of the payment plan. Parents paying in full must pay the fees at the same time as the tuition in order to get the discount.

Archdiocesan Fee (Freshmen Only)

Archdiocesan Marketing Fee (grades 10-12)

Activity Fee

Graduation Fee (12th Grade) - (Includes cap and gown, diplomas, flowers, programs, ceremony fees, etc.  
- does not include individual announcements or other personal graduation items)

Cultural Enrichment Fee (all)

Technology Fee (all)

Retreat Fee (all) - to help defray the cost of individual class retreats

Yearbook Fee (all) - to cover the cost of student yearbooks.

Guidance/Testing Fee - fee to cover the cost of standardized testing

Individual Class Fees – in some classes a fee is required to help cover the costs of extra materials and projects that these classes may require.

## **GRADE 6 – 8 ADDITIONAL INFORMATION**

Catholic status: A Catholic is one who is registered in a parish, is a member of a Catholic worshipping community, and shows both commitment and support through regular church attendance and uses the offertory envelopes on a regular basis to maintain a Catholic rate for tuition. Failure to use envelopes will result in tuition being billed at the Non-Catholic rate.

In addition to the tuition payments and envelope contributions for parishioners, all families are required to pay the following fees at the appropriate times: (Note: all fees are required). Please note that if a student transfers from Mt. Carmel, records will not be forwarded to the new school if there are outstanding financial obligations. Registration and tuition fees are not refundable.

1. Registration fee: This fee is a per family fee due at the time of registration. A space will not be held for an incoming student until this fee is paid.
2. Book fee: \$280 per child. This fee is a per student fee billed in October. This fee, which offsets total cost of instructional materials for students, is due with the October tuition payment.
3. Option: Some parents have expressed difficulties due to the number of expenses for families that coincide with the beginning of school. Book fees may be paid prior to September (even at the time of registration or before the end of this school year) if families choose to do so.
4. Each child in grades 6 - 8 is charged a minimal fee by the Archdiocese. \$60.00. This is due by the end of October.
5. Tuition Management Registration Fee: \$45.00. For parents participating in the Tuition Management program, a yearly fee is assessed by the company when choosing a payment option.
6. Parent access to EdLine will be denied if school fees are not up to date.
7. A new student entering the school is expected to pay the full quarter's tuition.

### **Uniforms:**

Uniforms vary in price according to the needs and wants of the student. Gym uniforms may be purchased on orientation days.

ALL CHECKS PAID TO THE SCHOOL SHOULD BE MADE OUT TO MT. CARMEL SCHOOL.

**THERE WILL BE A \$35 CHARGE FOR ANY CHECK RETURNED TO MT. CARMEL SCHOOL DUE TO LACK OF FUNDS. THIS IS IN ADDITION TO ANY BANK CHARGES YOU MAY INCUR.**

## **Refund policy**

No refunds are given for:

1. Registration fee (except as specified above)
2. Commitment fee (except as specified above)
3. Art fee
4. Activity fees
5. Course fees
6. Field trips, enrichment fees, retreat fees
7. Graduation fee