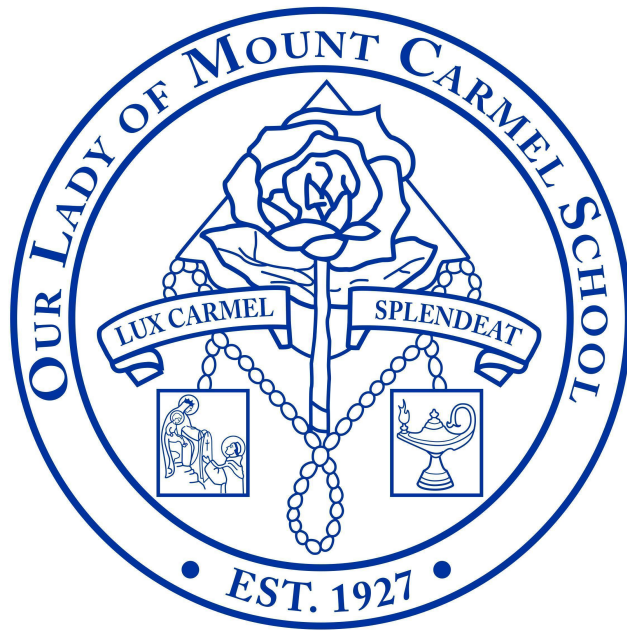


*Our Lady of Mount Carmel
Upper School
Student and Family Handbook*



Updated 7/2023

Our Lady of Mount Carmel Upper School

1704 Old Eastern Avenue
Baltimore, MD 21221-2203
Web site: www.olmcmd.org

Administration:

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

Upper School Office:	410-686-1023	Upper School Fax:	410-686-2361
Sacramental Preparation:	410-238-1169	Business Office:	410-238-1160
Athletics	410-238-5510	Guidance:	410-238-1177
Parish Center:	410-686-4972	Administrative Office:	410-238-1163
Lower & Middle School Office	410-686-0859		

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 2023-2024 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

Table of Contents

Foundational Documents	4
Academics	7
Student Activities	15
Acceptable Use Policy for Technology	18
Chromebook Policy	20
Administration	27
Parking Lot Procedures	33
Admissions	35
Discipline	40
Health and Safety	44
Student Services	47
Student Uniforms	49

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

Our Lady of Mount Carmel School 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.

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

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.

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

Foundational Documents

Archdiocese of Baltimore Catholic Schools

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

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

Our Lady of Mount Carmel School

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

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

Belief Statements:

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

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 in 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 prior to 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
- James 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
- Kristen Rose
- 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 Cognia 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 parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. To promote your school and to speak well of it to others
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. To appreciate that Catholic education is a privilege that many persons do not have

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

Parental Support/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 parent'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 a higher education.
- life-long learners who are technologically competent and academically prepared.
- persons of integrity who continuously apply their talents to meet the needs of an ever-changing society.
- successful adults who apply their knowledge and faith to the home, the workplace, and the community.

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

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level, or recommend alternative placement. Parents will be notified by Semester 2 if a student is in danger of being retained.

Grading System Grades 9-12

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

A+	97-100	A	90-96
B+	86-89	B	80-85
C+	77-79	C	75-76
D+	72-74	D	70-71
<70	Failure		

Passing Grade - 70

College Recommending QPA - 2.0

Honor Roll for Students in Grades 9-12

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

First Honors	Second Honors	Honorable Mention
3.8 - 4.0	3.4 - 3.79	2.8 - 3.39
No Grade < 90*	No Grade < 86*	No Grade < 80*

* in all courses except AP and Honors

Academic Honesty Policy

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

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

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

Consequences:

1st violation –

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

2nd violation in the same class – the first three steps from above plus

1. Will result in an "F" in that course for the quarter.
2. Required parent conference

3rd violation – the first three steps from above plus

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

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

Consequences: same consequences as cheating on a test.

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

Consequences: same consequences as cheating on a test.

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

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

Violation of the Academic Honesty Policy may result in students losing the privilege of representing Our Lady of Mount Carmel.

Example: SGA, NHS, Academic Honor Societies, Athletics, Campus Ministry, Band, Chorus etc.

Progress Reports and Interim Reports

Progress reports are issued once each term digitally through email unless a student has a grade of D or below when a hard copy will be mailed home as well.. The date of distribution is listed on the calendar. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep parents informed of the student’s academic progress. A teacher or parent may request a conference at any other time during the school year. An appointment can be set by writing a note directly to the teacher or contacting the school office. Parent conference times must be confirmed by the teacher involved or the principal.

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

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

Testing Program

Grades 9, 10, 11 PSAT

Grade 10 Pre-ACT

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

The ACRE test is administered to freshmen and seniors.

Instruction/Curriculum Grades 9-12

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

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

- Languages 2 credits
- Technology 1 credit

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

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

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

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

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

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

Course offerings:

Required Courses:

<u>12th Grade</u>	<u>11th Grade</u>
Theology	Theology
British Literature	American Literature
American Government	U.S. History
Mathematics	Chemistry
Mathematics	

<u>10th Grade</u>	<u>9th Grade</u>
Theology	Theology
English- Genre Style	English Writing
World History	Geography/Health
Mathematics	Mathematics
Biology	Physical Science
Language	Language/Reading

Electives are offered as teachers and schedules permit.

Concurrent college courses may be offered through Community College of Baltimore County in the areas of Math, Social Sciences, Computer Science and English. College level classes taken with the expectation of parallel credit must be approved by the administration prior to enrollment. Students must also meet CCBC's prerequisites in order to enroll. Students who enroll and attempt the class but fail to get a passing grade will be required to reimburse Our Lady of Mount Carmel for the cost of the course.

Failure

Any student in grades 9-12, failing an academic subject for the quarter is required to meet with the Administration/Guidance.

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

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

Three weeks before the end of the quarter, parents will receive a progress report to update academic progress. All progress reports are sent electronically. Students who receive a failing grade will also receive a progress report in the mail.

Quality grade point average Three Groupings:

AP Courses/College Credit Courses

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

Honors Program

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

Standard

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

Electives

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

Quality point rating

Grade	AP/College	Honors	Standard
100-90	5.0-4.8	4.5-4.3	4.0-3.8
89-86	4.7-4.4	4.2-3.9	3.7-3.4
85-80	4.3-3.8	3.8-3.3	3.3-2.8
79-77	3.7-3.4	3.2-2.9	2.7-2.4
76-75	3.3-3.0	2.8-2.5	2.3-2.0
74-70	2.9-1.9	2.4-1.5	1.9-1.0

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

Exams

1. Students are not exempt from midterm or final exams.
2. Students are expected to be present during the posted exam schedule.
3. A doctor's note is required if absent during an exam. If there is no doctor's excuse there will be a \$30 makeup fee for each unexcused missed exam.
4. Complete uniform code is in effect.
5. If school is late due to weather, exams will begin when students arrive at the designated time. If school is canceled, exams will resume in order when school reopens.
6. Conflicts (example multiple math or science) with the exam schedule should be reported to and resolved by the administration.
7. Exams will not be given early to accommodate family vacations or non-school related absences.
8. All final exams must be completed by June 30.

Bell Schedule

School hours are from 7:40 a.m. to 3:00 p.m. Students in grades 9-12 may be dismissed at 2:30 if all work, assignments, and projects are completed. Teachers are available to assist students with assignments and may require a student to stay until 3:00 if necessary. Homeroom is a time for homeroom activities. Attention is to be given to morning announcements and homeroom business.

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

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

Class Procedures

1. Report to the Main Office immediately if no teacher reports to class.
2. Anyone leaving a class or study session for any reason must secure a pass from the person in charge.
3. At change of class, students are to move at once to their next assigned room. Unexcused lateness for class or study will result in disciplinary action.
4. Students are encouraged to use the lavatory at the change of class. Loitering in the lavatory is forbidden at any time. Abuse of lavatory use during class time will result in loss of lavatory privileges.
5. No one may be in the gym locker rooms at any time except during appointed class periods. Only team members preparing for a game or practice may use the locker room after school.

Service Requirements

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

Students are required to participate in one scheduled day of service each year. In addition, all students are required to complete 10 hours of service per year. There are a variety of experiences offered and Mount Carmel provides transportation and adult supervision at all placements. The service day is designated on the calendar and attendance is mandatory. All students who miss the service day will meet with the Guidance Office to arrange other appropriate service projects.

The students are able to pick from a large variety of school-wide projects. Students may also fulfill their 10 hour service requirement by completing volunteer hours at recognized organizations in the community with approval from an Administrator. Completing appropriate service projects is a graduation requirement.

All students are encouraged to keep accurate records of volunteer hours completed. Tracking forms are available from the Guidance office, the theology teachers, and the main office. Service hours for the school year are tracked from June 1 - May 10. Tracking sheets should be turned in to the Guidance Office at any time throughout the school year. Completions of the required service projects are required for promotion to the next grade level.

Seniors with remarkable commitment to the community will be recognized at the Awards Ceremony in May. Underclassmen will be recognized in the fall at the Honor’s Assembly.

Physical Education

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

Physical education is required by the State of Maryland, and therefore, the requirements must be met. Any student unprepared for four classes during one quarter will receive an F for the quarter. See Uniform Section for Gym Dress Requirements.

A note from a doctor is required in order to be excused from gym class for an extended period of time. A note from a parent will be accepted as an excuse from physical activity for a limited time period. The excuse must be approved by the administration before the first period. An appropriate, written assignment must be completed during the class period to fulfill requirements. Students in dance class are expected to follow the same guidelines and dress requirements as students in Physical Education classes.

Physical Education Waiver

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

Criteria for the Physical Education Waiver includes:

- Student must have participated in one varsity sport for at least two years or
- Students must have participated in two different varsity sports during the same school year.
- Students must be in good academic standing.
- Students must have approval from the Athletic Director, Parent and Principal.

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 on a daily basis. Liturgical celebrations including the celebration of the Eucharist and the Sacrament of Reconciliation are an integral part of the school's curriculum and community life. Students are required to take part in the liturgical functions sponsored by the school as part of their religious education. Student participation and leadership is encouraged. Students are invited to take part in planning, lecturing, musical leadership, and sharing talents in a variety of ways so that the experiences, which are scheduled throughout the year, are meaningful to all. All students who attend Mount Carmel follow the regular academic program in religious education and must obtain a passing grade in the subject. In addition, all students take part in mandatory campus ministry activities whether or not a student is Catholic. Certain liturgical roles require students to be a Catholic in good standing at their parishes.

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

Throughout the school year, many service opportunities are offered. All students in grades 9-12 will need to meet service requirements under academic policies. Please refer to page 11 for details.

Homework and Missing Assignments

Homework and assignment completion is an important aspect of a student's schoolwork in that it reinforces what the student 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. Parents will be notified if a child frequently misses assignments. In the event that a child continues to miss assignments, a student will be required to stay after school to complete their work..

Titles of 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.

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 [insert title of appropriate school official] 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.*

Transcripts or records are mailed directly to the institution designated. SAT and ACT scores are submitted by the testing agency to the institution.

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

STUDENT ACTIVITIES

Athletics

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

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

Interscholastic athletics at Our Lady of Mount Carmel is a voluntary commitment made by the student. As such, student athletes are required to attend all games and practices both on school days and non-school days. A student must be in attendance during the school day in order to participate in any after school event. Students must arrive in school by 9:00 am in order to participate.

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

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

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

National Honor Society

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

Students in the 11th or 12th grade that have attended Our Lady of Mount Carmel for at least three semesters are eligible for membership. For the scholarship criterion, provided they have maintained a cumulative average of 3.6 based on Mount Carmel's quality point ratings, and exhibit good conduct. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in all of the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

National Spanish Honor Society

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

National English Honor Society

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

Student Government Association

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

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

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

Dances/ Prom

Students may arrive up to one (1) hour after the dance begins. They may not leave any earlier than ½ hour before the time set for the dance to end. This applies to on and off campus dances. Parents picking up students must do so at the entrance where the dance is being held. Appropriate attire will be discussed prior to the dance. Prom at Our Lady of Mount Carmel is a Junior and Senior class event. Freshmen students from any school are not permitted to attend the prom. No student will be allowed to bring a guest to prom that is over 20 years old.

School Ring/Sophomore Pin

Students in their junior year may choose to purchase a school ring. An opportunity to order school rings is provided at the end of sophomore year. Students in their sophomore year receive the official school pin.

Participation in Extracurricular Activities

A student must be in attendance during the school day in order to participate in any after-school or evening activity that day. A student must arrive by 9:00 a.m. in order to participate in any after school or evening activity for that day. This includes any event held whether it is dances, games, rehearsals, practices, drama productions, meetings, Prom, or special events such as the Sports Award Banquet. Special consideration will be extended to those students who provide documentation of a doctor's visit, legal appointment, etc. No other exceptions will be considered unless a meeting is scheduled with an administrator prior to the incident.

Exclusion

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

Parent Teacher Student Association

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

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

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. a

The purpose of this policy is to ensure that student users (and their parents) 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 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 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 administration.

Enforcement and Violations

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

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

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

Chromebook Policy and Procedures

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

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. Our Lady of Mount Carmel will provide GSFE accounts for all teachers, students, and support staff. Curriculum related software apps are installed remotely onto Chromebooks and managed by Our Lady of Mount Carmel.
- 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 Our Lady of Mount Carmel administration and should not contain personal files.
- Students at Our Lady of Mount Carmel are assigned an email through GSFE that is managed by Our Lady of Mount Carmel. Students will be able to communicate both with other students, faculty, and staff within the Our Lady of Mount Carmel system and also with others outside of the olmcmd.org domain.
- Email is monitored by Our Lady of Mount Carmel 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. Our Lady of Mount Carmel 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 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.

- Our Lady of Mount Carmel provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. For more tips, please see the Parent/Guardian Responsibilities (Appendix B).

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. All activity on the Chromebook and Our Lady of Mount Carmel-issued email account, whether conducted at school or off site, is subject to search as Our Lady of Mount Carmel 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 Our Lady of Mount Carmel, 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 Our Lady of Mount Carmel-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 OUR LADY OF MOUNT CARMEL-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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school.

Unsupervised areas include the gym, the gym locker rooms, the corridors, the lunchroom, vehicles, bathrooms, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately returned to the Technology Office.

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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel.
- 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 Our Lady of Mount Carmel 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 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 Our Lady of Mount Carmel 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

Our Lady of Mount Carmel 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 Our Lady of Mount Carmel-issued email account, whether conducted at school or off site, is subject to search as Our Lady of Mount Carmel 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

- Our Lady of Mount Carmel will be responsible for providing network access and content filtering at school.
- Our Lady of Mount Carmel makes no guarantee that its network will be up and running 100% of the time. In the rare instances that the network is down, Our Lady of Mount Carmel 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 Our Lady of Mount Carmel. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- While Our Lady of Mount Carmel 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 Our Lady of Mount Carmel 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 Our Lady of Mount Carmel-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

- 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 \$270 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.
- Our Lady of Mount Carmel uses an inventory management system that has theft and loss recovery systems. Lost or stolen Chromebooks must be reported immediately to the Technology office or the school administration.
 - If the Chromebook can't be recovered, the fee for a lost Chromebook will be the full replacement cost of the device.
 - If the Chromebook can't be recovered, the fee for a stolen Chromebook will be waived if a copy of a police report is submitted to the school administration.
- Disciplinary action may be imposed as the circumstances may warrant at the discretion of the administration.
- Replacement Chargers / AC Adapters must be purchased by the Technology office. The student / parent / guardian will be charged the cost of replacement.

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

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

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

- Leaving Chromebook unattended or in an unsupervised area
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of Our Lady of Mount Carmel 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 Our Lady of Mount Carmel 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 **Repair and Replacement Fees**. 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 Alert Now communication system. It is the responsibility of parents and guardians to notify the school of any changes in contact information so that parents can be reached.

All members of the school community share a concern for student 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. This includes morning drop off. . 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.

All visitors must report to the office and receive an identification badge before visiting other parts of the school building. An identification badge will be provided after screening utilizing photo ID.

Alcohol, Tobacco & Drug Policy

Our Lady of Mount Carmel School complies with the Drug Free Workplace Act of 1988. According to fire regulations and in conformity with medical research, students are not permitted to smoke/vape anywhere in or around the school building and campus or at any school functions. Smoking/vaping will result in suspension. Possession, distribution, or being under the influence of drugs and/or alcohol in the school, the vicinity of the school, or at school affairs could result in expulsion at the discretion of the administration. The administration reserves the right to notify the proper authorities.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

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.

Asbestos

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

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 administration and staff. Any behavioral issues while volunteering must be brought to the attention of 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 www.virtus.org. 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.

Inclement Weather Closing

Our Lady of Mount Carmel School will follow the Baltimore County Public School System concerning weather related problems. Listen to WBAL radio or WLIF FM radio and do not call the school, the Central School Office, or the radio stations. If the school should close early, all students must be picked up at the announced closing time. Instruct your student as to procedures for such situations. There will be no Advisory 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 or WLIF FM 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 or phone 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 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. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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

Our Lady of Mount Carmel School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

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 assigned date 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 per Maryland state requirements 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. Each student should acquaint him/herself with the rules and regulations of all drills and pay attention to the directions given during all drills. Silence during drills is required.

Fire Drills/Evacuation

An evacuation takes place when there is a direct hazard in the building. Fire, gas leak, bomb threat 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.

School-owned Vehicles

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

Cell Phones

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

- Cell phone numbers must be registered with the office.
- Phones are not to be visible in the hallways or church. Phones are not to be used during class. Each student will be issued a Chromebook which removes the need for cell phones during instruction.
- Cell phones/smart watches may be checked or used in the cafeteria area of the school before and after school and during lunch times.
- No calls are to be made during the school day. If a student needs to use the phone they can do so at the school office or with permission of an administrator.
- Students understand that any use of a phone outside of the agreement will result in the phone being confiscated and retained until such time that a parent comes to get it.
- Students are required to relinquish their phone to any member of the faculty or staff. This is not negotiable. Students failing to relinquish phones may be sent home immediately.
- Cell phones/smart watches may not be used as calculators.
- Teachers may require cell phones to be placed in a special area in the classroom during testing or when students leave the classroom to minimize the opportunity for students to misuse cell phones.
- Headphones are not to be worn in hallways. Headphones are only permitted in the cafeteria before and after school and during lunch times.

We also believe that these rules provide an opportunity for our students to learn how to use the technology in an appropriate way. Students are not required to have a cell phone or any electronic devices, besides graphing calculators which are not provided by the school. Parents may choose to have rules that are more stringent than school. **If a phone or any electronic device is brought to school, it is the complete responsibility of the student; the school is not responsible for loss or damage under any circumstances.**

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

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

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

Teachers will clearly explain 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. All students are supervised during lunch in the cafeteria. 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 in keeping the cafeteria clean. Any throwing of food in the cafeteria will result in disciplinary action.

Students buying lunch must follow all policies for ordering set by the lunch company. Payment for lunch is due at the time of purchase.

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

Students 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: Fast food chains).

Lockers

One locker and a combination lock are assigned to each student. Only locks supplied by the school may be used. The combination lock must be returned at the end of the school year or when a student withdraws from the school. Failure to do so will result in a \$10.00 fine, which is the cost to replace a lost lock.

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

Lockers may be used before and after school, as between classes. 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

All vehicles arriving and departing from campus are expected to follow the procedures outlined below, as well as the directions of any faculty, staff, or volunteer. All procedures are in place for the safety of the students.

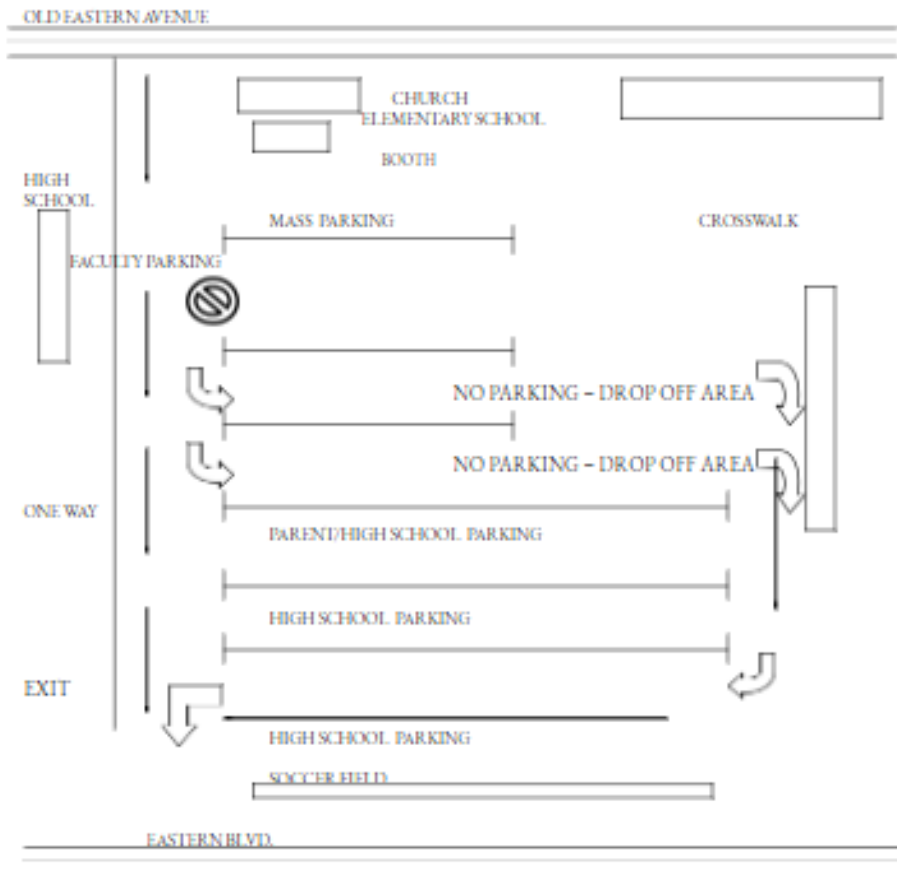
Morning Arrival

- Upper School students are permitted to enter the building starting at 7:40am and must be in their homeroom by 7:50am.
- 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.
- Students are to park in the designated areas closer to the soccer field and to provide the school office with information on their vehicle.
- The small lot in front of the Lower & Middle School Building should never be used for Upper School drop off or parking.
- 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.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.
- Students who arrive after 7:50 must report to the office for a late pass to be admitted to class. Excused lateness is at the discretion of the administration. A parent phone call or note does not necessarily constitute a valid excuse. Chronic lateness may affect a student's academic progress.
- If staffing is available, students who arrive prior to 7:40 are to report immediately to the school cafeteria until the 1st bell rings. Students are to use the main doors closest to the field. Students may not leave school grounds after arrival and return unless approved by a staff member. Students may not go to their lockers until after the first bell. This availability will be determined and communicated prior to the start of the school year.

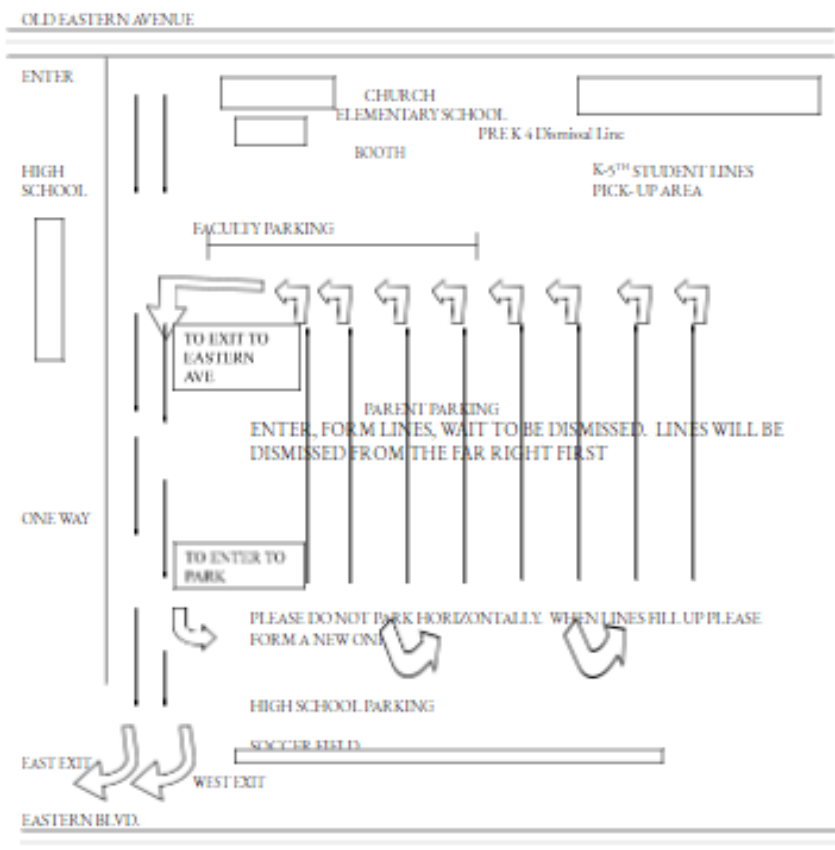
Afternoon Dismissal

- Students are not permitted to leave school utilizing cabs, Uber, Lyft, or any private transportation company.
- 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).
- Please do not leave your vehicle running when not attended.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.
- Students are to exit the building by the doors closest to the athletic fields. Parents of 9th – 12th grade students may wait for their students along the curb in front of school but may not stop their vehicles in front of the main school entrance (by the paver walkway.)
- All students must leave school property by 3:00 PM unless involved in an after school activity.
- After general dismissal students may re-enter the building until 3:00 p.m. Only those who are with a teacher or a moderator of an activity will be permitted to be in the building. No student is to be on campus after 3:00 p.m. unsupervised.
- Students involved in sports or organizations need to make arrangements with the coach/moderator to determine a designated waiting area until the time of the activity. The school has no responsibility for students who are waiting for parents to pick them up.
- If students have not left the lot by 2:50 they must follow the traffic established by the lower school. Barricades (cones) are placed as guides to help the flow of traffic. All Mount Carmel students with automobiles are required to follow the established patterns and subsequent directions. Failure to do so may result in revocation of parking privileges.
- Students that do not attend Our Lady of Mount Carmel are not allowed in the building after school hours without registering at the office.

Arrival Map



Dismissal Map



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 Rutherford.

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.

Application Process:

Any student whose transcript shows successful completion of the eighth grade is eligible to apply for admission to the upper school. Selection of students is made based upon the student’s middle school grades, testing scores, teacher’s recommendations, and a personal interview.

Students 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 March 1st, when all the portal opens to new families. Spaces will not be held for current families after March 1st.

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

- Ability in mathematics, science, language arts, and related disciplines.
 - Transfer students, when admitted, are placed on the basis of transcripts and other pertinent school records.
- All new students will be evaluated at midterm to assess their performance.

Financial Obligations

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

Parents should be aware that failure to fulfill these obligations 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. Accounts are considered delinquent after the last working day of the month. A \$40 late fee will be assessed on all accounts not paid before this date. Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information services and no report cards will be released until the account is brought current. Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian. Re-registration will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. 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. Parents are expected to fulfill financial obligations as stated on the enrollment form.

Tuition

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

Tuition for the 2023-2024 School year is as follows:

- **Grades 9-12:** \$15,730 per student
- FACTS Enrollment Fee per family - \$50 for a 12 month payment plan

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. If a student enters or leaves during the school year, the tuition will be prorated. The amount of refund or payment depends on the difference between what is owed and what has been paid to that point. Parents of seniors and eighth graders who wish to pay monthly must select the 10 Month payment plan with all tuition and fees paid by May 20th. An annual processing fee is due to FACTS Management. If tuition is paid in full this fee is not applicable.

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.

RE-REGISTRATION FEE: \$290 per family

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

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

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

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

RESOURCE FEE: \$500 per student

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

- Archdiocesan Fee (Freshmen Only)
- Archdiocesan Marketing Fee (grades 10-12)
- Activity Fee
- Graduation Fee (12th Grade) - (Includes cap and gown, diplomas, flowers, programs, ceremony fees, etc. - does not include individual announcements or other personal graduation items)

- Cultural Enrichment Fee (all)
- Technology Fee (all)
- Retreat Fee (all) - to help defray the cost of individual class retreats Yearbook Fee (all) - to cover the cost of student yearbooks.
- Guidance/Testing Fee - to cover the cost of standardized testing
- Individual Class Fees – in some classes a fee is required to help cover the costs of extra materials and projects that these classes may require.

Parent Involvement Program

The goal of the Parent Involvement Program is to foster involvement in the lives of our children 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. The balance of hours due, at the rate of \$20 per unfulfilled hour, will be added to FACTS tuition accounts between May and June. Tuition accounts that are paid in full will receive an invoice in order to remit payment.

Refund Policy

No refunds will be given for registration, resource, or graduation fees. 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 under the following policy; 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. The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.) No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.

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. Parents may not leave students unattended on school grounds. No supervision is provided for students prior to 7:40am.

Absence

Regular attendance and punctuality are 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 7:40am and 8:15am to report the reason for absence and to request any work. All absences and tardiness become part of a student's permanent record. **An absence of five (5) days in a quarter may result in a failure for that quarter. An absence of ten (10) days during the school year may result in a parent conference to discuss enrollment consequences. Chronic absenteeism/lateness could result in a student's dismissal from the school. Students who are tardy five (5) days in a semester will receive detention for each occurrence past the 5th tardy. Excessive tardiness will result in mandatory conferences with a parent or guardian and could result in disciplinary action.** To comply with Maryland State Law, Our Lady of Mount Carmel School maintains accurate attendance records. Students are considered as having **perfect attendance** if they have **not** been late, absent, or obtained an early dismissal during the school year. Death in the immediate family, including grandparents, warrants an excused absence

Absence from school during the academic year due to family vacations is strongly discouraged. When a parent requests an extended absence (including vacations) for a child, the request, along with the school's recommendation, will be placed in the child's permanent records. It is the responsibility of the student to make up work within 2 weeks of returning to school. Prior notice of a planned absence should be reported to the office at least one week before the absence. It is the school's standing recommendation that students not miss school for vacations. **Work will not be provided for students ahead of time. Students will need to make up work when they return.**

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc. Special activity days such as Olympic Day, Testing Day, field trips, Retreat & Service Day, etc. are considered required school days. Students are expected to attend. When making appointments on these days, please make sure the appointments are after school.

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

Each child is to bring a written excuse for each absence on the day following the absence. For an extended absence of three days or more, a doctor's certificate is required, along with the parent's excuse. The school reserves the right to notify the Baltimore County Pupil Personnel Officer in the event of excessive or unexcused absence from school. Excessive absence or lateness has an impact on overall school performance. Excessive absence or lateness may result in a conference, mandatory Saturday make-up time, or retention. Excessive absence, as defined by the Archdiocese of Baltimore is 20 or more days per year. The Compulsory School Attendance Laws of Maryland require that you see that your child arrives and attends school on a daily basis. There are only three excuses for absence: 1) Death in the family, 2) Court summons, and 3) Personal illness. **When your child is absent from school for one of these reasons, documentation must be presented to the school to excuse the absence.** Only a doctor's note can excuse an illness.

The Baltimore County Health Department guidelines state that a child should have a fever of 100 degrees or higher or have experienced diarrhea or vomiting within the last twenty-four hours in order to miss school.

Parents are asked not to take children out of school for medical appointments, job interviews, application for driver's license, 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 student. Under no circumstance will a student be permitted to leave otherwise. Many families have unique arrangements for the custody and guardianship of their students. Unless there has been legal notification given to the school office, it is assumed that both parents are permitted to pick students up and to have access to school related information. Parents must keep updated documentation of custodial agreements on file with the school.

Funerals

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

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 the building at 7:40am. Any student arriving after 7:50am 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.

Regular Dismissal

Students are dismissed at 2:30pm and must be picked up at this time, unless attending after school activities or meeting with a teacher. Advisory are available until 4:00. Students remaining in the building after 2:30 need to be supervised by an adult.

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 boys and girls 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, events, and on the school transportation is included in the school discipline system.

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, 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 after school from 2:30 -3:30 pm as scheduled by teacher and/or administration.

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
- Three uniform violations
- Disruption of class or assemblies
- Failure to report back to a teacher when told to do so
- Rudeness
- Inappropriate behavior in school, on the school campus, or at school functions
- Chewing gum, candy, paper, food, drinks etc... at any time in the classroom, library, or corridors
- Littering in the school building or on campus
- PDA - public display of affection
- Loitering
- Cell phone violations
- 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
- Inappropriate language
- Defiance
- Deliberate damage to school or student property (restitution is also required)
- Disrespect to faculty, staff, or student members
- Stealing (restitution is required)
- Student harassment

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

- Smoking/vaping and/or possession of tobacco products in or around the school building or property or at school functions
- The accumulation of more than two suspensions within a the school year
- Excessive failure to report to detention

- Participation in illegal activities
- Fighting during school or at school functions
- Violent or uncontrolled behavior
- Violations of the Ethical Use of Technology guidelines provided by the Archdiocese
- Failure to surrender cell phone or electronic device
- Excessive/continuous disruption of the school programs.

The length of penalties for the above stated and all other situations are at the discretion of the Administration. An administrator may suspend a student for serious violation of the school policies.

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

Disciplinary Review Board

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

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

The Council will consist of the following members:

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

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

shall abide by the decision of the Council.

Breakage/damage

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

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.

All students in Catholic secondary schools must be immunized against Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Hib, Hepatitis B, Varicella (Chickenpox) and Poliomyelitis.

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, (in the locker or in his/her personal belongings) 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.

All medication, both prescription and non-prescription, must be dispensed through the nurse. Students may not carry any form of medication with them. The student will be responsible for obtaining the medication from the nurse at the appropriate time.

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. All students participating in Our Lady of Mount Carmel team sports must have a new physical each school year they are playing on a school sports team. All physicals must be in to the athletic trainer's office prior to initial practices for athletics or the start of the school year for all other students.

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. . A doctor's written and signed request is needed for a student to be excused from physical education classes. Upon return after an injury or illness, a doctor's note is required for special accommodations.

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

Students who are ill need to obtain a pass to the main office from the subject teacher whose class they will miss. Students will be sent to the nurse for their condition to be evaluated by Baltimore County guidelines. In case of an emergency situation every effort will

be made to contact the parents or guardians of the student. If the parents cannot be reached or if the situation is critical, it will be at the discretion of the school nurse or administration to call emergency personnel who will possibly transport the student to a hospital.

STUDENTS MUST GET PERMISSION FROM ADMINISTRATION BEFORE CALLING PARENTS REGARDING HEALTH ISSUES. ANY EARLY DISMISSALS MUST BE HANDLED THROUGH THE OFFICE.

Violations of this will result in disciplinary action.

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

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)

Meningitis

Hepatitis

Food Poisoning

Mumps

Adverse reactions to Pertussis Vaccine

Lyme disease

Chicken Pox (varicella)

COVID 19

Tuberculosis

Whooping Cough (Pertussis)

Rocky Mountain Spotted Fever

Human Immune Deficiency

Virus Infection (AIDS and all

other symptomatic infections)

Animal bites / Rabies

Influenza

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.

Insurance

The school provides information to parents regarding the ability to purchase health insurance for their children.

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.

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 9th grade;

3.) 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.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. All visitors will be entered into our Raptor system using their identification. Proper identification is required

School Supervision Provisions

Students are supervised by an adult staff member during the instructional day, 7:40 am until 2:30 pm. 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.

Student Services

Guidance Department

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

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.

Forms

- "Good Driver Forms" from the insurance companies should be taken to the Guidance office at least two days in advance of when needed.
- Work permit directions are available in the main office. Please pick up the directions well in advance of starting work.
- Students needing "I-20" immigration forms must notify the main office at least two weeks in advance.
- MTA bus cards are issued to the students who request them.
- Completed driving permit forms must be brought to the office at least one day before they are needed.
- Transcript requests must be in writing in advance and are subject to a 48 hour turn-around time.

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.

Student participation is required and is not optional.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. 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.

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

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

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

Any articles found are to be turned in to the Lost and Found located in the office. 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 on the first day of class.

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 as given below. Uniforms are to be worn from 7:40 – Dismissal. Failure to follow the dress code will result in disciplinary action which may include exclusion from classes until the proper uniform is acquired. Minor dress code violations will result in the student receiving a "Dress Code Violation" slip. Accumulating three uniform violations will result in a school detention. Violations that occur after the accumulation of three will result in an automatic school detention. Students and parents who have questions regarding the acceptability of certain types/styles of clothing should consult the administration before wearing such items to school. Flagrant violation of the dress code will result in students being sent home until dressed appropriately. The final decision as to what constitutes acceptable dress and grooming rests with the administration.

Girls must purchase the skirt from the uniform company. Boys and girls must purchase a sweater from the uniform company. The sweater may be a vest, cardigan, or pull over. 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

Some used uniforms are available through a uniform exchange as scheduled.

Grades 9-12:

Regular Uniform Code

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

Uniform - Girls

- Skirt - purchased from Flynn & O'Hara only. Skirt must be no shorter than 2 inches above the front or back of the knee.
- Pants – Khaki only. Style as sold by Flynn & O'Hara. Fit must be appropriate. (no double-seams, rivets, patched pockets, topstitching, rivets, corduroy, cargo or unusual styles) Girls choosing to wear pants must have a belt of solid color with a standard belt buckle. No designs.
- Blouse – White, Light Blue or Light Yellow; Oxford button down collar - short or long sleeve
 - Only a white undershirt and white bra may be worn under the blouse. No colored bras or t-shirts. No visible writing.
 - Blouses must be tucked in at all times.
- Socks - A matching pair of solid colored navy blue, black, white, or maroon knee-highs or socks.
- Tights - navy blue
- Shoes – must wear tan suede "dirty bucks" or a boat shoe commonly referred to as Sperry's, Docksidiers, or Topsider.
 - The body of the shoe must be brown or black only.
 - The sole of the shoe may be brown, black, or white only.
 - The shoe strings must match the body of the shoe.
 - Shoes are to be tied and secured completely on the foot.
 - Hey Dudes are not appropriate for school.

* Sweater - Navy blue only- vest, cardigan or pullover (must be pre-printed with the Mount Carmel name and purchased from Flynn & O'Hara) .

- Blazer – Navy blazer may be worn in place of a school sweater.
- Quarter Zip: Royal Blue only (must be pre-printed with the Mount Carmel MC and purchased from to be announced August 2023). A student's quarter zip may include a school approved organization under the MC.
- Jewelry - Thin chains, watches,, simple rings and bracelets - limited to one/hand. Piercings are limited to the earlobes and nose.. No Facial Piercings. (, i.e. septum, eyebrow, chin, cheek, lip, tongue, etc). No gauged ears, septum rings or earrings larger than a quarter. Nose rings can be 2.5 mm or smaller. (No hoops on nose)
- Hair must be well groomed, modest and of a natural color. Highlights must blend with natural color. No shaving of any sort. 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 care–for hairstyle for their children
- No Face, Neck or Hand tattoos are permitted. Any other tattoo must be appropriate for school and not offensive in any way. Administration will determine appropriateness of all tattoos. Tattoos deemed offensive will need to be covered at all times while on school property or at a school function.

Not acceptable as part of the Regular Uniform Code:

- Girls: No Sweatshirts or team jackets. No oversize blouses. No long sleeve shirts under short sleeve blouses. Girls may not roll skirts. No patterned socks. No nylon knee-highs or trouser socks.. No Sweat-pants or leggings under the skirt.

Uniform - Boys

- Pants – Khaki. Style as sold by Flynn & O'Hara (no double-seams, patched pockets, rivets, topstitching, rivets, corduroy, cargo or unusual styles)
- Belt required; solid color with a standard belt buckle. No designs.
- Shirt – One pocket dress shirt. No plaids or printed patterns. (Pinstripes are allowed) Shirt must be tucked in at all times. Long or short sleeves. Undershirt should be white with no visible writing.
- Tie - Required – long or bow is acceptable. Tie must be worn correctly.
- Shoes – must wear tan suede “dirty bucks” or a boat shoe commonly referred to as Sperry’s, Docksidiers, or Topsiders
 - The body of the shoe must be brown or black only.
 - The sole of the shoe may be brown, black, or white only.
 - The shoe strings must match the body of the shoe.
 - Shoes are to be tied and secured completely on the foot.
 - Hey Dudes are not appropriate for school.
- Socks – solid navy blue, white, black or brown socks. NO DESIGNS OR PATTERNS ON SOCKS. Manufacturer's logo is acceptable
- Sweater - Navy blue only- vest, cardigan or pullover (must be pre-printed with the Mount Carmel name and purchased from Flynn & O'Hara)
- Sports Jacket – Navy blue sports jacket maybe worn in place of school sweater
- Quarter Zip: Royal Blue only (must be pre-printed with the Mount Carmel MC and purchased from to be announced August 2023). A student's quarter zip may include a school approved organization under the MC.
- Jewelry - Watches, thin chains with religious pendants. Necklaces must be worn inside of a shirt. One stud earring (no hoops) is allowed per ear. Earrings can be 5mm or smaller. No visible piercings including facial, i.e. nose, eyebrow, chin, cheek, lip, tongue, septum etc.
- Hair - must be well groomed. 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 care–for hairstyle for their children.
- Facial Hair – all students must be well-groomed. All facial hair must be trimmed and well groomed
- No Face, Neck or Hand tattoos are permitted. Any other tattoo must be appropriate for school and not offensive in any way. Administration will determine appropriateness of all tattoos. Tattoos deemed offensive will need to be covered at all times while on school property or at a school function.

Not acceptable as part of the Regular Uniform Code:

- Boys: No sweatshirts or team jackets. No oversized clothing. Undershirt sleeves may not be longer than shirt sleeves. No topstitching on pants. No rivets. No khaki colored denim.

Fall/Spring Uniform Option

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

- Boys may wear a white or navy blue polo shirt with school logo with uniform pants or dress type walking shorts in khaki or navy blue. Style as sold by Flynn & O'Hara. Shorts may not be below the knee. No cut-offs frayed hems, or Capri length. No Cargo Shorts. When wearing shorts, white, navy blue, or black crew socks are mandatory. The uniform shoe is required at all times. (Athletic Spirit Wear is not a part of the uniform and may not be worn during school)
- Girls may wear a white or navy blue polo shirt with the school logo with their uniform skirt or dress type walking shorts in khaki or blue (Style as sold by Flynn & O'Hara). No cut-offs or frayed hems. No Capri pants. No Cargo Shorts. Socks must be navy blue, black, white, or maroon crew socks. The uniform shoe is required at all times. (Athletic Spirit Wear is not a part of the uniform and may not be worn during school)

Formal Uniform

- Formal uniform required for all Liturgies and Assemblies (as noted on the calendar) and/or determined by the administration.
- Regular Uniform along with School Sweater or Navy Blazer/Sport Jacket · Students not in Formal Uniform on designated days will receive a detention.

9th-12th Physical Education Dress

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

Tag day Option

Guidelines for out-of-uniform days include that clothing and accessories shall not contain any terms, logos, pictures, cartoons, slogans, writing or images that are offensive, political, harassing or discriminatory in nature.

Students are expected to dress in a modest, presentable manner. Tag Day Option applies to all school functions where a uniform is not required including sporting events, school related weekend activities, service days, etc. Special occasion dress will be specified by the moderator in charge of the event or activity.

Dresses and skirts must be of reasonable length (no more than 2 inches above the knee) and must be loose fitting. Slits may be no longer than three inches above the knee. No torn, frayed or cut-off material.

Tops and dresses must have sleeves. No sleeveless, spaghetti straps, or halters unless worn with a sweater or jacket at all times. Presentable jeans or khakis are acceptable. Must be appropriate size; not oversized or skin tight. No tears or holes in jeans.

No leggings, yoga pants or spandex. · Shorts that are no shorter than mid-thigh are allowed (hands must not touch skin when at the sides). Cargo shorts, Duck Head, and Dockers are permitted.

T-shirts with acceptable writing are allowed. No reference to alcohol, drugs, politics, violence or sexual connotation allowed. Plain, pocket, polo, or oxford shirts are acceptable.

Tennis shoes and/or shoes that fully enclose the foot are acceptable. · Athletic Warm-ups or Spirit Wear provided or sold by the school are acceptable.

Not acceptable as part of the Tag Day Option:

No cut-offs or pajama type pants. No tank tops or sleeveless shirts. No strapless tops. No low cut tops with cleavage showing. No midriff showing. Tops may not be too tight. No hats or head coverings. No slides, flip flops or ripped sneakers. No open-toe sandals, backless shoes, slides, flip flops or Crocs. No leggings.

The Administration has the final decision regarding the appropriateness of student dress, hair, etc. Uniform regulations will be

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

Out of Uniform Policy

By signing the admission agreement and or the school handbook, 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:

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.