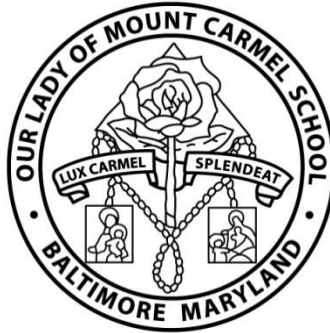


Our Lady of Mount Carmel School

HOME OF THE COUGARS!



2020-2021

UPPER SCHOOL STUDENT HANDBOOK

1706 Old Eastern Avenue
Essex, MD 21221

Our Lady of Mount Carmel School
Handbook
2020-2021

1706 Old Eastern Avenue
Baltimore, MD 21221-2203
Web site: www.olmcmd.org

Administration:

President: Lawrence Callahan

Lower & Middle School Principal: Ryan Kloetzer

Upper School Principal: Christopher Ashby

Upper School Assistant Principal: Michael Naunton

Director of Athletics: Alex Brylske

Early Learning Center Director: Yedda Long

IMPORTANT PHONE NUMBERS	
Lower & Middle School Office:	410-686-0859
Lower & Middle School Fax:	410-686-4916
Upper School Office:	410-686-1023
Sacramental Preparation:	410-238-1167
Financial Matters:	410-238-1160
Athletics:	410-686-1050
Early Learning Center:	410-238-1173
Parish Center:	410-686-4972
Flynn & O'Hara Uniforms:	410-828-4709

Dear Students and Parents,

On behalf of the faculty and staff at Our Lady of Mount. Carmel School, I am happy to welcome you to the 2020-2021 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, your children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our best to carry out our duties. We ask that you join us to guide and support your child's learning. 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 our programs, but also about the philosophy and goals which provide the foundation for those programs. 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. This handbook is an informative booklet for parents and students providing thorough knowledge of expectations and policies of the school and is not intended as an expressed or implied contract. All final decisions are designated by the administration. Our Lady of Mount Carmel School reviews this handbook on an ongoing basis and reserves the right to amend policies and procedures.

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 Our Lady of Mount Carmel School meets and exceeds your expectations.

Sincerely,

A handwritten signature in blue ink that reads "Lawrence S. Callahan". The signature is written in a cursive style with a large, sweeping initial "L".

Lawrence S. Callahan
President

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Our Lady of Mount Carmel School does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to Admissions Director or Principal. Religion is required for each year a student attends Our Lady of Mount Carmel School. All students enrolled in Our Lady of Mount Carmel School must attend religion classes and services.

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.

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.

Our Lady of Mount Carmel School adheres to federal, state, and local government requirements for non-public schools. The academic faculty at Our Lady of Mount Carmel 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 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, and 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 to grow spiritually, intellectually, and morally.

Accreditation

Our Lady of Mount Carmel School has met the criteria for education quality established by the AdvancED Accreditation Commission.

Graduate profile

Our Lady of Mount Carmel 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 campus are required to follow these directions:

1. School faculty/staff and approved parent volunteers will assist with the parking lot in the morning and the afternoon. Please follow their directions.
2. All vehicles must enter the campus via Old Eastern Avenue and must exit via Eastern Boulevard.
3. Vehicles turning right onto Eastern Boulevard (toward Hawthorne or Bowley's Quarters) are to remain in the extreme right lane. Vehicles needing to go west on Eastern Blvd. will remain in the left lane closest to the field.
4. All students must park where they are assigned either on the front lot or on the Knights of Columbus lot.
5. 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 Mount 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.

6. The one-way traffic patterns are in effect from 7:00 a.m. to 4:00 p.m. on school days.
7. **Use of automobiles by students is a privilege and not a right.** Courteous behavior toward other motorists and responsible driving is essential. Students who fail to exercise proper behavior will have parking privileges revoked.
8. All student vehicles are subject to search at the discretion of the Administration.
9. All students driving to Our Lady of Mount Carmel must be registered with the school. Forms must be completed prior to students 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.
10. No student should arrive or be dropped off before 7am. Upon arrival, 9th through 12th grade 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.
11. Vandalism on the school lot will be reported to the police. Our Lady of Mount Carmel School is not responsible for damage to vehicles on the parking lot.
12. Students in grades 6-8 will be allowed to enter the building 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.

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 2:30 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. Homeroom is a time for homeroom activities. Attention is to be given to morning announcements and homeroom business.

“After Hours” is held Monday through Friday until 4:00 PM for grades 9-12. All students not under direct supervision must report to “After Hours” or leave campus.

“After Hours” is a time for students to work on homework or get extra help. This is not a social time. Students not working will be required to leave “After Hours”.

Policies and Procedures

Admissions

Any student whose transcript shows successful completion of the eighth grade is eligible to apply for admission to the upper 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

Our Lady of Mount 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/vape anywhere in or around the school building and campus or at any school functions. Smoking/vaping 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 small front lot behind the rectory 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 parking lot. At regular drop off/pick up hours parents are to use the parking area behind the school in the school and main 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 aisle, drop off

students at the crosswalk 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 1st period) must report to the school office for a late pass to be admitted to their 1st 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 will be dismissed at 2:30 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.
- Again, all vehicles must obey the 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 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 Mount 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.
- 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 1st bell rings. Students are to use the main doors closest to the gymnasium. Students may not leave school grounds after arrival and return unless approved by a staff member. Students may not go to their 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 their 1st period class. Excused lateness is at the discretion of the

administration. A parent phone call or note does not necessarily constitute a valid excuse. 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 9th – 12th grade students may wait for their students along the curb in front of school but may not 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.
- 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 Mount 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.
- Students that do not attend Our Lady of Mount Carmel are not allowed in the building after school hours without registering at the office.

Asbestos

Our Lady of Carmel School is in compliance with the ASBESTOS HAZARD EMERGENCY RESPONSE ACT.

Attendance

To comply with Maryland State Law, Our Lady of 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 7:40 and 8:15 a.m. (410-686-1023) 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 the 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 who are tardy five (5) days in a semester will receive**

detention for each occurrence past the 5th tardy. Excessive tardiness will result in mandatory conferences with a parent or guardian and could result in discipline action.

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 the 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 a 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. **Work will not be provided for students ahead of time. Students will need to make up work when they return.**

Breakage/damage

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

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, lecturing, musical leadership, and sharing talents in a variety of ways so that the experiences, which are scheduled throughout the year, are meaningful to all. All students who attend Mount Carmel follow the regular academic program in religious education and must obtain a passing grade in the subject. In addition, all students take part in mandatory campus ministry activities whether or not a student is Catholic. Certain liturgical roles require students to be a Catholic in good standing at their parishes.

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. All students in grades 9-12 will need to meet service requirements under academic policies. Please refer to page 41 for details.

Cell phones/ Electronic Devices

The cell phone and electronic device policy for our campus focuses on appropriate use.

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

- Cell phones numbers must be registered with the office.
- Phones are not to be visible in the hallways or church. Phones are not to be used during class. Each student will be issued a Chromebook which removes the need for cell phones during instruction.
- Cell phones/smart watches may be checked or used in the cafeteria area of the school before and after school and during lunch times.
- 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 or with permission of an administrator.
- Students understand that any use of a phone outside of the agreement will result in the phone being confiscated and retained until such time that a parent comes to get it.
- Students are required to relinquish their phone to any member of the faculty or staff. This is not negotiable. Students failing to relinquish phones may be sent home immediately.
- Cell phones/smart watches may not be used as calculators.
- Teachers may require cell phones to be placed in a special area in the classroom during testing or when students leave the classroom to minimize the opportunity for students to misuse cell phones.
- Headphones are only permitted in the cafeteria before and after school and during lunch times.
- Headphones are not to be worn in hallways.

We also believe that these rules provide 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 or any electronic devices, besides graphing calculators which are not provided by the school. 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; the school is not responsible for loss or damage under any circumstances.**

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.

Devices brought to school by students are the responsibility of the students. The school is not responsible for any missing devices and will not reimburse for lost or stolen devices.

Students are not allowed to have iPods, MP3 players, gaming devices, 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.

Child abuse

Our Lady of Mount Carmel 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 after school.

Dances/ Prom

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 at Our Lady of Mount Carmel is a Junior and Senior class event. Freshmen students from any school are not permitted to attend the prom. No student will be allowed to bring a guest to prom that is over 20 years old.

Emergency drills

Emergency drills are held monthly during the school year per Maryland state requirements. Emergency evacuation 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.

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.

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 (example multiple math or science) with the exam schedule should be reported to and resolved by the administration.
7. Exams will not be given early to accommodate family vacations or non-school related absences.
8. All final exams must be completed by June 30.

Exclusion

The school reserves the right to exclude any student **at any time** if his/her conduct, academic standing, or appearance 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 meet child protection screening requirements from the Archdiocese of Baltimore.

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. Any student arriving out of provided dress code will not be allowed to participate in the field trip. No refund of money will be given for the field trips or retreats.

Food and drink

The cafeteria is the designated eating area in school. With the exception of a personal water bottle filled with water, **STUDENTS ARE NOT PERMITTED FOOD OR DRINK IN ANY AREA DESIGNATED AS A CLASSROOM, 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 follow the direction of the staff in keeping the cafeteria clean. Any throwing of food in the cafeteria will result in disciplinary action. All students will be supervised during lunch periods.

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.

Students may not order food for delivery to campus. Students who forget their lunch may have a parent or parent's designee drop off a lunch to the main office or obtain a lunch credit from the cafeteria. Unpaid lunch vouchers will be added to student's tuition account. This is not to be a regular practice. Daily fast food deliveries by parents are not permitted.

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.
- MTA bus cards are issued to the students who request them.
- Completed driving permit forms must be brought to the office at least one day before they are needed.
- Transcript requests must be in writing in advance and are subject to a 48 hour turn-around time.

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 Our Lady of Mount Carmel 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 need to 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.

Lockers

One locker and a combination lock are assigned to each student in the 9th – 12th 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 \$10.00 fine, which is the cost to replace a lost lock. Students in the 6th- 8th 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.

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.

Non-custodial parents

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Our Lady of Mount Carmel School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting 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. A student must arrive by 9:00 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, or special events such as the Sports Award Banquet. Special consideration will be extended to those students who provide documentation of a doctor's visit, legal appointment, etc. No other exceptions will be considered unless a meeting is scheduled with an administrator prior to the incident.

Records

Our Lady of Mount Carmel School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Our Lady of Mount Carmel School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the main office in writing by September 30th.

- 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.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Our Lady of Mount Carmel School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520. 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 Our Lady of Mount Carmel 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 their junior year may choose to purchase a school ring. An opportunity to order school rings is provided at the end of sophomore year.

Students in their sophomore year receive the official school pin.

Technology

The Our Lady of 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 Mount 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 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 at the Board meeting. Any immediate updates will be posted on the school website.

Principles of Acceptable Use

Archdiocese of Baltimore Internet Users are required:

- To respect the privacy of other Users; for example, Users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other Users, unless explicit permission to do so has been obtained;
- To respect copyright and license agreements for software, digital artwork, and other forms of electronic data;
- To protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations;
- To respect the integrity of computing systems: for example, Users shall not use or develop programs that harass other Users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system;
- To limit personal use of the internet facilities and equipment to that which is incidental to the User's official assignments and job responsibilities;
- To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

Unacceptable Use

It is not acceptable to use Archdiocese of Baltimore Internet facilities for activities unrelated to the mission of the Archdiocese, including:

- For activities unrelated to official assignments and/or job responsibilities, except incidental personal use in compliance with this policy;
- For any illegal purpose;
- To transmit, receive, or access threatening, libelous, defamatory, sexual, obscene, or harassing materials or correspondence;
- For unauthorized distribution of Archdiocese of Baltimore data and information;
- To interfere with or disrupt network Users, services or equipment;
- For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Archdiocesan duties;
- For any activity related to political causes;
- To advocate religious beliefs or practices contrary to Roman Catholic teaching;
- For private advertising of products or services;
- For any activity meant to foster personal gain;
- Revealing or publicizing proprietary or confidential information;

- Representing opinions as those of the Archdiocese of Baltimore;
- Uploading or downloading commercial software in violation of its copyright;
- Downloading any software or electronic files without reasonable virus protection measures in place;
- Intentionally interfering with the normal operation of any Archdiocesan Internet gateway

Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet Facilities and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the User’s Division Director. Other questions about appropriate use should be directed to the User’s supervisor.

The Archdiocese will review alleged violations of the Internet Acceptable Use Policy on a case by-case basis. Violations of the policy will result in disciplinary actions as appropriate, up to and including dismissal.

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

Chromebook Policy and Procedures for Grades 6-12

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by students within OLMC. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other school-issued devices, Gmail and Google accounts, are the property of Our Lady of Mount Carmel School and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive, or their Gmail account. Supplied devices are an educational tool and not intended for personal use such as: gaming, social networking, or high end computing.

1. GENERAL INFORMATION / OVERVIEW OF CHROMEBOOK USE

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is a Google Apps for Education online Chromebook Training Orientation.

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

1.1 Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome

OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.

- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms, and Classroom. OLMC will provide GSFE accounts for all teachers, students, and support staff. Curriculum related software apps are installed remotely onto Chromebooks and managed by OLMC.

- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that the Google Drive can be monitored by OLMC administration and should not contain personal files.

- Students at OLMC are assigned an email through GSFE that is managed by OLMC. Students will be able to communicate both with other students, faculty, and staff within the OLMC system and also with others outside of the olmc.org domain.

- Email is monitored by OLMC and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the Archdiocese of Baltimore Computer Use and Internet Policy and the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP)

1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.

- Extensions and Add-Ons are custom features that can be added to Google Chrome to enhance the functionality of apps. OLMC will install additional apps, extensions, and Add-ons as they are recommended and approved by teachers and administrators for a particular course.

- Students will not be able to install additional apps, extensions, and Add-ons on their Chromebooks.

1.3 Home Use - For Grades 9-12 Students Only

- Students are permitted to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, the Archdiocese of Baltimore Computer Use and Internet Policy, the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP), and wherever they use their Chromebooks.

- OLMC provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at

home for school assignments. For more tips, please see the Parent/Guardian Responsibilities (Appendix B).

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

All activity on the Chromebook and OLMC-issued email account, whether conducted at school or off site, is subject to search as OLMC property.

2. GENERAL INFORMATION / GETTING STARTED

2.1 Receiving Your Chromebook

● Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook. Middle School AC chargers will be stored in charging racks in the students homeroom. Before a Chromebook will be issued to the student, parents and students must:

acknowledge that you have read, understand and accept the following online documents:

- The Archdiocese of Baltimore Computer Use and Internet Policy
- The Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP)
- The Chromebook Policy & Procedures Handbook Agreement. See Appendix B.

2.2 Returning Your Chromebook

● Students withdrawing from OLMC, by promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to the technology office on their last day of attendance, or at a date, place, and time determined by school administration.

● If upon inspection of the device, there is evidence of damage, the student / parent / guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. If there is evidence of abuse, neglect or intentional damage, the student / parent / guardian will be charged the full replacement cost of the Chromebook.

● Failure to turn in the Chromebook and accessories will result in the student / parent / guardian being charged the full replacement cost of the Chromebook. If payment is not received, the Chromebook will be considered stolen property and appropriate actions will be taken.

3. CHROMEBOOK CARE:PROTECTING & STORING YOUR DEVICE

Students are responsible for the general care of the OLMC-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced. **DO NOT TAKE OLMC-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Students

may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

3.1 General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Do not remove the OLMC asset tag from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of OLMC.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the gym, the gym locker rooms, the corridors, the lunchroom, vehicles, bathrooms, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately returned to the Technology Office.

3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti -static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into an overloaded book-bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

3.3 Carrying Chromebooks

*The use of an additional protective sleeve or carrying case is highly recommended as it will protect the Chromebook from accidental damage.

- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.

3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.

- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.
- Middle School Chromebooks will be stored in the students homeroom. It is the student's responsibility to pick up and return their Chromebook each day. Habitual failure to return Chromebooks at the end of the day may result in the student having to serve a lunch detention the next day.

3.5 Asset Tags and Logos

- All Chromebooks will be labeled with an OLMC asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have an asset tag on them at all times.
- Asset tags may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag or turning in a Chromebook without an asset tag.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Follow Internet safety guidelines in accordance to the Archdiocese of Baltimore Computer Use and Internet Policy and the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP). Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules and the Our Lady of Mount Carmel School Honor Code concerning behavior and communication. Do not send harmful, anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the OLMC Honor Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use the OLMC network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam / viruses, transferring large amounts of data across the network, or attempting to hack into network / online systems. Do not attempt to bypass the OLMC web filter, attempt to gain access, or use / change other students' accounts, files, or data.

- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by OLMC.
- Students must not use the school's internet / email accounts for financial or commercial gain, or for any illegal activity including bullying, harassing, credit card fraud, electronic forgery, or other illegal behaviors.

4.2 Managing Your Files and Saving Your Work

- Students will be logging into Our Lady of Mount Carmel School's G-Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only.
- Chromebooks and data will NOT be protected or backed up by OLMC in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.

4.3 Chromebooks Left at Home

- If a student leaves his or her Chromebook at home, he or she will be provided a loaner Chromebook and charged a rental fee of \$10, should a loaner be available. The Chromebook must be returned at the end of the day. He or she is responsible for completing all coursework without extensions or delays.

4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a charging station before school and during lunch or at designated charging stations within the school. If a battery has drained during class because it was not charged properly at home, the student will be provided a loaner Chromebook and charged a rental fee of \$10. The Chromebook must be returned at the end of the day. He or she is responsible for completing all coursework without extensions or delays.

4.5 Photos, Screensavers, and Background photos

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Determination of inappropriate images is entirely at the discretion of the administration.

- Photos / videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos / videos should not be taken or stored.

4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by OLMC is carefully monitored.
- Students may be directed by school personnel to remove unauthorized apps, music, or videos. Appropriate disciplinary actions may be taken.

4.7 Printing

- At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will encourage and facilitate the use of digital copies of classwork and homework. Students should not expect and will not be provided printing privileges except in extraordinary circumstances determined by school personnel.
 - At Home: The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this.
<http://google.com/cloudprint>
- Alternately, GSFЕ documents can be printed from any other computer, in or out of school, which has a printer connection.

5. SECURITY

5.1 Chromebook Security & Inspection

OLMC uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps / extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook and the OLMC-issued email account, whether conducted at school or off site, is subject to search as OLMC property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP) when using the Chromebook.

5.2 Network Security

- OLMC will be responsible for providing network access and content filtering at school.
- OLMC makes no guarantee that its network will be up and running 100% of the time. In the rare instances that the network is down, OLMC will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes two Internet content filters that are in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by OLMC. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- While OLMC provides Internet content filtering both on and off campus, parents / guardians are responsible for monitoring student internet use when off campus and at home (see Appendix B).
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the internet is monitored on school issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP) and appropriate disciplinary action will be taken.

5.3 Privacy

- All files stored on the Our Lady of Mount Carmel G-Suite For Education accounts or network are the property of OLMC and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a OLMC-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

6.0 REPAIRS & FEES

6.1 Chromebook Repairs and Replacement

- Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Office. This includes, but is not limited to: physical damage, Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

- If deemed necessary, a loaner will be issued if there is one available.
- The Technology Office will document the issue and collect the damaged device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The Technology Office will email the student when repairs or replacement are complete and device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages. Appropriate disciplinary actions will take place.

6.2 Repair and Replacement Fees

- Any warranty, operating system, software, or battery repairs not due to accident, misuse, or intentional damage will incur no fees.
- Damages that result from abuse, misuse, or neglect (as determined by the technology office AND the administration) are the responsibility of the student / parent / guardian and will incur a fee.

Up to \$250 repair or replacement fee, all occurrences.

\$60 screen repair

\$15 plug adapter port repair

\$40 charger replacement

- In the event of vandalism or other criminal acts, the student / parent / guardian MUST file a report with the school administration.
- OLMC uses an inventory management system that has theft and loss recovery systems. Lost or stolen Chromebooks must be reported immediately to the Technology office or the school administration.
 - If the Chromebook can't be recovered, the fee for a lost Chromebook will be the full replacement cost of the device.
 - If the Chromebook can't be recovered, the fee for a stolen Chromebook will be waived if a copy of a police report is submitted to the school administration.
- Disciplinary action may be imposed as the circumstances may warrant at the discretion of the administration.
- Replacement Chargers / AC Adapters must be purchased by the Technology office. The student / parent / guardian will be charged the cost of replacement.

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, in-school suspensions, out-of-school suspensions, and expulsions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or in an unsupervised area
 - Inadequate care for Chromebook, case, charger, and other peripherals
 - Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
 - Resetting Chromebook to factory defaults
 - Placing the Chromebook in developer mode
 - Removal of OLMC asset tags or logos
 - Downloading inappropriate apps and media
 - Using the device to engage in inappropriate behaviors
 - Adjusting settings on someone else's Chromebook
 - Deleting school-installed settings from a Chromebook
 - Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
 - Bringing Chromebook to Phys. Ed. class, unless directed to by P.E. teacher
 - Loaning of student device to other students inside and outside of school
 - Using a personal Google account to download purchased apps for yourself or another student(s)
 - Attempting to bypass OLMC Network Security, including web and content filtering
 - Attempting to gain access to other students accounts
 - Illegal installation or transmission of copyrighted materials
 - Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Non-compliance of Archdiocese of Baltimore and Our Lady of Mount Carmel School CUIP or the Chromebook Policy and Procedure Agreement.

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action and fees.

APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

Before a device can be issued to students for school and home use, parents must:

- acknowledge that you have read, understand and accept the following online forms:
 - The Archdiocese of Baltimore Computer Use and Internet Policy
 - The Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP)
 - The Chromebook Policy & Procedures Handbook Agreement.

Note: The purchase of an additional protective carrying case is highly recommended as it will protect the Chromebook from accidental damage. Specially designed sleeves or bags may be available through the Technology office.

The parent / guardian is responsible for the cost of repair or replacement fees as outlined in section 6.2.

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents / Guardians are also encouraged to:

- set rules for student use at home.

- allow use in common areas of the home where student use can easily be monitored.
- demonstrate a genuine interest in student's use of device.
- reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- become familiar with internet safety resources such as
<http://www.commonsemmedia.org/blog/digital-citizenship>
<http://www.netsmartz.org/Parents>
<https://www.fosi.org/>
<http://www.connectsafely.org>
<http://www.isafe.org/>
<http://wiredsafety.org>
<https://www2.fbi.gov/publications/pguide/pguidee.htm>

Uniform Policies

A dress code exists for all students attending Our Lady of Mount Carmel School. A neat, well-groomed appearance is a priority. It is the student's responsibility to adhere to the dress code as given below. Uniforms are to be worn from 7:40 – Dismissal. **Failure to follow the dress code will result in disciplinary action which may include exclusion from classes until the proper uniform is acquired.** Minor dress code violations will result in the student receiving a "Dress Code Violation" slip. Accumulating three uniform violations will result in a school detention. Violations that occur after the accumulation of three will result in an automatic 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 RESTS WITH THE ADMINISTRATION.**

Girls must purchase a skirt from the uniform company. **Boys and Girls must purchase a sweater from the uniform company.** All other clothing must follow regulations and may be purchased elsewhere. All clothing must fit appropriately. Clothing may not have tears or holes and may not be threadbare. No head coverings including hats or hoods are allowed to be worn in the building. Students may not wear attire during the school day displaying other high school logos.

All students are required to have a school sweater with the school logo. The sweater may be a vest, cardigan, or pull over. **All blouses, shirts and polos are to be tucked in at all times.**

Uniform clothing may be purchased from:

FLYNN & O'HARA UNIFORM CO.

8820 Waltham Woods Road

Baltimore, MD 21234

410-828-4709

Online at www.flynnohara.com

LANDS' END

1-800-963-4816

School ID #**900145822**

Online at www.landsend.com

Grades 6-8:

Regular Uniform Code

The regular uniform must be worn from November 1st through March 31st. All clothing must fit appropriately. Clothing may not have tears or holes and may not be threadbare.

Uniform - Girls

- Skirt or Kilt - Plaid, - purchased from Flynn & O'Hara only
 - Skirt must be no shorter than 2 inches above knee.
- Pants - Navy blue in color. Style as sold by Flynn & O'Hara or Lands Ends (no double-seams, patched pockets, rivets, corduroy or unusual styles).
- Belt required; solid brown or black only
- Blouse –
Grade 8 - White; Oxford - short or long sleeve
Grade 6 and 7 - White; **Oxford only** - short or long sleeve
 - Only a *white* undershirt and white bra may be worn under the blouse. No colored bras or t-shirts. No visible writing.
 - Blouse must be tucked in at all times.
- Socks - navy blue or white knee-highs or crew socks. No designs or patterns on socks.
- Tights - navy blue
- Shoes – must wear tan suede “dirty bucks” or a boat shoe commonly referred to as Sperry’s, Docksiders, or Topsiders
 - **The body of the shoe must be brown only.**
 - **The sole of the shoe may be brown, black, or white only.**
 - **The shoe strings must be brown, matching the body of the shoe.**
- Shoes are to be tied and secured completely on the foot.
- Sweater - Navy blue only- vest, cardigan or pull over (must be pre-printed with the Mount Carmel name and purchased from Flynn & O'Hara or Lands' End)
- Jewelry - Thin chains, watches, simple earrings, simple rings and bracelets - limited to one/hand. The only piercing should be on the earlobes. No gauged ears or earrings larger than a quarter.
- 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. Style as sold by Flynn & O'Hara or Lands Ends (no double-seams, patched pockets, corduroy or unusual styles).
- Belt required; solid brown or black only
- Shirt - White; Oxford/Dress Shirt (Button up) short or long sleeve. Undershirt should be white with no visible writing.
- Tie - Required - Navy blue
- Socks - navy blue or white crew socks. No designs or patterns on socks
- Shoes – must wear tan suede “dirty bucks” or a boat shoe commonly referred to

as Sperry's, Docksidiers, or Topsiders

- **The body of the shoe must be brown only.**
- **The sole of the shoe may be brown, black, or white only.**
- **The shoe strings must be brown, matching the body of the shoe.**

- Shoes are to be tied and secured completely on the foot.
- Sweater - Navy blue only- vest, cardigan or pull over (must be pre-printed with the Mount Carmel name and purchased from Flynn & O'Hara or Lands' End)
- Jewelry - Watches, thin chains with religious pendants.
- Boys may not wear earrings at any time.
- Hair - must be well groomed, may not extend below the collar, earlobes, or eyebrows. Hair that is braided may not be braided below the earlobe, eyebrow or collar. No Mohawk or outstanding styles.
- Facial Hair – all students **must be** completely clean shaven – with the exception of a well-trimmed mustache over the top lip. No sideburns below the ear.

Fall/Spring uniform option August through October 31st and April 1st through the last day of school. (Except on Formal Uniform Days)

Boys:

- White golf shirt with school logo
- Uniform pants or navy blue dress type walking short. Style as sold by Flynn & O'Hara or Lands Ends. Shorts may not be below the knee. No cut-offs frayed hems, or Capri length. No Cargo Shorts. When wearing shorts, white, navy blue or black **crew socks** are mandatory. The uniform shoe is required at all times.

Girls:

- White golf shirt with school logo
- Uniform skirt or dress type navy blue walking shorts. Style as sold by Flynn & O'Hara or Lands Ends. No cut-offs or frayed hems. No Capri pants. No Cargo Shorts. Socks must be navy blue, white or black **crew** or knee-highs. The uniform shoe is required at all times.

Grades 9-12:

Regular Uniform Code

The regular uniform must be worn from November 1st through March 31st. All clothing must fit appropriately. Clothing may not have tears or holes and may not be threadbare.

Uniform - Girls

- Skirt - purchased from Flynn & O'Hara only
 - Skirt must be no shorter than 2 inches above the front or back of the knee.
- Pants – Khaki only. Style as sold by Flynn & O'Hara or Lands Ends. Fit must be appropriate. (no double-seams, rivets, patched pockets, topstitching, rivets, corduroy, cargo or unusual styles)
- Blouse – White, Light Blue or Light Yellow; Oxford button down collar - short or long sleeve
 - Only a white undershirt and white bra may be worn under the blouse. No colored bras or t-shirts. No visible writing.

- Blouse must be tucked in at all times.
- Socks - navy blue, white, or maroon knee-highs or **crew socks**. **NO DESIGNS OR PATTERNS ON SOCKS. NO ANKLE SOCKS.**
- Tights - navy blue
- Shoes – must wear tan suede “dirty bucks” or a boat shoe commonly referred to as Sperry’s, Docksidiers, or Topsiders
 - **The body of the shoe must be brown only.**
 - **The sole of the shoe may be brown, black, or white only.**
 - **The shoe strings must be brown, matching the body of the shoe.**
- Shoes are to be tied and secured completely on the foot.
- Sweater - Navy blue only- vest, cardigan or pull over (must be pre-printed with the Mount Carmel name and purchased from Flynn & O’Hara or Lands’ End)
- Blazer – Navy blazer maybe worn in place of school sweater.
- Jewelry - Thin chains, watches, simple earrings, simple rings and bracelets - limited to one/hand. The only piercing should be on the earlobes. No gauged ears or earrings larger than a quarter.
- Hair - hairstyles must be modest and of a natural color. Nothing outstanding. Highlights must blend with natural color. No shaving of any sort.
- No visible Tattoos while in school uniform.

Not acceptable as part of the Regular Uniform Code:

Girls: No oversize blouses. No long sleeve shirts under short sleeve blouses. Girls may not roll skirts. No patterned socks. **No nylon knee-highs or trouser socks. No ankle socks.**

Uniform - Boys

- Pants – Khaki. Style as sold by Flynn & O’Hara or Lands Ends (no double-seams, patched pockets, rivets, topstitching, rivets, corduroy, cargo or unusual styles)
- Belt required; solid color with a standard belt buckle. No designs.
- Shirt – solid color, one pocket dress shirt. No plaids or printed patterns. Shirt must be tucked in at all times. Long or short sleeve. Undershirt should be white with no visible writing.
- Tie - Required – long or bow is acceptable.
- Shoes – must wear tan suede “dirty bucks” or a boat shoe commonly referred to as Sperry’s, Docksidiers, or Topsiders
 - **The body of the shoe must be brown only.**
 - **The sole of the shoe may be brown, black, or white only.**
 - **The shoe strings must be brown, matching the body of the shoe.**
- Shoes are to be tied and secured completely on the foot.
- Socks – solid navy blue, white, or brown **CREW** socks. **NO DESIGNS OR PATTERNS ON SOCKS. NO ANKLE SOCKS.**
- Sweater - Navy blue only- vest, cardigan or pull over (must be pre-printed with the Mount Carmel name and purchased from Flynn & O’Hara or Lands’ End)
- Sports Jacket – Navy blue sports jacket maybe worn in place of school sweater.

- Jewelry - Watches, thin chains with religious pendants. Necklaces must be worn inside of shirt. No earrings at any time. No visible piercings including facial, i.e. nose, eyebrow, chin, cheek, lip, tongue, etc.
- Hair - must be well groomed, may not extend below the collar, earlobes, or eyebrows. Hair that is braided may not be braided below the earlobe, eyebrow or collar. No Mohawk or outstanding styles.
- Facial Hair – all students **must be** completely clean shaven with the exception of a well-trimmed mustache over the top lip. No sideburns below the ear.
- No visible Tattoos while in school uniform.

Not acceptable as part of the Regular Uniform Code:

Boys: No sweatshirts or team jackets. No oversized clothing. Undershirt sleeves may not be longer than shirt sleeve. No topstitching on pants. No rivets. **No khaki colored denim.** No ankle or low cut socks any time of the year. **NO DESIGNS OR PATTERNS ON SOCKS. NO ANKLE SOCKS.**

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 Formal Uniform days. **No ankle socks of any kind are permitted at any time for boys or girls.**

- Boys may wear a white golf shirt with school logo with uniform pants or dress type walking shorts in khaki or navy blue. Style as sold by Flynn & O’Hara or Lands Ends. Shorts may not be below the knee. No cut-offs frayed hems, or Capri length. No Cargo Shorts. When wearing shorts, white, navy blue, or black **crew socks** are mandatory. The uniform shoe is required at all times. (Royal Blue golf shirts available at individual team stores may be worn during this time of year)
- Girls may wear a white golf shirt with the school logo with their uniform skirt or dress type walking shorts in khaki or blue. Style as sold by Flynn & O’Hara or Lands Ends. No cut-offs or frayed hems. No Capri pants. No Cargo Shorts. Socks must be navy blue, black, white, or maroon **crew socks**. The uniform shoe is required at all times. (Royal Blue golf shirts available at individual team stores may be worn during this time of year)

Grades 6 – 12

Formal Uniform – required for all Liturgies and Assemblies (as noted on the calendar) and/or determined by the administration.

- **Regular Uniform** along with School Sweater or Navy Blazer/Sport Jacket
- Students not in Formal Uniform on designated days will receive a detention.

Gym Dress

- Gym attire is brought to school on gym day and students are to change in the locker room for class.
- Appropriate athletic attire is required for any gym, fitness, yoga or dance class.
- Athletic Shoes - may not be slip-on or open-backed

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 of event or activity.

- 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, yoga pants or spandex.
- 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. No gym or sweat suit shorts.
- 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.
- Athletic Warm-ups or Spirit Wear provided or sold by the school are acceptable.

Not acceptable as part of the Tag Day Option:

No athletic pants/shorts of any type. No cut-offs or pajama type pants. No tank tops or sleeveless shirts. No strapless tops. No low cut tops with cleavage showing. No midriff showing. Tops may not be too tight. No hats or head coverings. No slides, flip flops or ripped sneakers. No open-toe sandals, backless shoes, slides or flip flops. No sweatpants. No leggings. No earrings (male students)

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. An identification badge will be provided after screening utilizing photo ID.

ACADEMIC POLICIES

Marking system- Grades 9-12

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
92-89	B+
88-85	B
84-80	C+
79-77	C0
76-70	D
<70	Failure

Marking system- Grades 6-8

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

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

Progress reports- Gr. 9-12

Progress reports are issued once each term digitally through email unless a student has a grade of D or below. 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

Academic honesty policy

Our Lady of Mount Carmel Upper 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:

1st 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

2nd 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

3rd 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.

Violation of the Academic Honesty Policy may result in students losing the privilege of representing Our Lady of Mount Carmel. Example: SGA, NHS, Athletics, Campus Ministry, Band, Chorus etc.

Academic requirements

Grades 6-8

Our school follows Archdiocese of Baltimore elementary school curriculum. Students must successfully complete the course of study in order to be promoted to the next grade. Failing any part of the course of study may result in the student having to complete summer school at an additional expense.

Grades 9-12

The State of Maryland requires the completion of 20 credits for graduation; Our Lady of Mount Carmel requires 24 credits as Theology is required by the Archdiocese of Baltimore for each year in attendance. Our Lady of Mount Carmel requires upper school students 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.

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

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

10th Grade

Theology
English- Genre Style
World History

11th Grade

Theology
American Literature
U.S. History
Chemistry
Mathematics

9th Grade

Theology
English Writing
Geography/Health

Mathematics
Biology
Language

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. Students who enroll and attempt the class but fail to get a passing grade will be required to reimburse Our Lady of Mount Carmel for the cost of the course.

Failure

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

If a student fails a course, 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 courses, 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. All progress reports are sent electronically. Students who receive a failing grade will also receive a progress report in the mail.

Quality grade point average Three Groupings:

AP Courses/College Credit Courses

AP U.S. History	College Algebra
AP Psychology	Pre-Calculus
English 101/102	Calculus I & II

Honors Program

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

Standard

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

Electives

Most electives fall under **Standard** unless otherwise noted.

Quality point rating

Grade	AP/College	Honors	Standard
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	Scantron Assessments
9, 10, 11	PSAT

In addition, students in grades 11 and 12 are encouraged to take the SAT and/or ACT 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 Our Lady of 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.

Students are required to participate in one scheduled day of service each year. IN addition, all students are required to complete 10 hours of service. 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 Guidance Office

to arrange other appropriate service projects.

The students are able to pick from a large variety of school-wide projects. Students may also fulfill their 10 hour service requirement by completing volunteer hours at recognized organizations in the community with approval from an Administrator. 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 Guidance office, the theology teachers, and the main office. Service hours for the school year are tracked from June 1 - May 10. Tracking sheets should be turned in to the Guidance Office at any time throughout the school year. Completions of the required service projects are required for promotion to the next grade level.

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. See Uniform Section for Gym Dress Requirements.**

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 dress requirements as students in Physical Education classes.

Physical Education Waiver

Students who meet the following criteria are eligible to apply for a Physical Education Waiver. The form can be acquired from the Athletic Director.

Criteria:

- Student must have participated in one varsity sport for at least two years
or
- Student must have participated in two different varsity sports during the same school year.
- Student must be in good academic standing.

- Student must have approval of Athletic Director, Parent and Principal.

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.

BEHAVIOR AND DISCIPLINE

The policies of Our Lady of Mount 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 Our Lady of Mount Carmel School and therefore refrain from any form of public/cyber 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 Our Lady of Mount 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.

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Harassment & Bullying

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

I. 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.

II. Prohibited Conduct

A. 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, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:

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

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "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.

III. Procedure

A. 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.

B. 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.

C. 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.

D. 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.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:

- i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
- ii. Is sexual in nature; or
- iii. Is threatening or seriously intimidating; and

b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school’s website.

Expulsion

Expulsion is certainly the last resort in our discipline system. Students who have exhibited behaviors or patterns of behavior that create an unsafe or unhealthy environment within the school community may be expelled for such behavior(s). The following are examples of these types of behavior but are in no way to be considered an exhaustive list of infractions. The administration will determine what type of consequence is appropriate in each situation.

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 6-12 discipline system

Our Lady of Mount Carmel School's discipline system is designed to correct unacceptable behavior. Students are asked to take responsibility for their actions.

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 may be issued a *Detention*. All signed discipline notices must be returned directly to the homeroom teacher the next school day. Failure to return signed notice may result in additional consequences.

The consequences of recurring incidents which result in excessive disciplinary action 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.

Detentions will be held:

Grades 6-12 Tuesdays and Thursdays 2:30 -3:30 pm

Students in detention will be required to sit silently in a supervised classroom, work on missing classwork, 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 may result in a suspension.

No extra-curricular activity will have precedence over a student's presence at detention. If there is a serious reason for not attending detention, the student must contact the administration BEFORE the day of detention and will be issued an additional 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 7:40 a.m. bell or without permission during class time.
- Failure to follow instructions
- Failure to return documents requiring a signature
- 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
- Cell phone violations

Students will receive detention and may be suspended for behaviors like but not limited to the list below:

- Truancy from class or for the entire day
- 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

Students will be suspended and may be expelled for behaviors like but not limited to the list below:

- Smoking/vaping and/or possession of tobacco products in or around the school building or property or at school functions
- The accumulation of more than two suspensions within a the school year
- Excessive 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
- Failure to surrender cell phone or electronic device
- Excessive/continuous disruption of the school programs.

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 which seem to demand action and 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

Athletics

At Our Lady of Mount 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 Our Lady of Mount 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 9:00 am 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, wrestling, and lacrosse.

The school will provide student athletes a ride to and from all away contests. Student athletes may leave the away contest with their parent, or an adult (someone over the age of 21) specified by the parent in writing to the coach.

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 11th or 12th 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 Mount Carmel's quality point ratings, and exhibit good conduct. 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.

National Spanish Honor Society

The Spanish Honor Society is a national organization. Our Lady of Mount Carmel currently has an active chapter. The Spanish Honor Society was founded by the American Association of Teachers of Spanish and Portuguese in 1953, for the students of North American secondary schools; and OLMC chapter was established in 2017. The name of the chapter is Papa Francisco (Pope Francis). The motto is "all together". The colors of the association are red and gold. Students are invited to apply to the organization as early as sophomore year. Freshman are not allowed to apply. To apply students must have completed two semesters of Spanish and have a 3.0 overall GPA. Students also must maintain a 3.75 GPA in Spanish. Students represent the organization by wearing red and gold chords during special events. Spanish Honor Society throughout the year host several events. Some of the events are Dia de los muertos (Day of the Dead), Zumbathon, and International Day.

National English Honor Society

The Our Lady of Mount Carmel School National English Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. The mission of this organization is literary and educational-this is not a fund-raising society. The sole purpose is to provide service to peers, the school, and our Mount Carmel Community. Qualifications for membership include attendance at OLMC for the entire previous year. Sophomores, juniors, and seniors are eligible for an invitation if they have achieved a minimum English GPA of 3.8 and a minimum overall GPA of 3.6 in the prior year. Candidates achieving the minimal requirements may be invited to apply for membership during the month of September. After successfully completing the application procedure, candidates will be notified of acceptance by email from the Chapter Advisor. Induction into the NEHS will follow. Once inducted, students must maintain the same level of performance as well as participate fully in the service responsibilities of the society. Our motto is "gelast sceal mid are," which means "duty goes with honor." The motto affirms and celebrates an obligation to use one's gifts in service to others. All members are required to maintain academic standards (as expressed in our Constitution) as well as participate in all service activities of the society.

Parent, Teacher, Student Association

Our Lady of Mount 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.

Partnership with 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 Catholic mission and identity 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
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
10. to keep the school updated regarding your child's health conditions and to provide current physician's orders and required medications in a timely manner.
11. to provide the school with any updates regarding a change in family life or living conditions(divorce, change in custody or change in address or phone contacts)

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Student Government Association

The Student Government of Our Lady of Mount Carmel Upper 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 follow all school policies.

FINANCIAL

Our Lady of Mount Carmel 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 will have serious effects

on the student. **Students who have outstanding financial obligations may not be able to take exams at the end of first or second semester, receive report cards, 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 as they occur and not wait until they reach a crisis level.

Those parents participating in the FACTS program are expected to fulfill financial obligations as stated on the enrollment form.

Tuition:

Tuition for 2020-2021:

Grades 9-12: \$14,350 per student

Grades 6-8: Catholic - \$6,975 per student

Non-Catholic-\$8,100 per student

Tuition is paid through FACTS Management. 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 FACTS Management. A new student entering the school is expected to pay the full quarter's tuition. 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.

FACTS ENROLLMENT FEE: \$45 (Grades 6-12)

GRADES 6 - 12 ADDITIONAL INFORMATION

RE-REGISTRATION FEE: \$290

This fee is **non-refundable** except in cases of new registrants who do not meet the requirements of Our Lady of Mount Carmel School at the end of 8th grade.

Please note that if a student transfers from Our Lady of Mount Carmel, records will not be forwarded to the new school if there are outstanding financial obligations. Registration and tuition fees are not refundable.

BOOKS: \$100 TO \$150 Gr. 9-12

The total of the book bill will vary according to classes taken and if the books are new or used. Your child's course list will contain the course numbers that correspond to the books required on the website. College and A.P. textbooks will range from \$100-\$200.

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

RESOURCE FEE: \$500

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 - 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, 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 Our Lady of Mount Carmel, records will not be forwarded to the new school if there are outstanding financial obligations. Registration and tuition fees are not refundable.

THERE WILL BE A \$35 CHARGE FOR ANY CHECK RETURNED TO OUR LADY OF MOUNT 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: Registration (except as specified above), Resource, or Graduation fees

Withdrawal Policy

As an Our Lady of Mount Carmel School family, your students are our most valued assets. It is our hope that as your child grows through their school years, they will remain at Our Lady of Mount Carmel School. We do realize that there are times when you are faced with the decision to withdraw your child(ren). These situations include, but are not limited to:

- Family Relocation
- Finances
- Academic Concerns
- Peer Conflict
- Behavioral Concerns
- Teacher Conflict

If you should find yourself in one of these situations, we ask that you make an appointment with an administrator. This appointment is a required part of the withdrawal process and is necessary prior to forwarding any school records or transcripts. Often, there are many conflict resolutions and options for your family that we would welcome the opportunity to discuss with you.

Faculty Directory

Adamski	Maria	Office Administrator	madamski@olmcmd.org
Ashby	Christopher	Administration	cashby@olmcmd.org
Breiner	Rebecca	Mathematics	rbreiner@olmcmd.org
Brylske	Alex	Athletics	abrylske@olmcmd.org
Bunn	Jeffrey	Business	jbunn@olmcmd.org
Cummins	Laura	Business Office	lcummins@olmcmd.org
Cupp	Jon	Science	jcupp@olmcmd.org
Dotterweich	Karl	Social Studies	kdotterweich@olmcmd.org
Ganzzermiller	Heather	Foreign Language	hganzzermiller@olmcmd.org
Gartrell	Nicole	Science	ngartrell@olmcmd.org
Hedglin	Chrissy	Advancement	chedglin@olmcmd.org
Jackson	Daryl	Student Services	djackson@olmcmd.org
Khoury	Kathleen	Fine Arts	kkhoury@olmcmd.org
Kloetzer	Ryan	Administration	rkloetzer@olmcmd.org
Korczynski	Rachel	Athletics	rkorczynski@olmcmd.org
Leynes	Jennifer	Foreign Language	jleynes@olmcmd.org
Lukehart	Barbara	Social Studies	blukehart@olmcmd.org
McCulloch	Amanda	Science	amcculloch@olmcmd.org
Medina	Patricia	Athletics/PE	pmedina@olmcmd.org
Mendoza	Adriana	Mathematics	amendoza@olmcmd.org
Moxley	Megan	Language Arts	mmoxley@olmcmd.org
Naunton	Michael	Administration	mnaunton@olmcmd.org
O'Donnell	Abigail	Admissions	aodonnell@olmcmd.org
Petr	Barbara	English	bpetr@olmcmd.org
Ruggiero	Connelly	Social Studies	cruggiero@olmcmd.org
Truss	Cierra	Language Arts	ctruss@olmcmd.org
Weber	Karen	Business Office	kweber@olmcmd.org
Weitzel	Samantha	Theology	smielke@olmcmd.org
Wiley	Cathy	Science/Mathematics	cwiley@olmcmd.org