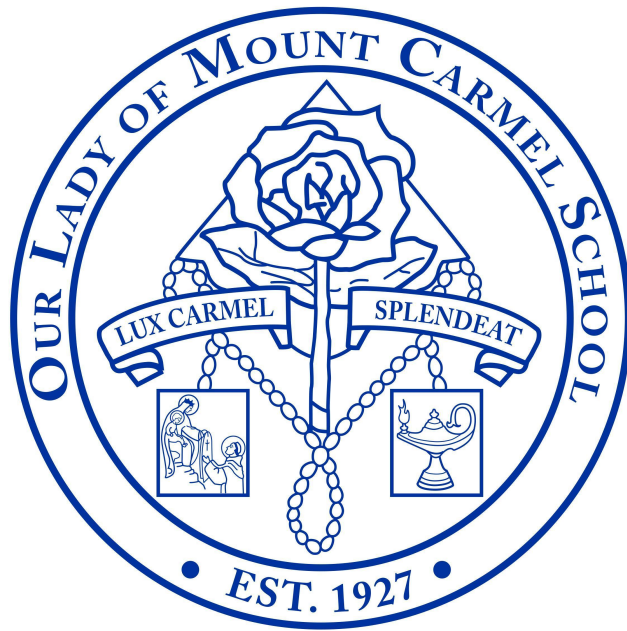


*Our Lady of Mount Carmel
Lower & Middle School
Student and Family Handbook*



Our Lady of Mount Carmel Lower & Middle School

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

Administration:

President: Lawrence Callahan
Lower & Middle School Principal: Jennifer Leynes
Lower & Middle School Assistant Principal: Kelly Medvigy
Upper School Principal: Jim Nemeth
Assistant Principal: Michael Naunton
Director of Athletics: Jesse Thomas
Early Learning Center Director: Yedda Long

Lower & Middle School Office:	410-686-0859	Lower School Fax:	410-686-4916
Sacramental Preparation:	410-238-1169	Financial Matters:	410-238-1160
Athletics	410-238-5510	Parish Center:	410-686-4972
Upper School Office	410-686-1023	Administrative Office:	410-238-1163

Dear Students and Families,

On behalf of the faculty and staff at Our Lady of Mount Carmel School, I am happy to welcome you to the 2022-2023 school year!! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that 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 families, our school can provide the support and leadership necessary for young people to grow toward adulthood and reach their full potential which is their gift.

We 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 the 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. We hope that your experience at Our Lady of Mount Carmel School meets and exceeds your expectations.

Sincerely,

Lawrence Callahan
President

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Our Lady of Mount Carmel School is a co-ed school for grades Pre-Kindergarten through 12th. Our Lady of Mount Carmel School reserves the right to amend the Student & Family Handbook and families will be notified of any changes made. This Student & Family Handbook is an informative booklet for families and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Foundational Documents

Archdiocese of Baltimore Catholic Schools

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

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

Our Lady of Mount Carmel School

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

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

Belief Statements:

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

History of the School

Our Lady of Mount Carmel School was founded in 1927 as the population of the parish grew. The four-room elementary school welcomed 187 students to the Essex campus that first year. As the student population grew, the campus expanded and opened the Upper School in 1959.

Leadership Structure

Our Lady of Mount Carmel School is an Archdiocesan Collaborative School. An Archdiocesan Collaborative School utilizes a shared governance model that fosters unity through the collaboration of stakeholders in support of Catholic schools. The model allows decisions regarding day-to-day school operations to be made at the local level, while individual schools and school administrators are supported centrally in areas such as academics, financing, fundraising/development, and marketing resources.

On campus, Our Lady of Mount Carmel School is led by a President-Principal model where the President and Principals oversee the day-to-day operations of the school and long-term planning.

School Calendar

The school calendar will be provided before the start of school. The calendar is subject to change based on weather, emergencies, and other extenuating circumstances.

Faculty and Staff

An up-to-date listing of faculty and staff will be published on the school [website](#).

Listing of School Board Members

- Peggy Coleman - Chairperson
- Barbara Blake - Vice-Chairperson
- Lawrence Callahan - School President
- Jim Nemeth - Upper School Principal
- Jennifer Leynes - Lower & Middle School Principal
- Yedda Long - Early Learning Program Director
- Jessica Celmer - Secretary
- Keith Parker- Treasurer
- Evan Williams - Marketing and Advancement Chair
- Robert Romadka
- Brad Rosenkilde

Accreditation

Our Lady of Mount Carmel School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Our Lady of Mount Carmel School met the requirements established by the Coognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

Message to Families

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

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

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

Parent/Guardian Support and Compliance

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

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 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.

Academics

Promotion Requirements

Students are promoted to the next grade upon successful completion of all core subjects in a given year. Failing any part of the course of study may result in the student having to complete summer tutoring or programming at an additional expense.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the guardians after following the timeline described below.

Teachers should communicate with guardians regularly regarding the child's progress. By mid-February, the teacher, principal, guardians, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by written communication to the guardians reviewing the content of the meeting, including the educational plan.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore will be awarded a diploma at the end of the school year. An 8th-grade student must be in good academic, financial, and behavioral standing to participate in the end of the year graduation activities.

Grading System

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

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

Honor Roll for students in Grades 6-8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- **First Honors** – All A's are required for all core subject areas, and Satisfactory or better in all special area classes, standards, effort, and conduct including unstructured time.
- **Second Honors** – All A's and B's (more A's than B's) required for all core subject areas, and Satisfactory or better in all special area classes, standards, effort, and conduct including
- **Honorable Mention** - All B's or more B's than A's are required for all core subject areas and Satisfactory or better all in special area classes, standards, effort, and conduct including unstructured time.

Academic Honesty Policy

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

The acts of academic dishonesty listed below will be dealt with in the manner explained. Guardians 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 the use of crib sheets, misuse of any form of technology, or programmed information on calculators.

Consequences: The student receives an academic referral, a guardian will be notified, the student receives a zero on the assignment, which will be averaged into the grade of the student, and the student must meet with an administrator. After the first violation,

students may incur further disciplinary action up to and including failure of a course, detention, suspension, and expulsion.

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: Guardians will be notified, and, at the 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 in organizations and events.

Progress Reports and Interim Reports

Progress Reports will be issued to students three times a year. The first two report cards will be delivered digitally through our SwiftReach program. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep guardians informed of the student’s academic progress. Guardians are encouraged to conference with the homeroom teacher with the issuance of 1st Trimester Interim reports in October. Guardians or teachers may request a conference with the issuance of the 1st and 2nd Trimester progress reports. A teacher or guardians may request a conference at any other time during the school year. These conferences will be scheduled by the teacher and guardians.

Guardians may not come to the classroom for a conference with the teacher unless it has been scheduled. This includes before and after school as well as during class as teachers have other responsibilities at these times. Guardians and teachers may not conduct unscheduled conferences during student dismissal. Guardians of students will be notified of progress around the midpoint of each trimester via an interim report sent digitally.

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

Testing Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades. Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre-K and Kindergarten students are administered the BRIGANCE developmental screenings.

ACRE

All students in grades 5, 8, 9, and 12 are given the ACRE (Assessment of Child/Youth Religious Education) in the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

Instruction/Curriculum

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

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

Religion	Reading	Spelling	Science	Handwriting	Physical Education	Music
Mathematics	English	Phonics	STEM	Social Studies	Technology	Library
Art	Creative Movement (Pre-K4 - grade 1)					

Spiritual Identity

It is part of our vision and mission that each student develops spiritually at each level of their education. Students attending Our Lady of Mount Carmel School are expected to participate in Religion classes daily and in all school Masses to further their spiritual development. Students will also be expected to participate in weekly Masses on a rotating basis. These Masses will take place on Friday at the 8 AM parish Mass. Students should arrive at 7:50 on their assigned Mass day and report to their homerooms, where the classroom teacher will escort them to mass. Please refer to the school calendar for the assigned days. Guardians and family members are welcome and encouraged to attend this daily Mass with their children.

Instrumental Music

Band instrument study may be offered to individual students in grades four through eight during school hours. The band performs in concert several times a year. To introduce students to instrumental music, grade 3 participates in weekly recorder instruction as part of their general music class.

Student Responsibilities

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

Dance Program

Most of our grades Pre-K-8 will take a dance class during the school year. A dance program is offered after school for students in grades kindergarten through five for an additional fee.. For grades 6-8 there is a dance company that is available after school for an additional fee as well.

Homework and Missing Assignments

Homework and assignment completion is an important aspect of a child's schoolwork in that it reinforces what the child has learned as well as develops needed study skills such as time management and self-discipline. All work is assigned at the discretion of the teacher and as such is often necessary for continued instruction. Guardians will be notified if a child frequently misses assignments. If a child continues to miss assignments, a student will be required to stay after school to complete their work.

Textbooks

Our Lady of Mount Carmel School utilizes a variety of resources for instruction including, but not limited to textbooks published by McGraw-Hill, Houghton Mifflin, and Pearson.

In almost all cases, students will be assigned specific textbooks that they are responsible for during the year. Students who lose or damage their textbooks will be responsible for replacing them.

High School Admissions and Visitation Policy

Middle school students are encouraged to shadow at Our Lady of Mount Carmel School's Upper School during their 7th or 8th-grade year. They will not be marked absent on this day but will be responsible for any missed assignments. Students shadowing at other schools will be marked absent and will be responsible for any missed assignments. Students who provide a letter from the school they shadow at will have their absence changed to Excused for up to three of these high school visitation

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

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 [school name] are as follows:*

- *Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to school leadership 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 school 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*
- *Telephone listing*
- *Weight and height of members of athletic teams*
- *Electronic mail address*
- *Photograph*
- *Honors and awards received*
- *Date and place of birth*
- *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 Principal in writing by September 1st.

- **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.

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

All guardians, 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.

All volunteers must have a completed Virtus background check completed and have completed all required documentation.

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)*

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their guardians) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without the consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software, or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without the explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off-campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School,

the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Social Media

Engagement in negative online social media activity will result in disciplinary actions up to and including expulsion if the content of the student's activity includes defamatory or harassing comments regarding the school, the faculty, other students, or the parish. Whether posted during school hours, on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline. Parents and students should refrain from posting pictures on social media unless consent from a child's parent has been given. Any picture posted on the School's website or social media page must have the approval of the administration.

Chromebook Policy and Procedures

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 educational tools and not intended for personal use such as gaming, social networking, or high-end computing.

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.

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 olmcmd.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)

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.

Home Use - (For Grades 9-12 Students Only)

- Students in grades 9-12 are issued a Chromebook for school and home use. These devices are expected to be taken home daily, charged, and brought back to school each day. Students in grades 4-8 are only permitted to take home devices following the written request from a parent and approval by the administration.
- 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 other students' addresses or phone numbers. All activity on the Chromebook and OLMC-issued email account, whether conducted at school or off site, is subject to search as OLMC property.

GENERAL INFORMATION / GETTING STARTED

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.

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.

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.

General Care and Precautions

- Chromebook batteries 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 office.

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 the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

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.

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.
- Lower & 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.

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.

USING YOUR CHROMEBOOK

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 with 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.

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.

Chromebooks Left at Home (For Grades 9-12 Students Only)

- 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.

Chromebook Loaner Policy for Middle School ONLY

- Students will be required to **turn in their phone** as collateral for usage of a loaner device. Students who do NOT have a phone administration will have an alternative solution.
- Students will also fill out a Google Form detailing their name, the date, and why they are using a loaner for documentation purposes.
- At the end of the day, students must return the loaner to the main office in order to get their phone back.

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.

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.

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.

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>. Alternatively, GSFE documents can be printed from any other computer, in or out of school, which has a printer connection.

SECURITY

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.

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.

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 an 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.

REPAIRS & FEES

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 the 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.

Repair and Replacement Fees I

- 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 \$300 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 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 devices
- 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.common sense media.org/blog/digital-citizenship>
 - <http://www.net smartz.org/Parents>
 - <https://www.fosi.org/>
 - <http://www.connectsafely.org>
 - <http://www.isafe.org/>
 - <http://wired safety.org>

- <https://www2.fbi.gov/publications/pguide/pguidee.htm>

Administration

Safety

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

All members of the school community share a concern for child safety. Please note, at all times, all doors to the building are locked from outside entry. All parents and visitors are expected to enter via the front door near the main office, sign in and wear a visitor's pass. Visitors entering the building are required to have their state-issued identification scanned via our Raptor system. This includes morning drop-off. Only students are permitted to enter through the breezeway. All adults must report through the office at any time throughout the school day.

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

Alcohol, Tobacco & Drug Policy

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

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

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

Volunteers

All volunteers in any capacity must abide by the Archdiocese of Baltimore Policy for the Protection of Children and Youth. These policies require that every volunteer submit an application, participate in training, abide by the Code of Conduct for Church Personnel, and undergo a criminal history screening prior to any volunteer service, including service as a chaperone. Any volunteer in any capacity must adhere to the rules and policies established by the administration and staff. Any behavioral issues while volunteering must be brought to the attention of the administration or staff.

VIRTUS Volunteer Screening

With our longstanding commitment in mind, all parishes and archdiocesan Catholic Schools use VIRTUS, a compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

All those who wish to work or volunteer in our school must be appropriately screened and trained and provide three written references to the school. All who wish to do so must go to <https://www.virtusonline.org/virtus/>. You will register by selecting an organization. Select: "Baltimore (Archdiocese)." You will create a login-ID and password. You will be asked to provide demographic information, including contact information. Next, you will select the "Primary Location" where you will work/volunteer. Select

the correct "Our Lady of Mount Carmel" where you will primarily be. Because you are working with children, please make sure that you select, "volunteer with substantial contact with children." No person over the age of 18 is permitted to volunteer without this screening.

Parent/Guardians who do not start the VIRTUS training by September 1st may delay their ability to volunteer or attend field trips. Parent/Guardians must have all VIRTUS components completed by October 1st to go on field trips in the fall and January 1st to go on field trips in the spring.

The process ends when:

1. You have completed the online training and we can print your **Certificate of Completion**
2. You have completed the entire background check process and **your etstatus is marked as "eligible"**
3. You have submitted **3 verifiable written references** to the VIRTUS program coordinator at our school.

Inclement Weather Closing

Our Lady of Mount Carmel School will follow the Baltimore County Public School System concerning weather related problems. We will send an alert through SwiftReach and if possible, post weather-related closures to WBAL. If the school should close early, all students must be picked up at the announced closing time. Instruct your child as to procedures/arrangements for such situations. There will be no Extended Care on days in which the school closes early for inclement weather. If inclement weather exists and Baltimore County schools are not in session or Our Lady of Mount Carmel is scheduled for an early dismissal, parents should listen to WBAL for announcements pertaining to Our Lady of Mount Carmel School.

Change in Name, Address, or Family Status

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

Communication to Parents

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after the change is effective.

School communication will be sent out via SwiftReach through PowerSchool. It is important that all email addresses and phone numbers are up to date.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Students 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.

Emergency Forms

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

School Emergency Procedures

The following procedures are put into place in the event of an emergency situation. These procedures are practiced as drills on a regular basis in order for students and staff to know what to do in the event of an emergency. In the event of an actual emergency, parents will be notified via our Alert System

Fire Drills/Evacuation

An evacuation takes place when there is a direct hazard in the building. Fire, gas leaks, bomb threats and chemical spills are examples of hazards that would require evacuation.

Lock Down

A lock down would occur if there was an immediate danger to our students and/or staff because of an intruder in the building, a police or emergency search, or emergency within the surrounding community.

Accountability

An accountability drill will occur when we need to account for all students during a crisis. The crisis may include a terrorist attack, a weather related event, a crisis in the community, or a medical emergency of a student or staff member. It does not pose an immediate danger, but is a critical situation.

Restricted Areas

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

Cell Phones

The cell phone and electronic device policy for our campus focus on appropriate use. Students will be permitted to carry a cell phone at school under the following conditions:

- 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.
- For grades 6-8 only, cell phones/smartwatches may be checked or used in the cafeteria area 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/smartwatch to any member of the faculty or staff. This is not negotiable. Students failing to relinquish phones may receive a disciplinary action.
- Cell phones/smartwatches may not be used as calculators or to listen to music.
- Teachers may require cell phones and smartwatches 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 at the discretion of a teacher for specific activities on chromebooks in the classroom. When in use, headphone volume must be low enough to hear any directions from the teacher. Headphones are not to be worn in hallways.

We 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.

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.

Personal Possessions

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

Food, Drinks, and Cafeteria

The cafeteria is the designated eating area in the school. With the exception of a personal water bottle filled with water, students are not permitted to have food or drinks in any area designated as a classroom or hallways before, during, or after school. The only exception to this rule is in relation to snack time in the lower school classrooms, where students may be permitted to have a small snack in the morning.

All students are supervised during lunch in the cafeteria and recess out in the yard. Students are expected to remain with their class during lunch and recess to ensure proper supervision. Each student is responsible for the lunch area in which they are seated and is required to follow the directions of the staff at all times. Any throwing of food in the cafeteria will result in disciplinary action.

A hot lunch is served daily. Students buying lunch must follow all policies for ordering set by the catering company.

Middle School students may only use the vending machines during lunch.

Students who forget their lunch will have to have a parent/guardian drop off a lunch to the main office. Delivered lunches or those purchased from outside vendors are not permitted (example: Happy Meals).

Lockers

A locker is provided for each student in 6th-8th grade. Students are responsible for purchasing their own lock, but must give the combination to their homeroom teacher.

The school does not assume the responsibility for personal belongings. Lockers should be kept in good condition and locked at all times. Any damage to the assigned locker must be paid for the student who has been assigned the locker.

Lockers may be used before and after school, as well as before lunch. Students are not 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 at any time. Locks that do not open using the combination provided will be cut off.

Harassment 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, 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.

Parking Lot Procedures

We ask that all parents follow the directions below as well as the directions of all faculty, staff, and volunteers when arriving and leaving the campus.

Rectory Parking Lot

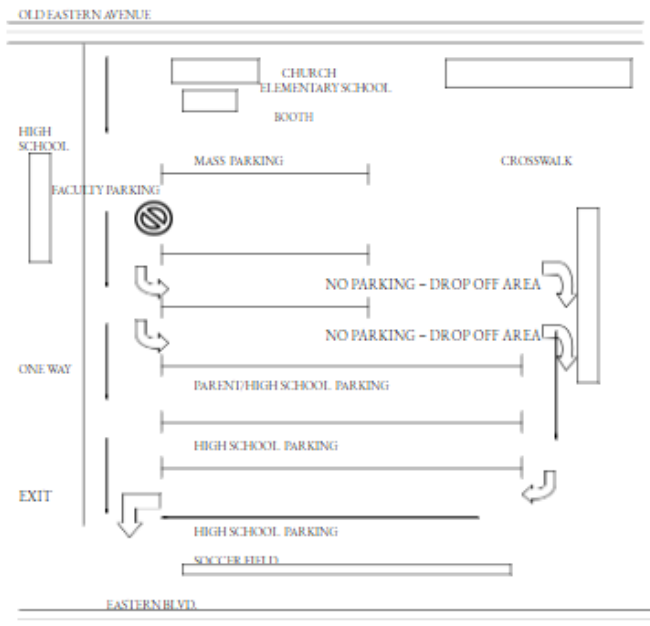
Due to faculty expansion and rectory needs, the front lot behind the rectory (near Gussie's) is NOT available for dropping off K -8th Grade students in the morning or for afternoon pick-up. The only time this lot is accessible to parents are for those parents dropping off after 8AM or picking up students at unusual times. At regular drop off/ pick up hours parents are to use the parking area behind the school and follow procedures as described below.

Morning Arrival Students in Pre-K4 through 8th

- 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 on the parking lot, drop off students while parked in the line and then proceed along the row closest to the fence and exit through the last aisle nearest the soccer field. Please do not drop students off from the driveway. There will be no staff placed at these areas. Cars will be stopped before the crosswalk, while staff members usher students across. Once the crosswalk is clear, the staff member will wave on the line of traffic to continue moving.
- 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. Parents that need to visit the office must enter through the main office. Only students are permitted to enter through the breezeway doors. Staff members will be present to receive students.
- Students dropped off after 8AM must enter through the Lower School office for their late slip in order to go to their classroom. Middle School students are late at 7:50am.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.

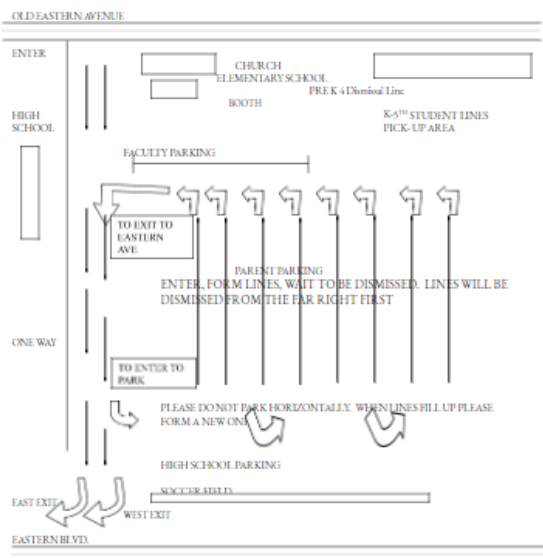
Morning Arrival for Registered Extended Care Students

Extended Care students must be dropped off in the lower school cafeteria between 7AM and 7:50. Families dropping off may use the small rectory lot to park and walk their child into the cafeteria. Students will be dismissed from the cafeteria to their classrooms at 7:50. If arriving after 7:50, you must follow the arrival procedures above.



Afternoon Dismissal

- Students will only be released to the person(s) designated on the emergency form, unless otherwise instructed in writing by the custodial parent or guardian. Student are not permitted to to leave school utilizing cabs, Uber, Lyft, or any private transportation company.
- Middle School students will be dismissed at 2:30pm and are to go directly to their cars or scheduled after school activities (extended care, sibling care, athletics, etc.). Guardians need to meet the students in the back parking lot. No student will be dismissed to individuals not on their emergency contact form. Students will not be dismissed to the front parking lot.
- Middle School parents should safely exit the parking lot towards Eastern Ave., following the directions of any faculty, staff, or volunteers.
- Students in grades Pre-K4 through 5th Grade will be dismissed at 3:00pm with their class. Students will be dismissed by their classroom teacher. Parents or parent designees need to meet the students in the back parking lot. No student will be dismissed to individuals not on their emergency contact form. Students will not be dismissed to the front parking lot.
- After the vehicles are parked, ALL vehicles will remain in the designated area until dismissed by a member of the Lower School staff. Parents may leave their vehicles to pick up their children, but it is requested that they return to their vehicles as promptly as possible. No vehicles will be dismissed until all students and parents have returned to their vehicles. At this time, a staff member will direct the vehicles to leave the parking lot. Vehicles will leave the parking lot by one exit only and one row at a time.
- All vehicles must be stopped by 2:55, either in the designated pick up lines, or stopped in the driveway in the “late line.” Once students begin exiting the building, no cars will be permitted to move. Once the designated pick up lines have been dismissed, the “late line” will be dismissed.
- All vehicles must obey the one-way pattern and proceed on the roadway toward Eastern Boulevard, following the flow of traffic.
- Vehicles turning right on Eastern Boulevard (going toward Hawthorne and Bowleys Quarters Area) are to remain in the far right lane of the roadway.
- Vehicles that will be going toward Stemmers Run Road and the Essex Area will remain in the far left lane of the roadway (the side by the soccer field).
- If the vehicles are dismissed, and for some reason your child has not arrived at your vehicle, we request you still follow the flow of traffic and just north of the school there will be limited spaces available (Special Parking). Again, when dismissed, move into one of these areas until your child arrives at your vehicle.
- Please do not leave your vehicle running when not attended.
- Please do not leave your car abandoned during the flow of dismissal traffic. This makes it very difficult for traffic behind the abandoned vehicle to travel safely to the exit. If you have a meeting with a teacher after school, please park in a different location. If you do not have a meeting, please return to your car as soon as you have picked up your child.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.
- Pets of any kind are not permitted on campus during school hours. Due to the unpredictability of animal temperament, any animal in surroundings that involve many people and vehicles could cause an increase in anxiety levels. This may lead to an unsafe situation for our students.



Admissions

Non-Discriminatory Policy

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, policy or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Christine Olszewski or Abigail O’Donnell.

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. We will always teach and act consistent with the tenets of the Catholic Church.

Registration

Registration in the lower school follows the guidelines below:

- To enter Pre-K4, a child must be four years of age by September 1st, as verified by birth certificate.
- To enter Kindergarten, a child must be five years of age by September 1st, as verified by birth certificate.
- Parents should present birth and baptismal certificates, social security card, record request, emergency information, immunization records, custodial records, and general health reports for students entering the school. The Baltimore County Health Department determines required immunizations. Our Lady of Mount Carmel follows these requirements.
- Transfer grades 1st through 8th may be tested in reading, math, and language arts to help determine proper placement and grouping. Academic, behavior and testing records will be reviewed prior to admission for all prospective students. If test results or records show that the school programs may not meet the needs of the child, parents will be informed.
- Transfer students whose academic, behavior or testing records and results indicate potential difficulties at Our Lady of Mount Carmel may be accepted on a probationary basis at the discretion of the principal.

Application Process:

Students must apply via the [SchoolAdmin online portal](#), completing all required items including, but not limited to providing birth certificates, immunization records, recent report cards, and standardized testing results.

Current families are given priority access to the application portal until February 13th, when all the portal opens to new families. Spaces will not be held for current families after February 13th.

Students are initially accepted and placed using the results of the following:

- School administered placement tests
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

Financial Obligations

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

Parents should be aware that failure to fulfill these obligations can have serious effects on the student. **Students who have outstanding financial obligations will not be able to 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 **prior** to a crisis.

Tuition

The rates listed below reflect tuition and fee amounts for the 2023-2024 school year only. Tuition is subject to change annually.

Grades Pre-K4 through 5:

- Catholic:
 - One student - \$7,200.00
 - Two students - \$12,540.00
 - Three students - \$15,498.00
- Non Catholic per child - \$8,300.00

Grades 6 through 8:

- One student - \$8130.00
- Non Catholic per child - \$8,500.00
- 8th Grade Fee - \$90 (\$50 paid to OLMC, \$40 paid for HSPT)

All students:

- Resource Fee per child - \$500 K-5 (\$100 Pre-K4)
- FACTS Enrollment Fee per family - \$50

Tuition is paid through FACTS Management. Payments may be made monthly or quarterly. Enrollment online is required to set up your monthly/quarterly payments. Families may choose direct debit from a bank account, pay online or pay via check. If tuition is paid in full by July 10th there will be a \$100 discount. Upon acceptance of a student and execution of a tuition contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason during the school year, the school will refund tuition based upon the below schedule. The contract will be payable through the last date of the month the student was registered. All tuition refunds are contingent upon the school receiving written notice prior to the student's actual departure date and the refund amount will be determined based on the actual departure date. 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.

Catholic status: A Catholic is one who is registered in a parish, is a member of a Catholic worshiping 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.

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.

Parent Involvement Program

The goal of the Parent Involvement Program is to foster involvement in the lives of our students and to bring together our parents as community builders.

Service is one of the most important aspects of the Roman Catholic tradition. Our Lady of Mount Carmel School is proud of its tradition of volunteerism and the outstanding community built around families working together for a common goal. We believe that all parent involvement is valuable and will make us better. To this end, we are asking each family to contribute 15 hours of time during the school year in support of school wide activities via the approved list. This requirement is regardless of the number of children attending. Grandparents, aunts and uncles may also volunteer on behalf of parents.

The deepest benefit of volunteering is the community that is built when we roll up our sleeves and work together. We know it when we feel it and our children feel it too-our support, our participation and our commitment to the community we build here. The family benefits of modeling positive behaviors and service for our children and the fellowship created is valuable. Assistance in fundraising events provides the money needed to fulfill Our Lady of Mount Carmel's education mission. The proceeds help us to close the tuition gap; that is the difference in the cost to educate and the tuition you pay.

Our Lady of Mount Carmel is committed to accurate and fair recording of hours. Volunteers are required to check in according to the volunteer procedure. Failure to check in can result in unrecorded hours. Any unfulfilled hours will be added to tuition accounts on or about May 15th at a rate of \$20 per unfulfilled hour.

Refund Policy

No refunds will be given for registration, 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, peer conflict, finances, behavioral concerns, academic concerns, and teacher conflict. If you should find yourself in one of these situations, we ask that you make an appointment with your child's 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.

Attendance

Our campus is open to students from 7:40am to 3:00pm. No students may arrive earlier than 7:40am unless registered for the Extended Care Program. Parents may not leave students unattended on school grounds. No supervision is provided for students prior to 7:40am. Morning Extended Care is available from the school for families that need to drop off students earlier due to work schedules. The office can provide parents with the proper registration materials for this program.

Absence

Regular attendance is considered essential for learning at Our Lady of Mount Carmel School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:00am and 7:50am to report the reason for absence and to request any work. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district. Per Student Policy 1.0 More than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

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

Truancy

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

Lateness/Assignments

Students may enter their homerooms at 7:40am (6th-8th) and 7:50am (Pre-K4-5th). Any student arriving after 7:50am (6th-8th) and 8:00am (Pre-K4-5th) is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

When students arrive after 9:30 am or are picked up before 1:30 pm they will be marked a half day absent.

Regular Dismissal

Students are dismissed at 2:30 pm (6th-8th) and 3:00 pm (Pre-K4-5th) and must be picked up at this time, unless attending after school activities or extended care programs.

Early Dismissal

There are some days that students will be dismissed early. Every effort will be made to publish these early dismissals at the first distribution of the school calendar. In rare cases, a change to the calendar will be announced with advance notice. There is no aftercare on half day schedules.

Transfers

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

Discipline

Our Lady of Mount Carmel School strives to develop responsible, courteous, self-disciplined individuals whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs. 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.

As a School community, we pledge to be Respectful, Organized, Accepting, and Responsible as part of our PBIS (Positive Behavior Intervention and Supports) program. Students meeting the criteria of this pledge will be awarded and recognized for their hard work and dedication in promoting positive behavior. 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.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

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 during the school day. Conduct at after school activities, athletics, event, and on the school transportation is included in the school discipline system. Conduct while representing OLMC on an athletic team will be addressed by the Athletic Director, a member of the school leadership team.

Generally, the teachers will deal with infractions and are 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 child.

Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to further disciplinary action including detention, in-school suspension, suspension, or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

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.

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.

Detentions will be held at the discretion of the teacher assigning the 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
- Failure to follow instructions
- Failure to return documents requiring a signature
- Repeated uniform violations (3)
- Inappropriate language
- 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
- Social media infractions (See Acceptable Use of Technology Section)

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
- Defiance
- Deliberate damage to school or student property (restitution is also required)
- Disrespect to faculty, staff, or student members Stealing (restitution is required)
- Violations of the Ethical Use of Technology guidelines provided by the Archdiocese
- Student harassment

Students may be suspended or 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
- Repeated cell phone violations and/or failure to relinquish cell phone/devices to teachers
- 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. Students on suspension are responsible for all of their classwork and homework.

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). Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The possession of any deadly weapon is an offense which immediately begins the expulsion process. A deadly weapon may be defined as a gun (loaded or unloaded), knife or any other object which is used primarily for violence. Using, possessing, or dealing drugs of any kind, including alcohol is grounds for expulsion. Any type of violent or uncontrolled behavior which threatens the safety of others may result in expulsion.

The school reserves the right to expel any student at any time when his/her conduct warrants it. 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. Any expelled student forfeits all privileges of Our Lady of Mount Carmel School student. The Administrator reserves the right not to re-admit an expelled student at a later date.

If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents may be give the option to withdraw the student in lieu of expulsion.

Search and Seizure

Our Lady of Mount Carmel School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

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

Health and Safety

AHERA

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

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original

medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Other Health Related Issues

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

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

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)

Tuberculosis

Meningitis

Whooping Cough (Pertussis)

Hepatitis

Rocky Mountain Spotted Fever

Food Poisoning

Human Immune Deficiency

Mumps

Virus Infection (AIDS and all

Adverse reactions to Pertussis Vaccine

other symptomatic infections)

Lyme disease

Animal bites / Rabies

Chicken Pox (varicella)

Influenza

Covid19

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

Health Records

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

Head Injury

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

Allergies

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

Bloodborne Pathogens

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

Insurance

The school will provide the options for parents to purchase health insurance for their children.

Vision/Hearing Screening

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year
2. All students the year they enter the school in Grades pre-kindergarten, kindergarten, 1, and 8 or 9
3. Grade 3 or Grade 4 if funding is available
4. Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians

Child Abuse and Neglect Reporting Policy Procedures

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

Playground/School Supervision Provisions

Students are supervised by an adult staff member or volunteer during the instructional day. Pre-K4 through 5th grade students are supervised between 7:50am and 3:00pm daily. 6th through 8th grade students are supervised between 7:40am and 2:30pm.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Student Services

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Before and After School Care

Extended care services are available from 7:00am-7:50am and 2:30pm-6:00pm daily for an additional fee. For information on this service contact the Lower & Middle School office. All discipline policies and procedures are in place during before and after care.

After-School Activities

Our school does have after-school clubs for grades 6-8. These after-school clubs will be listed in the beginning of the school year during homeroom. Students will be allowed to participate. Some of these clubs are but not limited to: Robotics, STEM, Drama, Chess, and Golf. Every year it can change depending on staff availability. Some of these clubs will require an additional fee for competitions or materials.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is not to attend school and will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. All chaperones are required to complete Virtus training. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

Refunds can not be issued subsequent to the receipt and deposit of payment, regardless of the student's inability to attend due to circumstances such as illness or unforeseen events.

PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

Guidance and Counseling

Our Lady of Mount Carmel School employs a full time Director of Student Support Services. This department makes available education information to all students. Individual and group counseling may be provided to assist in the student's educational, vocational, social, and personal development. This department works with the administration to complete placement testing and standardized testing, and to develop student accommodation plans for students with IEP/504 plans.

Lost and Found

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

Items for the Office

All items sent to the school office must be clearly marked with the student's name and who they are directed to. This includes any money and forms.

School Supplies

Teachers will provide a school supply list by grade level at the end of the prior school year. Parents should only purchase what is on the list. Parents should expect to replenish some items throughout the school year.

Student Uniforms

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. 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 detention. Violations that occur after the accumulation of the first three will result in an automatic 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.

The following items must be purchased from the uniform company: Middle school polos with logo, all Physical Education items, sweaters, vests, cardigans, pullovers, jumpers, and skirts. All other clothing must follow regulations and may be purchased elsewhere. All clothing must fit appropriately. All blouses, shirts, and polos are to be tucked in at all times. 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 school logos.

Uniform clothing may be purchased from:

FLYNN & O'HARA UNIFORM CO.
8820 Waltham Woods Road
Baltimore, MD 21234
410-828-4709
www.flynnohara.com

A very limited amount of uniforms are available through a uniform exchange as scheduled.

Pre-K4 -5th Grade

These policies are in effect all year round

Girls

- No makeup
- Nail polish must be neat in appearance. Artificial nails are not permitted
- Jewelry—Thin chains with religious pendants, watches, simple earrings, simple rings and bracelets - limited to one per hand
- Hair - must be well groomed, off the face and of a natural color. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children
- Outerwear- Jackets and hooded sweatshirts are not permitted to be worn in the buildings
- Headphones of any kind are only permitted in the classrooms at the discretion of the teacher

Boys

- Boys may not wear earrings at any time.
- Hair – must be well groomed, off the face, and of a natural color. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.
- Jewelry- Thin chains with religious pendants, watches, simple bracelets - Limited to one per hand
- Outerwear- Jackets and hooded sweatshirts are not permitted to be worn in the buildings
- Headphones of any kind are only permitted in the classrooms at the discretion of the teacher

Pre-K4 Regular Uniform

November 1st through March 31st

- Grey T-shirt with OLMC logo
- Grey Sweatshirt with OLMC logo
- Grey Sweatpants (Logo is optional. You may purchase at a local retail store)
- White ankle or crew socks with mostly black or white athletic shoes

Kindergarten -5th Regular Uniform

November 1st through March 31st

Girls

- Jumper—Green Plaid, no shorter than 2 inches above the knee
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles).
- Belt required; solid brown only; grades 3-5.

- White oxford, peter pan, polo, or turtleneck (tucked in) - Logo is not required.
- Socks—navy blue knee-highs. No sports socks.
- Tights—navy blue
- Shoes—tan suede bucks, brown boat shoes, mostly white or black athletic shoes
- Sweater—Navy blue only; vest, cardigan or pullover (**must be pre-printed with Mount Carmel logo and purchased from Flynn & O’Hara**) No hoodie styles.
- Grey sweatshirt with **OLMC logo** with a white shirt option underneath (preferred)

Boys

- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut. No shorter than 2 inches above the knee.
- Belt required; solid brown only; grades 3-5.
- White polo, turtleneck, or button down (tucked in) - Logo is not required
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- White crew or ankle socks
- Grey Sweatshirt with **OLMC logo** with a white polo shirt underneath (preferred)
- Sweater— Navy blue only; vest, cardigan or pullover (**must be pre-printed with Mount Carmel logo and purchased from Flynn & O’Hara**). No hoodie styles.

Pre-K4 Fall & Spring Option

August through October 31st and April 1st through the end of the year

- Grey T-shirt with **OLMC logo**
- Royal Blue shorts with **OLMC logo**
- White ankle or crew socks with black or white athletic shoes

Fall & Spring Uniform

August through October 31st and April 1st through the end of the year

Girls

- Green plaid jumper no shorter than 2 inches above the knee with navy knee highs or navy tights
- Navy blue walking shorts with white ankle or crew socks. No shorter than 2 inches above knee.
- Pants —Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required with pants and shorts; solid brown or black only; grades 3-5.
- White polo shirt (tucked in) - Logo optional
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- White crew or ankle socks (with shorts or pants)
- Grey Sweatshirt with **OLMC logo** with white polo underneath (preferred)
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white polo underneath

Boys

- Navy blue walking shorts. No shorter than 2 inches above knee.
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown or black only; grades 3-5.
- White polo, turtleneck, or button down (tucked in) - Logo is not required
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- White crew or ankle socks
- Grey Sweatshirt with **OLMC logo** with white shirt option underneath (preferred)
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white polo underneath

Kindergarten - 5th Grade Physical Education Uniform

Regular Uniform

November 1st through March 31st

Students who are not in the correct uniform may not receive full credit for Physical Education

- Grey T-shirt with **OLMC logo** (available in short or long sleeve)
- Grey Sweatshirt with **OLMC logo**
- Grey Sweatpants with **OLMC logo**
- White socks with black or white athletic shoes

Fall & Spring Option

August through October 31st and April 1st through the end of the year

- Grey T-shirt with **OLMC logo** (available in short or long sleeve)
- Royal Blue shorts with **OLMC logo**
- White socks with black or white athletic shoes

6th-8th Grade

These policies are in effect all year round

Girls

- Makeup limited to concealer
- Nail polish must be neat in appearance. Artificial nails must be short enough to allow for Chromebook use.
- Jewelry—Thin chains with religious pendants, watches, simple earrings, simple rings and bracelets - limited to one per hand. The only piercing should be on the earlobes. No gauges or earrings larger than a quarter
- Hair - must be well groomed and of a natural color. Highlights must blend with natural color. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children
- Outerwear - Jackets and hooded sweatshirts are not permitted to be worn in the buildings
- Headphones of any kind are only permitted at lunch and in the classrooms at the discretion of the teacher

Boys

- Boys may not wear earrings or any makeup at any time.
- Hair – must be well groomed, off the face and natural color. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.
- Facial Hair - all students must be completely clean shaven. No sideburns below the ear.
- Jewelry- Thin chains with religious pendants, watches, simple bracelets - Limited to one per hand
- Outerwear- Jackets and hooded sweatshirts are not permitted to be worn in the buildings
- Headphones of any kind are only permitted at lunch and in the classrooms at the discretion of the teacher

6th - 8th Grade Regular Uniform

November 1st through March 31st

Girls

- Green plaid skirt or kilt no shorter than 2 inches above the knee with navy knee highs or navy tights
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown or black only; with pants
- White polo shirt (tucked in) - with **OLMC logo**
- White button down shirt (tucked in) - short or long sleeve
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- White crew or ankle socks (with shorts or pants)
- Grey Sweatshirt with **OLMC logo** with white polo or white button-down underneath
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white button down underneath
- **The grey crew sweatshirt or one of the navy sweater options are required for all liturgies and special events**

Boys

- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut
- Belt required; solid brown or black only

- White polo shirt (tucked in) with **OLMC logo**
- White button down shirt (tucked in) - short or long sleeve
- Solid Navy Tie with white button down shirt
- White crew or ankle socks
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- Grey Sweatshirt with **OLMC logo** with white polo or white button down & tie underneath
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white polo or white button & tie underneath
- **The grey crew sweatshirt or one of the navy sweater options are required for all liturgies and special events**

6th - 8th Grade Fall & Spring Option

August through October 31st and April 1st through the end of the year

Girls

- Green plaid skirt or kilt no shorter than 2 inches above the knee with navy knee highs or navy tights
- Navy blue walking shorts. No shorter than 2 inches above knee.
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown or black only; with pants and shorts
- White polo shirt (tucked in) - with **OLMC logo**
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- White crew or ankle socks (with shorts or pants)
- Grey Sweatshirt with **OLMC logo** with white polo underneath (preferred)
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white polo underneath
- **The grey crew sweatshirt or one of the navy sweater options are required for all liturgies and special events**

Boys

- Navy blue walking shorts. No shorter than 2 inches above knee.
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown or black only; grades 3-5.
- White polo shirt (tucked in) with **OLMC logo**
- Shoes—tan suede bucks, brown boat shoes, white or black athletic shoes
- Navy or White crew or ankle socks
- Grey Sweatshirt with **OLMC logo** with white polo underneath (preferred)
- Sweater— Navy blue only; vest, cardigan or pullover with **OLMC logo** with white polo underneath
- **The grey crew sweatshirt or one of the navy sweater options are required for all liturgies and special events**

6th - 8th Grade Physical Education Uniform

Regular Uniform

November 1st through March 31st

Students who are not in the correct uniform may not receive full credit for Physical Education

- Grey T-shirt with **OLMC logo** (available in short or long sleeve)
- Grey Sweatshirt with **OLMC logo**
- Grey Sweatpants with **OLMC logo**
- White socks with black or white athletic shoes

Fall & Spring Option

August through October 31st and April 1st through the end of the year

- Grey T-shirt with **OLMC logo** (available in short or long sleeve)
- Royal Blue shorts with **OLMC logo**
- White socks with black or white athletic shoes

Pre-K4 - 8th Grade Dress Down or “Tag Days”

The following regulations apply for “Tag Days.” Students are expected to dress in a pleasing, modest, and presentable manner. **It is up to the discretion of the administration to determine what is appropriate.** If attire is deemed not acceptable, the student may not be allowed in class until proper attire is brought to school.

- Dresses and skirts must be of reasonable length (no more than 2 inches above the knee when standing) and not too tight.
- Tops must have sleeves. No tank tops or spaghetti straps unless worn with a sweater or jacket at all times. T-shirts with acceptable writing are allowed. Low, midriff, or crop tops are not to be worn.
- Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.
- Presentable jeans or chinos are acceptable. Pants may not be excessively loose or tight. Jeans with large tears/holes are not permitted.
- Leggings, yoga pants and spandex are only permitted when worn under dresses and skirts that extend to mid-thigh
- Presentable jean or chino shorts are acceptable. No cut-offs are allowed. Shorts are to be no shorter than mid-thigh. (Fall & Spring only)
- Presentable athletic pants are acceptable. Athletic shorts are permitted during the Fall & Spring only. Shorts are to be no shorter than mid-thigh.
- No hats are to be worn in school. - unless specifically allowed for a tag day theme.
- Any shoes may be worn except open-toed sandals, flip-flops, clogs, crocs, ripped sneakers, or shoes with heels over 1 inch. As a reminder, students may have recess or Physical Education on tag days and should plan accordingly.
- Outerwear - Jackets are not permitted to be worn in the buildings

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

Out of Uniform Policy

By signing the admission agreement, you are aware and agree to the uniform code and tag day policies listed above. Failure to follow the uniform policy will result in the following actions:

- Students in grades Pre-K4 through 8th grade will receive a written uniform notice to be signed by a guardian. Each violation that occurs after the accumulation of three (3) will result in school detentions.
- If the dress code violation interferes with the regular routine of the school day, the student may be excluded from classes or activities until the proper uniform is acquired.
- The final decision as to what constitutes acceptable dress rests with the administration.