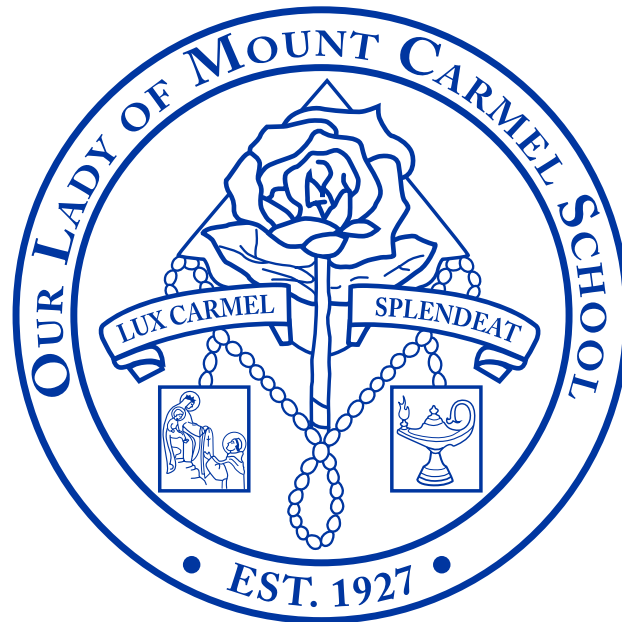


***Our Lady of Mount Carmel Lower School  
Parent Handbook  
2020-2021***





***Our Lady of Mount Carmel Lower School***

1702 Old Eastern Avenue  
Baltimore, MD 21221-2203  
Web site: [www.olmcmd.org](http://www.olmcmd.org)

Administration:

President: Lawrence Callahan  
Lower & Middle School Principal: Ryan Kloetzer  
Upper School Principal: Christopher Ashby  
Assistant Principal: Michael Naunton  
Director of Athletics: Alex Brylske  
Early Learning Center Director: Yedda Long

Lower School Office:	410-686-0859	Lower School Fax:	410-686-4916
Sacramental Preparation:	410-238-1167	Financial Matters:	410-238-1160
Athletics	410-686-1050		

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Dear Students and Parents,

On behalf of the faculty and staff at Our Lady of Mount Carmel School, I am happy to welcome you to the 2020-2021 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, your children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our best to carry out our duties. We ask that you join us to guide and support your child's learning. We believe that through the cooperation of students, teachers, and parents, our school can provide the support and leadership necessary for young people to grow toward adulthood and reach the full potential which is their gift.

It is our hope that this handbook answers some of the questions you may have not only about the day to day running of our programs, but also about the philosophy and goals which provide the foundation for those programs. Please read the handbook thoroughly, and put it in a safe place for future reference. If you have questions, please contact the school. As members of the school community, we share a commitment to those procedures outlined in the handbook. This handbook is an informative booklet for parents and students providing thorough knowledge of expectations and policies of the school and is not intended as an expressed or implied contract. All final decisions are designated by the administration. Our Lady of Mount Carmel School reviews this handbook on an ongoing basis and reserves the right to amend policies and procedures.

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

Sincerely,

Lawrence Callahan  
President

## Status of Students

Our Lady of Mount Carmel is a co-ed elementary school for grades Pre-Kindergarten through 5th grade. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to Christine Olszewski. Religion is required for each year a student attends Our Lady of Mount Carmel School. All students enrolled in Our Lady of Mount Carmel School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

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

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

## 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.

## **Calendar**

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

## **Accreditation**

Our Lady of Mount Carmel School is accredited by AdvancedED through June 2022.

## **Message to Parents**

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

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

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

## **Parental Support/Compliance**

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

## **Graduate profile**

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

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

## Admissions

### Non-Discriminatory Policy

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

It is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, or admissions policies, scholarships and loan programs, athletics and other school programs. Requests for reasonable accommodations for a student with a disability may be directed to the Principal.

### Registration

Registration in the lower school follows the guidelines below:

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

## Academic and Extracurricular Activities

### Academics

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

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

### Spiritual Identity

It is part of our vision and mission that each student develop 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 and in all school Masses in order to further their spiritual development. Students in grades 1<sup>st</sup> through 5<sup>th</sup> will also be expected to participate in weekly Masses on a rotating basis. These Masses will take place on Friday at the 8AM parish Mass. Students should arrive at 7:50 on their assigned Mass day and report to their homerooms, where the classroom teacher will escort them to mass. Please refer to the school calendar for the assigned days. Parents and family members are welcome and encouraged to attend this daily Mass with their child.

### Fine Arts

#### General Music

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

#### Instrumental Music

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

#### Student Responsibilities

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

### **Dance Program**

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

### **Creative Movement**

Kindergarten and first grade will participate in creative movement classes once each week to help build gross motor skills.

## **Academic Policies**

### **Promotion Requirements**

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

### **Retention**

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level, or recommend alternative placement. Parents will be notified by Trimester 2 if a student is in danger of being retained. Students who have failed Math or Language Arts for the year will be required to attend private tutoring sessions over the summer in order to determine placement for the upcoming year.

### **Grading System**

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

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

### **Homework**

Homework is an important aspect of a child's schoolwork in that it reinforces what the child has learned as well as develops needed study skills such as time management and self-discipline. Homework is assigned at the discretion of the teacher and as such is often necessary for continued instruction. Parents will be notified if a child frequently misses assignments. In the event that a child continues to miss assignments, a student will be required to meet with an administrator. Upon missing 3 homework assignments, students in grades 3<sup>rd</sup> through 5<sup>th</sup> will serve an after school detention.

### **Progress Reports and Interim Reports**

Progress Reports will be issued to students three times a year. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep parents informed of the student's academic progress. Parents are required to conference with the homeroom teacher with the issuance of 1<sup>st</sup> Trimester Interim reports in October. Parents or teachers may request a conference with the issuance of the 1<sup>st</sup> and 2<sup>nd</sup> Trimester progress reports. A teacher or parent may request a conference at any other time during the school year. An appointment can be set by writing a note directly to the teacher or contacting the school office. Parent conference times must be confirmed by the teacher involved or the principal.

Parents may not come to the classroom for a conference with the teacher unless it has been scheduled. This includes before and after school as well as during class as teachers have other responsibilities at these times. Parents of students in grades kindergarten through 5<sup>th</sup> will be notified of progress prior to the end of the trimester by means of an interim report. Please follow the recommendations listed on the Interim Report, sign, and return to the teacher within three days.

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

### **Parent Communication**

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 have this information in case of 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.

### **Religion Requirements**

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

### **Testing Program**

Students participate in the assessments:

Brigance Screening – entering kindergarten, other grade levels as needed

Standardized testing – Scantron Assessments will be given three times annually in grades 1 through 8

DIBELS assessment – grades kindergarten through three, other grades as needed

ACRE – grade five

### **Instruction/Curriculum**

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

## **Administration**

### **Safety**

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

All members of the school community share a concern for child safety. Please note, at 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. Only students are permitted to enter through the breezeway. All adults must report through the office at any time throughout the school day.

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

### **Alcohol, Tobacco & Drug Policy**

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

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

### **Volunteers**

All volunteers in any capacity must abide by the Archdiocese of Baltimore Policy for the Protection of Children and Youth. These policies require that every volunteer submit an application, participate in training, abide by the Code of Conduct for Church Personnel, and undergo a criminal history screening prior to any volunteer service, including service as a chaperone. 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](http://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 children must be picked up at the announced closing time. Instruct your child as to procedures/arrangements for such situations. There will be no Extended Care on days in which the school closes early for inclement weather.

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

## **Change in Name or Family Status**

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

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

- Our Lady of Mount Carmel 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 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.

- o In connection with financial aid under certain circumstances.
- o To specified officials for audit or evaluation purposes.
- o To organizations conducting certain studies for or on behalf of the school.
- o To accrediting organizations.
- o In order to comply with a judicial order or lawfully issued subpoena.
- o 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:

- o Student's name
- o Participation in officially recognized activities and sports
- o Photograph
- o Honors and awards received
- o 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 1.

- 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 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.

### **Non-Custodial Parent**

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

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

Without a court order, the school cannot deny a parent access to their child at any time.

### **Emergency Forms**

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

### **School Emergency Procedures**

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

### **Fire Drills/Evacuation**

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

### **Attendance**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Children may arrive no earlier than 7:50 a.m. unless registered for the Extended Care Program. Parents may not leave students unattended on school grounds. No supervision is provided for students prior to 7:50 a.m. Morning Extended Care is available from the school for families that need to drop off students earlier due to work schedules. The Office can provide parents with the proper registration materials for this program.

### **Absences**

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

Each child is to bring a written excuse for each absence on the day following the absence. The school reserves the right to notify the Baltimore County Pupil Personnel Officer in the event of excessive or unexcused absence from school. Excessive absence or lateness has an impact on overall school performance. Excessive absence or lateness may result in a parent/student/administrator conference, mandatory Saturday make-up time, or retention. 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 appointments, etc. In cases where this is a necessity, the parent must send a note into the office indicating pick-up time etc. The parent must come to the school office to sign-out and pick-up the child. Under no circumstance will a child be permitted to leave otherwise. Many families have unique arrangements for the custody and guardianship of their children. Unless there has been legal notification given to the school office, it is assumed that both parents are permitted to pick children up and to have access to school related information. Parents must keep updated documentation of custodial agreements on file with the school.

If a child is absent for more than a few days, several steps should be taken to ensure that the child's reentry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. Parents are asked to contact the child's teacher(s)

upon his or her return to obtain missed assignments and develop a plan to make up missed instruction. Missed work should be completed within one week of a student's return unless other arrangements have been made with the teacher.

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 record. It is the responsibility of the student to make up work within 1 week 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 vacation. Teachers are not required to issue work in advance.

## 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.

## Dismissal

All children whose parents are meeting them and transporting them by cars will be dismissed from the main parking lot in back of the elementary school. **No cars may park in the Rectory Lot during dismissal.** Classes will be dismissed in line in an orderly way. All students will be dismissed by the back parking lot. With the exception of children who are walking home or utilizing public transportation, all parents or parent designees must meet their children on the back parking lot. *No cars will be permitted to leave the lot until dismissed by a member of the lower school staff.* Parents are required to follow the parking pattern designed by the parking committee and approved by transit and traffic (see appendix).

Great care must be taken upon leaving to insure the safety of all children.

Supervision of children begins at 7:50 and ends at 3:00 unless students have been requested by a teacher to arrive early or remain late. All students must follow school rules before and after school. If students who are not requested to do so arrive early or stay late, they do so at their own risk, are not supervised and are not permitted in the building. Extended care is available for parents who need the service. Registration is required for this service.

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

## Discipline

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

- Students are expected to conduct themselves in a respectful, courteous, and orderly manner, i.e., not be a source of disruption during class time or at other times while on the parish premises, field trips, and other school related events.

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

- o Gum
  - o Harassment of any kind by word or manner
  - o Possession or consumption of any drug or look-alike drug while at school or while attending a school function
  - o Possession or consumption of alcohol while at school or while attending a school function
  - o Possession of knives/weapons or look-alike knives/weapons
  - o Possession of pornographic material(s)
  - o Smoking/using matches
  - o Willful destruction of school property
  - o Leaving school property without permission
  - o Theft or extortion
  - o Fighting or threats of violence
  - o Harassment
- Teachers are always responsible to confront students whose behavior is inappropriate. The student and teacher should work together to develop a plan, which will assist the student in developing appropriate responses to situations, and improve behavior.
  - If a child responds to the teacher's correction in a positive way, parent contact is not required, but teachers are always encouraged to inform parents of the progress of their children. Open communication fosters an attitude of mutual trust and often enables the parents and school to work together for the good of the child. Parents have a right to know of strengths and weaknesses exhibited by their child before a serious "problem" develops.
  - Students who do not respond to the action taken by the teacher to correct disruptive behavior or when the offense endangers the student involved or others, the student will be issued a Student Behavior Referral. Upon being issued a behavior referral, the student must report immediately to an administrator. Students are held accountable for actions that take place on or off school property, in or outside the school day if those actions have an impact on the school community. Each behavior referral will have an appropriate consequence determined by the age of the student and the infraction, including but not limited to missing recess periods, after school detention, and parent conferences. The consequences of recurring incidents, which result in a child receiving additional, behavior referrals, are serious. The consequences include, but are not limited to, parent conference, in-school suspension, out-of-school suspension and could lead to expulsion. The administrator signs the notice, keeps one copy, forwards one copy back to the teacher, and sends the remaining copy home for parent signature via the student. All signed behavior referrals must be returned directly to the office on the next school day or an automatic recess detention will be issued.
  - Students missing instructional time and class work due to in or out of school suspension will receive failing grades unless, on their own initiative, make up the work. In the case of younger children, parents may assist in this endeavor but the school is not responsible to take this initiative for any student who has abused the learning environment already provided.
  - If a student continues to receive Student Behavior Referrals and behavior indicates a lack of cooperation and effort, proceedings will be initiated to find a school other than Our Lady of Mount Carmel.
  - The principal reserves the right, at any point in the discipline cycle, to dismiss or suspend a student from the school for serious or extreme behavior such as, but not limited to: serious destruction of property, assault of a teacher, adult, or other student, violent or uncontrolled behavior that threatens the safety of others, possession or use of a weapon (or any object used primarily for violence), using, taking, selling, or giving of any drug or medication, regardless of its nature, on parish grounds or at officially sanctioned school functions. (Children under treatment should deliver any required medication to the nurse for the administration of its use.)
  - The involvement of the parents in the disciplinary process is seen as a means to have the school work together closely with the home in an effort to place emphasis on corrective measures with the hope of developing within the student responsibility for his/her own conduct. Parental indifference to any conference or discipline plan that is deemed necessary may be construed as a lack of concern for the child's education, and may be prejudicial to the continuance of the student's enrollment.
  - Each grade has developed additional procedures to support students in their efforts to develop self-discipline. These specific procedures are shared with parents at the beginning of each school year.
  - Our shared faith guides our actions and words toward one another each day.
  - As a School community, we pledge to be Respectful, Organized, Accepting, and Responsible as part of our PBIS (Positive Behavior Intervention Strategies) program. Students meeting the criteria of this pledge will be awarded and recognized for their hard work and dedication in promoting positive behavior.

## **Harassment Policy**

Harassment or abuse of any kind is not acceptable behavior in Our Lady of Mount Carmel School and will result in disciplinary action up to and including suspension/expulsion.

### 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, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

### Scope

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

### Prohibited Conduct

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

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

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

### Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

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

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

## **Bullying Policy Statement**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. 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 prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available at our school's website. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic School immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical or written conduct or an intentional electronic communication that 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 is:

- Motivated by an actual or 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 disability; or,
- Threatening or seriously intimidating; and,
- Occurs on school property, at a school activity or event, or on a school bus; or,
- Substantially disrupts the orderly operation of a school.

## **Suspension**

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

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

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

## **Expulsion**

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

## **Conflict Situations**

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

## **Search of Property**

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

## Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

## **Chromebook Policies and Procedures**

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

### **1. GENERAL INFORMATION / OVERVIEW OF OLMC CHROMEBOOK USE**

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

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

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

● All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There

is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.

- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms, and Classroom. OLMC will provide GSFE accounts for all teachers, students, and support staff. Curriculum related software apps are installed remotely onto Chromebooks and managed by the OLMC.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that the Google Drive can be monitored by the OLMC administration and should not contain personal files.
- Students at OLMC are assigned an email through GSFE that is managed by OLMC. Students will be able to communicate both with other students, faculty, and staff within the OLMC system and also with others outside of the olmcmd.org domain.
- Email is monitored by OLMC and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the Archdiocese of Baltimore Computer Use and Internet Policy and the Our Lady of Mount Carmel School Computer Use and Internet Policy (CUIP)

### ***1.2 Additional Software Apps and Extensions***

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that can be added to Google Chrome to enhance the functionality of apps. OLMC will install additional apps, extensions, and Add-ons as they are recommended and approved by teachers and administrators for a particular course.
- Students will not be able to install additional apps, extensions, and Add-ons on their Chromebooks.

### **IMPORTANT REMINDER:**

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and OLMC-issued email account, whether conducted at school or off site, is subject to search as OLMC property.

## **2. GENERAL INFORMATION / GETTING STARTED**

### ***2.1 Receiving Your Chromebook***

- Chromebooks will be distributed during selected dates at the beginning of the school year. 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.

## ***2.2 Returning Your Chromebook***

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

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

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

## **3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK**

Students are responsible for the general care of the OLMC-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced. Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

### ***3.1 General Care and Precautions***

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

### ***3.2 Chromebook Screen Care***

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

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

### ***3.3 Carrying Chromebooks***

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

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

### ***3.4 Storing Your Chromebook***

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.
- Chromebooks will be stored in the students homeroom. It is the student's responsibility to plug in their Chromebook when returned to the charging rack.

### ***3.5 Asset Tags and Logos***

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

## **4. USING YOUR CHROMEBOOK**

### ***4.1 Student Responsibilities and Legal Propriety***

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

### ***4.2 Managing Your Files and Saving Your Work***

- Students will be logging into Our Lady of Mount Carmel School's G-Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.

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

#### ***4.3 Photos, Screensavers, and Background photos***

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Determination of inappropriate images is entirely at the discretion of the administration.
- Photos / videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos / videos should not be taken or stored.

#### ***4.4 Sound, Music, Games, or Programs***

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

### **5. SECURITY**

#### ***5.1 Chromebook Security & Inspection***

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

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

#### ***5.2 Network Security***

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

### **5.3 Privacy**

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

### **IMPORTANT REMINDER:**

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

## **6.0 REPAIRS & FEES**

### **6.1 Chromebook Repairs and Replacement**

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

● If deemed necessary, a loaner will be issued if there is one available.

● The Technology Office will document the issue and collect the damaged device for repair.

● A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.

● The Technology Office will email the student when repairs or replacement are complete and 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.

### **6.2 Repair and Replacement Fees**

● Any warranty, operating system, software, or battery repairs not due to accident, misuse, or intentional damage will incur no fees.

● Damages that result from abuse, misuse, or neglect (as determined by the technology office AND the administration) are the responsibility of the student / parent / guardian and will incur a fee of \$280 to replace the device.

● Any Chromebook damage (as determined by the technology office AND the administration) that is not due to abuse, misuse, or intentional damage will incur a fee. Repairs will be attempted unless function and reliability will be compromised or the cost exceeds the replacement price.

- This includes but is not limited to:
  - Hardware and Case Damage
  - Accidental Drops and Spills
  - Cracked Screen
  - Liquid Submersion
  - Electrical Damage

\$100 repair or replacement fee for the first occurrence.

\$200 repair or replacement fee for the second and all subsequent occurrences.

● In the event of vandalism or other criminal acts, the student / parent / guardian MUST file a report with the school administration.

● OLMC uses an inventory management system that has theft and loss recovery systems. Lost or stolen Chromebooks must be reported immediately to the Technology office or the school administration.

○ If the Chromebook can't be recovered, the fee for a lost Chromebook will be the full replacement cost of the device.

○ If the Chromebook can't be recovered, the fee for a stolen Chromebook will be waived if a copy of a police report is submitted to the school administration.

● Disciplinary action may be imposed as the circumstances may warrant at the discretion of the administration.

● Replacement Chargers / AC Adapters must be purchased by the Technology office. The student / parent / guardian will be charged the cost of replacement.

## APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

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

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

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

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

## APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

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

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

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

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

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

- set rules for student use at home.
- allow use in common areas of the home where student use can easily be monitored.
- demonstrate a genuine interest in student's use of device.

- reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- become familiar with internet safety resources such as
  - <http://www.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://wiredsafety.org>
  - <https://www2.fbi.gov/publications/pguide/pguidee.htm>

## Withdraw 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.

## Financial Obligations

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

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

## Tuition

Grades Pre K4 through 5:

Catholic:

One student - \$6,615.00

Two students - \$11,670.00

Three students - \$14,670.00

Non Catholic per child - \$8,100.00

Resource Fee - \$500

FACTS Enrollment Fee: \$45

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. Tuition-in-full should be paid directly to Our Lady of Mount Carmel. If a student enters or leaves during the school year, the tuition will be prorated. The amount of refund or payment depends on the difference between what is owed and what has been paid to that point. Parents of seniors and eighth graders who wish to pay monthly must select the 10 Month payment plan with all tuition and fees paid by April 20th. An annual processing fee is incorporated into the tuition payments. If tuition is paid in full this fee is not applicable.

## 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. For your convenience, a \$300 charge will be added to your FACTS account and due in May. Credit for hours will be applied to that fee.

## **Health and Safety**

### **AHERA**

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

### **State Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

### **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the Nurse's office.

### **Other Health Related Issues**

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

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. Parents should not send a child to school that has had a fever of 100 degrees or more, or had vomiting or diarrhea within 24 hours. Since there is no indoor monitor, a student

must be well enough to fully participate in outdoor play. A doctor's written and signed request is needed for a student to be excused from physical education classes.

## **Communicable Diseases**

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

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

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

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

## **Health Records**

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

## **Head Injury**

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

## **Allergies**

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

## **Bloodborne Pathogens**

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

## **Vision/Hearing Screening**

The school follows the directives of the Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in grades Pre K, Kindergarten, 1,4,and 8, as well as for new students in all other grades.

## **Child Abuse and Neglect Reporting Policy and Procedures**

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

school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

## **Student Services**

### **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.

### **Cafeteria**

All children are supervised during lunch in the cafeteria and recess out in the yard. Students are expected to remain with their class during lunch and recess to ensure proper supervision. A hot lunch is served daily. Students buying a lunch must either pre-order online by Midnight the night before or in school by 9AM. A menu is distributed on a monthly basis. Milk and juice are available for purchase daily. Delivered lunches or those purchased from outside vendors are not permitted (example: Happy Meals).

### **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination. All chaperones must be Virtus certified prior to participating in any field trip or volunteer service. Any chaperone that is selected to attend a field trip must abide by the rules and itinerary established by the teacher. Chaperones must remain attentive to their groups at all times and help provide a positive and fun learning experience. Chaperones are expected to remain with their groups for the duration of the field trip and check in with teachers periodically or in the event of a behavior issue or emergency.

### **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.

## **Transfers**

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

## **Lost and Found**

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

## **Monies**

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

## **School Supplies**

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

## **Telephone Calls**

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

## **Cell Phones**

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

## **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. 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.

## **Personal Possessions**

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

## **Water bottles**

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

## Uniforms

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

### PRE K4 -5<sup>TH</sup> GRADE

These policies are in affect all year round

#### GIRLS

- No makeup
- Nail polish must be neat in appearance.
- Jewelry—Thin chains with religious pendants, watches, simple earrings, simple rings and bracelets - limited to one per hand

#### BOYS

- Boys may not wear earrings at any time.
- Hair – must be well groomed, at least ¼ inch in length, may not extend below the collar, earlobes, or eyebrows and not more than 2 inches in height. Hair that is braided may not be braided below the earlobe, eyebrow or collar and may be no more than 2 inches from the head. No Mohawk or outstanding styles.

### KINDERGARTEN – 5<sup>TH</sup> GRADE FALL/SPRING OPTION

August through October 31<sup>st</sup> and April 1<sup>st</sup> through the last day

- Navy blue walking shorts. No shorter than 2 inches above knee.
- Belt required; solid brown only; grades 3-5.
- White polo shirt (tucked in)
- Girls may continue to wear jumpers, but must wear navy blue knee highs with the jumpers.
- Shoes—tan suede bucks only.
- Cuffed white ankle socks; socks must come just above ankle; no calf or knee high socks

#### PRE K4

- Gray T-shirt with OLMC logo
- Royal Blue shorts with OLMC logo
- White socks with tennis shoes

### KINDERGARTEN -5<sup>TH</sup> WINTER OPTION (November 1<sup>st</sup> through March 30<sup>th</sup>)

#### GIRLS

- Jumper—Plaid with emblem; no shorter than 2 inches about knee
- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles).
- Belt required; solid brown only; grades 3-5.
- Shirt—White; Oxford, Peter Pan, Polo, or Turtleneck—short or long sleeve.
- Socks—navy blue knee-highs. No sports socks.
- Tights—navy blue
- Shoes—tan suede bucks only.
- Sweater—Navy blue only; vest, cardigan or pullover (must be pre-printed with Mount Carmel logo and purchased from Flynn & O’Hara or Lands’ End) No hoodie styles.

#### BOYS

- Pants—Navy blue in color (no double-seams, patched pockets, corduroy or unusual styles), must be “school boy” cut.
- Belt required; solid brown only; grades 3-5.
- Shirt—White Polo, or Turtleneck—short or long sleeve. No lettering or print on turtleneck.
- Shoes—tan suede bucks only.
- Sweater— Navy blue only; vest, cardigan or pullover (must be pre-printed with Mount Carmel logo and purchased from Flynn & O’Hara or Lands’ End) No hoodie styles.
- Jewelry—Watches, thin chains with religious pendants.

## PRE K4

- Gray T-shirt with OLMC logo
- Gray Sweatshirt with OLMC logo
- Gray Sweatpants (Logo is optional. You may purchase at a local retail store)
- White socks with tennis shoes

## KINDERGARTEN – 5<sup>TH</sup> GRADE GYM UNIFORM

- Gym uniforms must be purchased through Lands End or Flynn O'Hara with the Mt Carmel Emblem.
- Gym uniforms are worn to school on the scheduled gym day.
- Winter Option - Gray Mount Carmel sweatshirt and sweatpants only for grades K-5 (no warm up or other athletic wear). No hoodie styles.
- Royal Blue Mount Carmel gym shorts and gray Mount Carmel t-shirt for grades K-5. Gym shorts to be no shorter than 2 inches above knee.
- Predominately white athletic shoes with white soles – may not be slip-on or open-backed
- On Liturgy days, students scheduled for phys. ed. should wear regular school uniforms with athletic shoes.

## DRESS DOWN DAYS OR “TAG DAYS”

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

- Dresses and skirts must be of reasonable length (no more than 2 inches above the knee) and not too tight.
- 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. Pants may not be excessively loose or tight. Leggings, skinny jeans, yoga pants or spandex are not allowed.
- Athletic pants are only permitted on tag days that are the same day as the student’s scheduled P.E. day.
- Dockers or nice jeans or dressy shorts are acceptable. No cut-offs or boxers are allowed. Shorts are to be no shorter than mid-thigh. No gym or sweat suit shorts.
- T-shirts with acceptable writing are allowed. Plain, polo, or oxfords are acceptable. No tank tops, sleeveless, mesh, or tight shirts allowed. Low, midriff, or crop tops are not to be worn.
- Hair bands may be worn, but hair is not allowed in eyes or face.
- No hats are to be worn in school.
- Any shoes may be worn except open-toed sandals, flip-flops, clogs, ripped sneakers, or shoes with heels over 1inch.
- In the event of a spirit day, no hair dye or face painting is allowed.

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

- Students in grades K through 5 will receive a written uniform notice to be signed by a parent. Each violation that occurs after the accumulation of three (3) will result in school detentions.
- If the dress code violation interferes with the regular routine of the school day, the student may be excluded from classes or activities until the proper uniform is acquired.
- The final decision as to what constitutes acceptable dress rests with the administration.

Uniforms are purchased from:

Flynn & O'Hara Uniform Company 410-828-4709  
8868 Waltham Woods Rd

Parkville MD 21234

Or:

Lands End

Online at [landsend.com/school](http://landsend.com/school)

Preferred School Number 900145822

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

## **Parking Procedure**

### **Rectory Parking Lot**

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

### **Morning Arrival For Non Registered Extended Care Students Grade K through 5th**

- Parents should follow the one-way pattern from Old Eastern Avenue towards Eastern Boulevard.
- Parking near the festival booth is only available for people attending Mass and faculty members. It is not to be used by parents for dropping off students.
- Parents dropping off students should enter the second or third aisle on the parking lot, drop off students while parked in the line and then proceed along the row closest to the fence and exit through the last aisle nearest the soccer field. Please do not drop students off from the driveway. There will be no staff placed at these areas. Cars will be stopped before the crosswalk, while staff members usher students across. Once the crosswalk is clear, the staff member will wave on the line of traffic to continue moving.
- Parents who have scheduled a morning appointment with a teacher or administrator should park in the designated area and enter the school through the front entrance. Parents may not accompany children into the building at 7:45 am. Parents that need to visit the office must enter through the main office. Only students are permitted to enter through the breezeway doors. Staff members will be present to receive students.
- Students dropped off after 8AM must enter through the Lower School office for their late slip in order to go to their classroom.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.

### **Morning Arrival for Registered Extended Care Students**

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

### **PreK 4 Through 5<sup>th</sup> Grade Afternoon Dismissal**

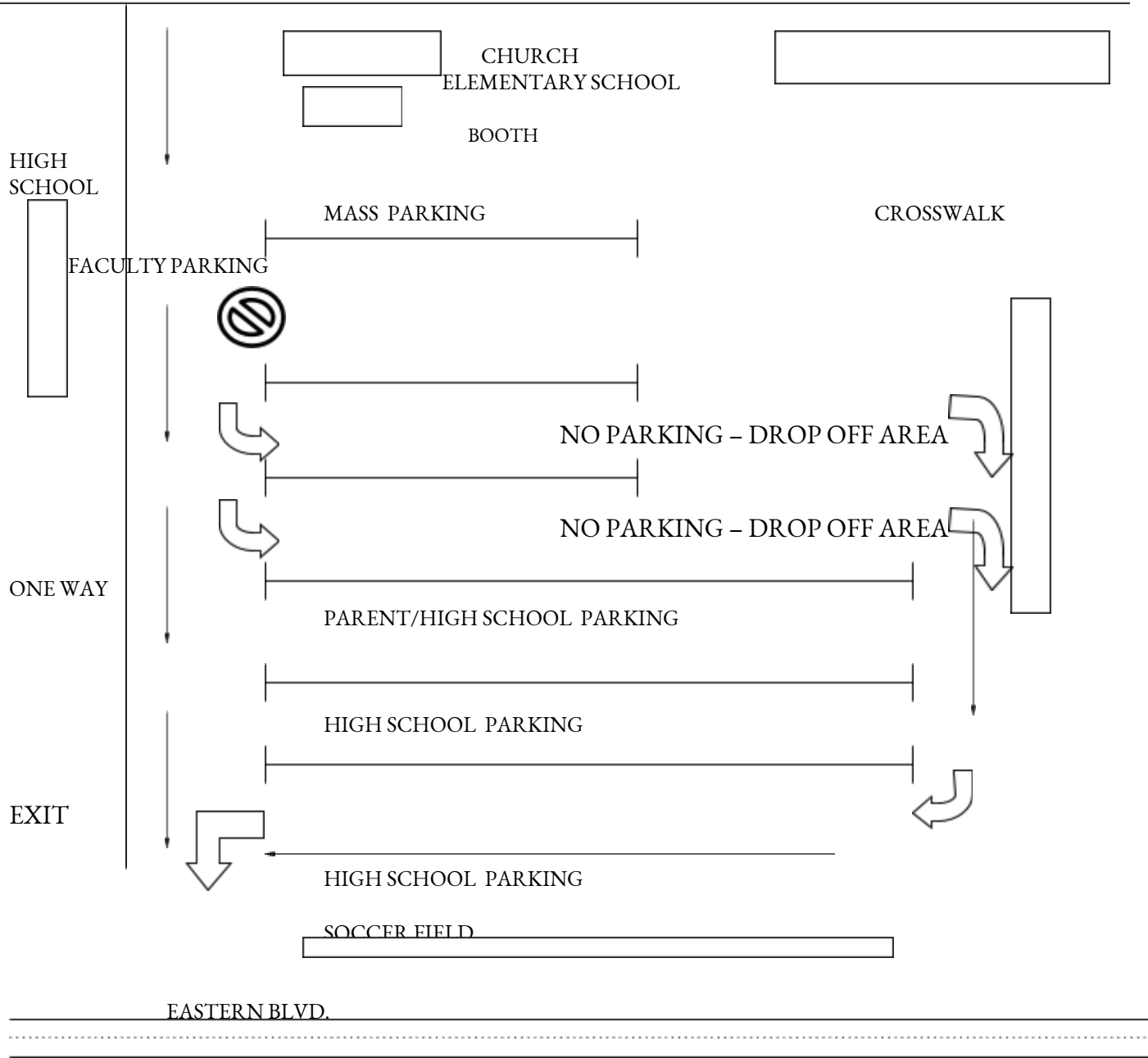
- Students in grades PreK 4 through 5<sup>th</sup> Grade will be dismissed outside with their class. Students will be dismissed by their classroom teacher. Parents or parent designees need to meet the students in the back parking lot. No student will be dismissed to individuals not on their emergency contact form. Students will not be dismissed to the front parking lot.
- After the vehicles are parked, ALL vehicles will remain in the designated area until dismissed by a member of the Lower School staff. Parents may leave their vehicles to pick up their children, but it is requested that they return to their vehicles as promptly as possible. No vehicles will be dismissed until all children and parents have returned to their vehicles. At this time, a staff member will direct the vehicles to leave the parking lot. Vehicles will leave the parking lot by one exit only and one row at a time.
- All vehicles must be stopped by 2:55, either in the designated pick up lines, or stopped in the driveway in the "late line." Once students begin exiting the building, no cars will be permitted to move. Once the designated pick up lines have been dismissed, the "late line" will be dismissed.
- All vehicles must obey one-way pattern and proceed on the roadway toward Eastern Boulevard

- Vehicles turning right on Eastern Boulevard (going toward Hawthorne and Bowleys Quarters Area) are to remain in the far right lane of the roadway
- Vehicles that will be going toward Stemmers Run Road and the Essex Area will remain in the far left lane of the roadway (the side by the soccer field).
- If the vehicles are dismissed, and for some reason your child has not arrived at your vehicle, we request you still follow the flow of traffic and just north of the school there will be limited spaces available (Special Parking). Again, when dismissed, move into one of these areas until your child arrives at your vehicle.
- Please do not leave your vehicle running when not attended.
- Please do not leave your car abandoned during the flow of dismissal traffic. This makes it very difficult for traffic behind the abandoned vehicle to travel safely to the exit. If you have a meeting with a teacher after school, please park in a different location. If you do not have a meeting, please return to your car as soon as you have picked up your child.
- Please adhere to the change in traffic patterns during festival time. You will be notified of the changes prior to this time.
- Pets of any kind are not permitted on campus during school hours. Due to the unpredictability of animal temperament, any animal in surroundings that involve many people and vehicles could cause an increase in anxiety levels. This may lead to an unsafe situation for our students.



# MORNING ARRIVAL PROCEDURES

OLD EASTERN AVENUE



# AFTERNOON DISMISSAL PROCEDURES

OLD EASTERN AVENUE

