



# PARENT / STUDENT HANDBOOK 2016-2017



## **Our Lady of Mount Carmel School**

300 West Monroe Street

Herrin, Illinois, 62948

[www.olmcschool.net](http://www.olmcschool.net)

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Dear Parents,

Welcome to Our Lady of Mt. Carmel School and the 2016-2017 school year! Our school has been providing quality education to Williamson County since 1912. Our experienced staff is dedicated to providing every child with the best Catholic education possible. I encourage you to take an active role in the educational process and communicate with the staff any requests or needs you may have. By working together, I am confident that this school year will be a great success.

This handbook is one important resource designed to give you information about Our Lady of Mt. Carmel School. Please use it for future reference and for information concerning school rules and policies. Please look over the handbook with your child, so everyone understands school policies. Parents/guardians and students will be asked to sign the following page stating cooperation, understanding and compliance.

Sincerely,

**Mrs. Stacy Faye Myatt**

Principal, Our Lady of Mt. Carmel School

## OUR LADY OF MT. CARMEL 2016-2017 FACULTY AND STAFF

Principal	Mrs. Stacy Faye Myatt
Secretary	Mrs. Pattie Maeser
Kindergarten	Mrs. Jami Burris / Mrs. Shandra Gosha
1st Grade	Mrs. Lori Haake / Mrs. Lisa Cochran
2nd Grade	Mrs. MaryEdna Russell
3rd Grade	Mrs. Alison Davies / Miss Lori Sizemore
4th Grade	Mrs. Renee Lowe
5th Grade Homeroom	Ms. Tricia Doughty / Miss Nina Borgman
6th Grade Homeroom	Mrs. Maureen Curran
7th Grade Homeroom	Mrs. Deanna Smillie / Miss Flavia Velasquez
8th Grade Homeroom	Ms. Mindy Davis
Social Studies & Music	Mrs. Pat Wayer
Jr. High Reading / Math	Miss Kolbie Stuck
Teachers' Aides	Mrs. Kristie Abba, Ms. Michelle Simmons
Physical Education	Mr. Matt Crain
K-5 Teachers' Aides	Mrs. Janet Lukens, Mrs. Jennifer Nangle-Oliver, Mrs. Helen Sanchez
Technology	Mrs. Martha Johnson
Extended Care Director	Mrs. Linda Hagler
Extended Care Staff	Miss Ashley Bennett, Mrs. Toni Foster, Mrs. Candy Smith, Mrs. Kierystnn Hatfield, Mrs. Anne Marie Schmidt
Cooks/Kitchen Staff	Mrs. Lori Varacalli, Mr. Steve Myers, Mr. Trevor Myers, Mrs. Toni Foster, Ms. Carolyn Winget
Pre-K Director	Mrs. Ashley Tretter
Pre-K Aides	Mrs. Gina Moffett, Mrs. Christie Nall
Band Director	Mrs. Christy Allen
Custodians	Mr. Steve Myers / Mr. Trevor Myers
Athletic Director	Ms. Kaci Lukens
School Counselor	Mr. Roger Casper
Pastor	Monsignor Ken Schaefer
Church Secretary	Mrs. Lori Beers

## **MISSION STATEMENT**

Established in 1912, Our Lady of Mt. Carmel School, Pre-K through 8th grade, extends the Catholic traditions of our parish in Herrin, Illinois, by serving Catholic families.

We exist to enable students to become knowledgeable and active in their faith, to educate students academically, and to develop strong moral character.

We share the responsibility of educating the whole child through faculty commitment, family involvement, and parish support.

Our Lady of Mt. Carmel School provides religious formation, academic excellence, and a social consciousness within a disciplined, caring and safe environment.

Rev. Loren E. Kapper, Pastor

Our Lady of Mt. Carmel Church

Ratified December 13, 1993

## **STATEMENT OF PHILOSOPHY**

Our Lady of Mt. Carmel School is a Catholic parochial school, whose faculty and staff members, as co-partners with families, Our Lady of Mt. Carmel Parish, and supporting parishes in the region, strive to empower students to become more loving, conscious and active in their faith.

Our Lady of Mt. Carmel School focuses on proclaiming the Good News of the risen Lord through teaching Catholic Doctrine, building Christian community, and helping students acquire the skills, virtues and habits required for effective service to others. The philosophy of our school is anchored in the belief that we are all created in the image of God, and that we will find peace in knowing, loving and serving God and each other.

Our Lady of Mt. Carmel School is dedicated to maintaining high standards in a safe atmosphere of peace, justice, community and respect for others. The courses of study allow students the opportunity to acquire skills, knowledge, intellectual methods, and strong moral and social attitudes. It is our belief that focusing on these areas will promote the formation of our students as Christian people and allow them to take their place as active, responsible members of our world.

Approved by Our Lady of Mt. Carmel School Board and Faculty

February 5, 1991; Revised August 1, 2013



## ACADEMICS

**Common Core:** The superintendents of Catholic schools in the six dioceses of Illinois have issued a statement regarding Common Core State Standards in an effort to clarify that the standards are a set of educational goals students should seek to attain – they are not a curriculum.

“Standards are not new to our instructional purpose,” the six superintendents wrote in the statement. “Curriculum in our schools previously focused on diocesan curricular standards and the Illinois Learning Standards, which we adopted and aligned to core academic areas. Similarly, the Common Core standards are an outcomes-based vehicle that seeks the best instructional methods for educating our children.”

The superintendents stress that hallmarks of a Catholic education – such as creativity, critical and analytical thinking, real-world application, academic rigor, and an authentic encounter with Jesus Christ – will not be compromised by Common Core standards.

“We will determine what to adapt from the Common Core standard according to what best fits our unique mission. We will never allow the faith and the education of our children to be compromised,” they wrote.

**Assignments and Homework:** Homework is an integral part of learning and retaining knowledge through practice and application. Because homework is considered practice and reinforcement, the majority of a student’s grade will be determined by in-class assignments and assessment with only a minor focus on homework grades. Assignments are purposeful and constructive to the learning process. Good study habits result from well-planned work. Homework is paramount to the connection between school and the home environment. Fully realizing that this is a most sensitive area, the following are suggested daily study guidelines in addition to time given in class. An excessive amount of time spent on homework indicates a difficulty that should be discussed with the teacher. Some methods of communication that a teacher provides to the parents/guardians include a web-based gradebook called Teacherease, weekly planner that the student records their daily assignments in, and an open door policy.

Primary grades (1, 2, 3)	10-30 minutes
Intermediate grades (4, 5, 6)	30-60 minutes
Upper grades (7 and 8)	50-90 minutes

At least two days’ notice will be given to students prior to tests. Coordination of chapter and unit tests will be monitored for students in grades 6-8. A uniform arrangement for written assignments should be maintained throughout the school.

Students in grades 5-8 should use a black or blue ballpoint pen for all work except math (or at the teacher's discretion). Math must be done in pencil. Additional math homework sheets may be printed from the school website.

The student's full name or class number, as determined by the teacher, should be written in the upper left hand corner of the workbook sheets. All books should be covered and the student's full name or number must be on the cover.

Neatness and correct formation of letters should be encouraged on written assignments. Errors should be corrected neatly. Assignments should be copied in the assignment notebook regularly. When a student fails to complete assignments on a regular basis, overall academic success suffers.

**Constitution Tests:** A state and federal constitution test must be passed as a criterion for graduation from any state accredited school. This will be part of the junior high Social Studies curriculum and passing will be considered 65% or higher.

**Standardized Testing:** The Diocesan Office of Education requires that a Standardized Test of Basic Skills and Cognitive Ability Tests be administered in grades two through eight during the month of September.

**Reading Program Philosophy:** The Reading Program of Our Lady of Mt. Carmel School is based on core reading group per level with acceleration and deceleration of individual reading skills within the group. Each child is unique. Children work at their own rate. Their pattern of development and needs will be met through a variation of skills taught within the group.

A feeling of success in reading is an important base for a child's self-concept and overall scholastic progress. Placing a child within an environment in which he or she is able to experience success is essential. A child who achieves at a level beyond or equal to his or her ability has made satisfactory progress. Students in fourth grade will be evaluated during the spring semester for placement in the Accelerated Reading Program to begin in the fifth grade.

**Criteria for Reading Acceleration:**

1. Recommendations for acceleration will be made by the student's home room teacher and a final decision will be made on the acceleration after consultation with the principal and the parents/guardians of the student.

2. Students will normally be recommended for acceleration at mid-year or at the end of each academic year. A child may occasionally be recommended at other times if the situation warrants consideration by the teacher or the principal.
3. A rubric/checklist has been developed which includes the student's evaluation of potential success in the program. It includes standardized test scores, work ethic and attitude, and current grades and writing abilities.
4. Parents of students eligible for reading acceleration or in need of remediation will be notified in advance by the classroom teacher.

**Criteria for removal from program:**

1. Students can be removed from the accelerated program following parent consultation when areas of criteria fall below standard expectations.
2. Parents of students in need of removal will be notified in advance by the classroom teacher.

**Math Program:** Students in fourth grade will be evaluated during the spring semester for placement in the Accelerated Math Program to begin in the fifth grade. Students enrolled in the accelerated program will move through their last four years of math at Our Lady of Mt. Carmel School at an accelerated pace, finishing with Algebra II in eighth grade.

**Criteria for acceleration:**

Students will be considered for acceleration during the spring semester of the fourth grade. Additional considerations will be given in future years if recommended by the classroom teachers. Students will be recommended for acceleration based on the following:

1. National percentile scores on the Iowa Tests in the area of math.
2. Students' cognitive ability scores based on their CogAt tests.
3. Teacher evaluation: Home room teachers will complete a rubric which evaluates the student's attitude, work habits, attendance, etc.
4. Students' fourth grade math scores from the first three quarters are considered. Students with grades of A- or better all three quarters will be considered.

**Criteria for removal from program:**

If the following apply, the students will be removed permanently.

- If, after one warning, a math grade falls below 87% at the end of any grading period.
- Teacher evaluation: Student receives below 45 points from his/her home room or math teacher on the checklist used for advanced math placement.

**Music Program:** Students in grades K-4 will have two 30-minute music classes weekly. Students in grades 5-8 will have one 30-minute music class weekly. Participation and a positive attitude are required by all students. The second quarter of the school year is dedicated to preparing for the annual Christmas programs. Each class has an assigned role in one of the programs; therefore, it is important that all students attend. If your child will not be able to attend the program, please contact the music teacher in advance regarding the absence. **2016 Christmas Programs are: Dec. 9 (grades 3-8) and Dec. 12 (grades PreK-2).**

**Religious Education Program:** The school curriculum includes a program of Religious Education in which all students are required to participate. The program includes daily religion classes, daily classroom prayer, and attendance at Mass twice each week and other special feast days. The program further includes participation for receiving the Sacraments of the Catholic Church. However, non-Catholics are not expected nor permitted to receive these Sacraments. A curriculum guide is available upon request.

As an additional part of this program, all full-time teachers, Catholic and non-Catholic, participate in ongoing Catechist Certification Programs of the diocese.

It is presumed that all parents who enroll their children in Our Lady of Mt. Carmel School do so with the awareness of both the philosophy and the required education of the school.

**Spanish Program:** Spanish is a core subject for grades six through eight and allows our students the added opportunity of learning the Spanish language and culture. For the 2016-2017 school year, fifth grade students will also learn Spanish.

**Intervention Program:** Every child is unique, and every child learns differently. Children need different academic and behavior strategies for success. In order to monitor the academic needs of our students, we have implemented Discovery testing in reading and math in grades 1-4. The assessments help us identify students who may be at risk of falling behind their peers. Interventions generally follow the pattern below:

- Classroom teachers use strategies and materials within their own classroom to help students gain skills or knowledge.
- Students may be pulled out in small groups for additional assistance.
- For students who still experience difficulty, one on one instruction in a separate learning environment for a portion of the day may be used.
- If needed, Williamson County Education Services may be called in for evaluation.

**Honor Roll:** Consistent with the mission of Our Lady of Mt. Carmel School to educate the whole child through faculty commitment and family involvement, academic excellence is recognized through the following Honor Roll Policy.

**Qualifications:**

<b>A+ = 12</b>	<b>A = 11</b>	<b>A- = 10</b>
<b>B+ = 9</b>	<b>B = 8</b>	<b>B- = 7</b>
<b>C+ = 6</b>	<b>C = 5</b>	<b>C- = 4</b>
<b>D+ = 3</b>	<b>D = 2</b>	<b>D- = 1</b>
<b>F = 0</b>		

- Honor Roll applies for grades 4-8 only
- Average taken from 12.0 system
- Categories for achievement:
  - High Honors.....average of 11.0 and up
  - Honor Roll.....average of 10.0-10.99
  - Honorable Mention.....average of 9.0-9.99
- A grade of C- or lower grade in any academic subject will make a student ineligible for Honor Roll that quarter.

**Honors Night:** Honors Night will be celebrated at the end of April or beginning of May for students in grades six through eight who have accomplished the following:

1. Maintained an academic grade point average over the *first three quarters* of the school year as defined in the Honor Roll Policy.
2. Average of the *first three quarters* academic grades will be used to determine the academic achievement of the student.
3. It is recognized that students are expected to perform well throughout the 4th quarter grading period. Those graduating from 8<sup>th</sup> grade will have *all 1<sup>st</sup> through 4<sup>th</sup> quarter* grades considered for purposes of determining honors and high honors awards at graduation ceremonies.

Honors Night is celebrated to recognize academic excellence, leadership, and exemplary behavior among Honor Roll students. Induction of seventh and eighth grade Honor Society students will also occur.

**Honor Society:** Only seventh and eighth grade students will be inducted into the Honor Society.

1. To obtain and maintain membership in the society, a student must earn a 10.0 (A-) overall grade point average *each quarter* of the school year and meet all other requirements of the Honor Roll Policy. If a student's overall average drops below a 10.0 during any quarter, he/she will be dropped from the Society.

2. All seventh grade students who have a 10.0 overall average each of the first three quarters of the school year and meet the leadership and exemplary behavior requirements during the school year will be considered for membership in the Society.

3. Any eighth grade student who does not presently belong to the Society but obtains a 10.0 overall average each of the first three quarters of the school year and meets the leadership and exemplary behavior requirements during the school year will be considered for membership in the Society.

4. Any seventh or eighth grade student who wishes to be considered for membership in Honor Society **must fill out an application and return it by the stated due date.** To be considered, students must promote leadership and exhibit exemplary behavior in the school and in the community. Furthermore, in order to obtain and maintain membership in the Society, a student must be approved by three of his/her current teachers at Our Lady of Mt. Carmel School, indicating that the student has leadership qualities and has demonstrated exemplary behavior at Our Lady of Mt. Carmel School.

Leaders conduct themselves in a moral and Christian manner, influence others in a positive way and control their behavior in all situations. Leaders treat everyone politely, with respect at all times, and always demonstrate an up-stander attitude.

Exemplary behavior means following all school rules at all times. This means a student being considered for, or currently a member of Honor Society, cannot have any after school detentions and lunch detentions can be only for minor infractions. Cheating will disqualify a candidate and revoke membership of a current Honor Society member. Students must demonstrate proper dress code and follow all handbook rules.

**Report Cards:** Report cards are issued quarterly according to Diocesan policy. A mid-quarter report is sent home approximately four weeks into each of the four quarters.

**Retention Guidelines:**

Grades K-2: Grades for students in K-2 are standards-based assessment, based on a 1-4 scale with 1 meaning emerging and 4 meaning an extensive mastery of the skill. A significant understanding of each of the state standards for the grade level will determine advancement to the next grade.

Grades 3-8: Students may be retained with an F average in two major subjects or in one major and two minor subjects. Major subjects are classified as Reading, Math, English, Social Studies, Science (grades 5-8) and Religion. Minor subjects include: Spanish, Physical Education, Spelling, Art, Music and Handwriting.

Individual consideration will be made when necessary, and adequate warnings will be given when it is first discovered that a student is in danger of being retained. Parents will be kept informed of the special circumstances when the need arises.

**ACCREDITATION:** Our Lady of Mt. Carmel School is a member of the Belleville Diocesan School System of Belleville and is recognized and certified by the State of Illinois. All classroom teachers are licensed in the state of Illinois.

**ADMISSIONS**

**Class Size:** All Catholic students or siblings of non-Catholic students will be considered until class size reaches 29. A priority ranking will help determine entrance if, by registration of any year, there are more than 29 students enrolled for any one class. The pastor or principal may deviate from this number if it is in the best interest of the school.

**Priority Ranking for Acceptance to Our Lady of Mt. Carmel School:** A priority ranking will help determine entrance into Our Lady of Mt. Carmel School if there are more than 29 students seeking enrollment for any one class. The priority ranking will be as follows:

1. Students currently enrolled in classes (K-8).
2. Catholic applicant of Our Lady of Mt. Carmel Parish who resides in the same household with sibling(s) currently enrolled in or graduated from Our Lady of Mt. Carmel School.

3. Catholic applicant from a neighboring parish who resides in the same household with sibling(s) currently enrolled in or graduated from Our Lady of Mt. Carmel School.
4. Catholic applicant of Our Lady of Mt. Carmel Parish who is seeking enrollment into Our Lady of Mt. Carmel for the first time.
5. Catholic applicant from a neighboring parish who is seeking enrollment into Our Lady of Mt. Carmel for the first time.
6. Non-active Catholic applicant who resides in the same household with sibling(s) currently enrolled in or graduated from Our Lady of Mt. Carmel School.
7. Non-active Catholic applicant who is seeking enrollment into Our Lady of Mt. Carmel School for the first time.
8. Non-Catholic applicant who resides in the same household with sibling(s) currently enrolled in or graduated from Our Lady of Mt. Carmel School.
9. Non-Catholic applicant who is seeking enrollment for the first time.

The following definitions will be used:

**Catholic Applicant:** Applicant must be baptized or have made official notification of Baptism. The applicant's parent(s) or guardian(s) must be participating, registered Catholic(s) in a supporting parish.

**Non-active Catholic Applicant:** Applicant has not been baptized or the applicant's family has not shown participation in church life through regular attendance in Mass (as determined by the pastor). Please note that this situation will be considered non-Catholic for the purpose of tuition until official notification of Baptism and participation in church life has been recognized.

The school office will maintain a waiting list for all applicants. Children of non-Catholic families seeking enrollment for the first time will be placed on a waiting list and considered for enrollment on a case-by-case basis, taking into account the date their name was placed on the waiting list and the size for each class.

The principal will determine acceptance and final placement after consulting with the pastor on a case-by-case basis. Any student who begins at Our Lady of Mt. Carmel School will be allowed to finish his/her education here regardless of the class size.

Families enrolling for the first time will have the above priority ranking explained. The principal would determine a tie in the ranking for a final placement after consulting with the pastor.



**Tuition and Fees**

<b># OF STUDENTS</b>	<b>K-8TH GRADE CATHOLIC</b>	<b>K-8TH GRADE NON-CATHOLIC</b>
<b>1</b>	<b>\$3,070.00</b>	<b>\$4,950.00</b>
<b>2</b>	<b>\$5,145.00</b>	<b>\$9,800.00</b>
<b>3</b>	<b>\$6,420.00</b>	
<b>4</b>	<b>\$6,945.00</b>	
<b>5</b>	<b>\$7,470.00</b>	

PTO Fees = \$ 10.00 per family

Book Fee = \$185 per child

Assessment Fee = \$850.00 per Catholic family (or 24 hours volunteer service on School Committee fundraiser)

**Assessments:**

Our Catholic tuition is considerably lower than our non-Catholic tuition – approximately \$2,000 a year – and it is also one of the lowest tuitions in the entire Diocese of Belleville. There are two reasons this is possible:

First and foremost, is the donation provided by our parish and supporting parishes to the education of each Catholic child – approximately \$1,900 per year, per child. Support of the church equals support of the school. This is why we ask our parents to be active supporters of the church as well as the school.

Secondly, is the donation of approximately \$850 per family from the OLMC School Committee's fund-raisers. Our Catholic families are asked to participate in one of these fundraisers in order to ensure the success of the committee. The commitment is approximately 24 hours of work.

A family may opt out of working an OLMC Assessment and instead pay an Assessment Fee of \$850.00 per family. This should be paid directly to the OLMC School Committee. It may be paid in full or in monthly installments of \$85 a month for 10 months.

An \$850 fee will appear on teachers' accounts for *all* Catholic families at the beginning of each year. It will be waived in full or in part when you have finished your volunteer hours (24 hours at approximately \$35.42 an hour). Hours worked are kept by the School Committee and turned into the office. Please make sure you sign in for all activities you work.

Non-Catholic school families do not receive a parish subsidy and pay a higher tuition, making them exempt from Assessment obligations.

**Methods of tuition payment:**

- Payment in full at registration
- Two payments, one in July and the other in January
- Ten equal monthly installments through automatic withdrawal from a checking account or automatic credit from a credit card account beginning in July and ending in April.

Parental concerns regarding delinquent tuition or family hardships must be directed to the principal. Should a family become delinquent, and there is no communication or effort made to correct the situation, the children affected will be discontinued at the end of the quarter in which the delinquency occurs. A family can reinstate their enrollment by the payment of all tuition and fees that are due to date. Payment must be made prior to the first day of the next quarter. Tuition refunds will be issued on case-by-case bases. Refunds will not include the period the student was present.

**Non-Discrimination Policy:** In keeping with the Diocesan Policy #511.1, Our Lady of Mt. Carmel School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at Our Lady of Mt. Carmel School.

The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, local programs, and athletic and other school administered programs.

**Entrance Requirements:** Children will be permitted to enter Kindergarten following policies upheld by the State of Illinois and the Diocese of Belleville. The child must be five years old by

September 1st. All Kindergarteners will be screened for readiness. All students entering Kindergarten must have physicals with proof of immunizations, dental exam and vision exam. Students entering 6<sup>th</sup> grade must have physicals with proof of immunizations and dental exam. Students entering 2<sup>nd</sup> grade must have a dental exam.

**Probationary Statement:** Any new students (other than those entering kindergarten) that register to attend Our Lady of Mt. Carmel School are considered probationary until such time as records are received from the transferring school and a “sufficient period of time” has passed to guarantee that any special needs of the child can be met by existing Our Lady of Mt. Carmel curriculum and resources.

“Sufficient time” is to be judged by the principal and teachers involved, on a case-by- case basis, preferably not to exceed six weeks. Each student and parent will confer with the principal and teachers after this time to ensure that the student is able to meet success in his/her new environment.

Our Lady of Mt. Carmel School reserves the right at any time to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal and teachers involved) not be enrolled at this school. The board will be kept informed of all problem situations existing and the resulting actions taken.

**ALLERGY MANAGEMENT PROGRAM:** In accordance with Diocesan Policy 5141.5, the following food allergy management program is in place.

**Family Responsibility:** The family will notify the school of any allergies of the student at the time of registration and fill out necessary paperwork for office and teacher’s files. The family will provide the school with an Epipen, or other necessary medications, and any specific directions for administration.

**Student Responsibility:** A student will be aware of what he/she is allergic to and take necessary precautions to avoid the allergen and alert a teacher or other staff member if they believe they have been exposed to the allergen.

**School’s Responsibility:** The school office will keep a file on each child identifying known allergies and protocols for responding to allergic reactions. The teacher will keep a file on each student’s allergies or other medical issues. The school will educate staff on food allergies, including the administration of Epipens. The school will keep an Epipen in the cafeteria. Individual Epipens for students will be kept in their classrooms. The school will minimize the risk to known allergens (see Lunch Program).

## **ATHLETICS:**

### **Activities per Week:**

1. Students in grades 5 through 8 may participate in no more than four athletic/sports activities per week, including practices and games. Sunday to Saturday will constitute a week.
2. Practice times may vary depending on the availability of the areas that are needed.
3. When a student must participate in two games on a given day, it will be considered one activity.
4. No regular games or practices/open gyms are allowed on Sunday. The exception to this rule is Diocesan Tournaments.
5. When school is canceled due to inclement weather, no practices, games, or local tournaments are to be held.

### **Player Eligibility:**

- All students participating in the sports program must have a physical exam each year and have a copy of the report on file.
- A player may be suspended or dropped from the parish team only for major violation of school or parish policy. This can include repeated violation of published policies set forth by the athletic program. These policies should include statements on student attitude and conduct.
- A student placed on probation or suspended from school is ineligible to participate in school sports activities until the probation or suspension is lifted.
- A student's classroom behavior and academic progress are best handled by the teacher and principal; and therefore, should remain a school and parental concern not usually connected with the athletic program.

**ATTENDANCE:** When students are absent from school, important work and instructions that may put them behind their classmates are missed. When it is necessary for students to be absent from school, the parents/guardians are asked to contact the school between 8:00-9:00 a.m. on the day of absence concerning the nature of the absence. Phone calls will be made to parents/guardians from the school office on unreported absences. (Illinois School Code 105 ILSC 5/26-3b).

A student participating in any school athletic or social event must be in attendance at school at least half of that school day. This means they must be in attendance by noon on a 3 p.m. dismissal day, or by 11 a.m. on a 2 p.m. dismissal day, on the day of the event. Students who

leave school because they are ill on the day of a game or social event will not be allowed to participate in that event.

**Truancy:** Students of Our Lady of Mt. Carmel School are subject to compulsory school attendance. A student who is absent (without an excuse) for 10% or more of the regular attendance days is in violation of this policy. (Illinois School Code 105 ILSC 5/26-21). When a student is absent 10% of days in a quarter, a letter will be sent home to the parents. Chronic truancy will be turned over to a truancy officer.

**Excused Absence:** Excused absences include illnesses, death in the immediate family, or family emergency. Absences for other reasons will be considered on an individual basis. Doctor and dental appointments, if at all possible, should be made outside of school hours. Notes from parents should be sent to school regarding medical or dental appointments. Students missing 30 minutes or less will not be considered tardy if they have a doctor's note. Students missing more than 30 minutes will be considered absent for one-half day (Diocesan Policy 5113). Parents must accompany their child to the office to sign the child in/out for these appointments.

It is the responsibility of the student to check with each teacher on the first day back from an absence regarding missed assignments and tests. Assignments may be requested the day of the absence, though it may not always be possible to gather missed work on the day of the absence. Students will have an equal amount of days to make up the work as days absent, or as the grading period deems necessary.

**Unexcused Absences:** While vacations can serve as learning experiences, it is recommended that if they occur during the school year, they should be scheduled around normal holiday breaks. Since class instruction and peer interaction can never be made up, a student's progress may be impeded.

If an unexcused absence is unavoidable, a parent/guardian is required to contact the office and classroom teachers in advance of the absence. When possible, teachers may be able to provide assignments in advance.

**Early Arrival:** Two supervisors (teachers, aides, or principal) will be on duty in the upper gym beginning at 7:45 a.m. to supervise those students who arrive early. All students arriving earlier than 8:10 a.m. **MUST** report to the gym. Students attending Mass will be allowed to enter their school building at 8:00 a.m. If a student needs to be at school earlier than 7:45 a.m., he/she **MUST** be enrolled in the Extended Care Program.

**Early Dismissal:** Whenever it is necessary to close school earlier than 3:00 p.m., the parents will be notified. Early dismissal dates for meetings are listed on the school calendar. Ordinarily, children are dismissed at 2:00 p.m. on the FIRST Monday of each month for faculty meetings. If school is closed due to inclement weather, parents will receive a SchoolMessenger call. Please wait for the automated call or watch WSIL TV to find out if school will be closed. Do not call the rectory or the teachers' or principal's residences.

**Tardy Policy:** The academic progress of each student depends on the punctuality and regularity of his/her attendance at school. When a student is tardy, it interrupts the scheduled routine of the class. The Our Lady of Mt. Carmel School day begins at 8:10 a.m. and concludes at 3:00 p.m. each day to meet the state requirements of a six and one-half hour day. Students are expected to arrive promptly to school or Mass. Students must be in their classroom or assigned area by 8:10 a.m. When students arrive after 8:10 a.m. and before 8:40 a.m. they are recorded tardy. When students arrive after 8:40 a.m., they will be recorded as absent for one-half day (Diocesan Policy #5113). **ANY** student arriving after 8:10 a.m. **MUST** be signed in by parent/guardian at the school office.

1. Three tardies may be accrued with no consequence to the student. The 4<sup>th</sup> tardy will result in one lunch detention. A letter notifying the parents of the detention will be sent from the school office.
2. The tardy tally will reset in January, and students will start the second semester with a clean slate.

**Non-Catholic Attendance:** At Our Lady of Mt. Carmel School, we welcome the attendance of non-Catholic students. We feel their attendance at our school strengthens ecumenical goals and adds diversity to our student population.

As set forth in the school philosophy statement, our school focuses on teaching Catholic doctrine, building Christian community by instilling Christ-like attitudes and values in our students, and teaching the importance of being of service to others. These goals are pursued with all students, Catholic and non-Catholic.

A part of our religious education program includes preparation for receiving the Sacraments of the Catholic Church; however, non-Catholics are not expected nor permitted to receive these Sacraments.

Our “class size” policy does limit us from accepting all non-Catholics who apply. Slots available for non-Catholics will be filled on a first apply, first served basis.

**CALENDAR:** The school calendar is created by the school principal and is annually approved by the Diocesan School Office and State of Illinois. A copy of the calendar is in the front of this book. Please check this frequently and carefully so that your child will be provided care on early dismissal days. (See “Extended Care”)

**CARE AND CLEANLINESS OF SCHOOL PROPERTY:** Children are encouraged to take pride in keeping their school and its premises clean and attractive. Desks should be cleaned out each evening before dismissal. Books and materials should be kept in an orderly arrangement. Books must be stored in a desk or locker. Books or material may not be kept on the floor. Students will be expected to pay for any damage to school property. Lavatories are to be kept orderly at all times. Paper should be put into proper containers.

Any vandalism by students will not be tolerated. Consequence to destroying school property will result in disciplinary action from the principal. The level in which the punishment is applied will be by a case by case basis. Clean-up and up to expulsion can result in penalty of the vandalism.

**CHANGE OF ADDRESS OR TELEPHONE NUMBERS:** It is important that the families of the student provide updated contact information to the school. Phone numbers of employment, relatives, neighbors or friends will be called upon if parents/guardians cannot be reached. Please notify the school office immediately if you change your address, telephone number, or emergency number during the course of the year.

**CHILD PROTECTION POLICY:** All faculty, staff and volunteers who will have contact with children while at school will enroll in the Initial Child Protection class and complete all necessary Child Protection forms. A Refresher Course will be given each year following participation in the Initial Training. Contact the school for available training dates and locations. This is a diocesan requirement and must be followed.

**CLOSED CAMPUS/SIGN OUTS:** Our Lady of Mt. Carmel School has a closed campus. Students are not allowed to leave the campus after arrival in the mornings until 3:00 p.m. The only exception to this rule is if the parent/guardian comes to the office and signs out his/her child. Emergencies will be dealt with on an individual basis by the principal.

## **COMMUNICATION:**

**Conferences:** Teachers are available for conferences before and after school by appointment during the school year. There is a required parent-teacher conference held in the fall of each school year. Mid-quarter reports and report cards are sent home for all grades. In addition, teachers will communicate with emails, phone calls and notes home as needed throughout the school year. If you have a question at any time, please feel free to contact your child's teacher before or after school by calling 942-4484, via email on teacherease, or sending a note with your child. Interruptions are not allowed during class time.

**Parental Complaint Procedure:** Every attempt should be made to solve problems at the most immediate level of concern, i.e., by the persons most directly involved in the problem. If this contact is made in a fair minded manner, the majority of complaints should be resolved satisfactorily at this level. If, after consultation with the individual teacher, parents feel the issue has not been settled, they should consult with the principal. Please call the office for an appointment. If the principal does not resolve the issue, the parents should consult with the pastor. If the pastor is not able to resolve the issue to the parent's satisfaction, the complaint should be presented to the Diocesan Office of Education for final resolution.

**CONCUSSION POLICY:** Any student suspected of suffering a concussion, either at school or at an athletic event, will be sent home from school or removed from the athletic event, regardless of how mild it seems or how quickly symptoms clear. The student may not return to school or game play without written medical clearance from a licensed physician.

**CONDUCT/DISCIPLINE:** As a school community, Our Lady of Mt. Carmel students are taught to recognize the presence of Jesus in themselves and are expected to act in ways that reflect that Christian community. Acceptance of this responsibility is a sign of maturity. While students may be rewarded with verbal praises, extra privileges, or incentives as the teacher sees fit; it is important that students become intrinsically motivated to treat themselves and others in a respectful manner and not be motivated by rewards received for expected behaviors.

In order to provide an environment that is appropriately well-ordered, peaceful, safe, non-threatening and conducive to learning, the following school-wide rules have been established:



## **RESPECT SELF**

- Students will arrive to school on time.
- Students will come to school rested, fed, and clean.
- Students will have necessary supplies in all classes.
- Students will complete assignments neatly and as scheduled.
- Students will follow all rules and policies in this handbook.
- At no time will tobacco, alcohol, drugs, or weapons be allowed.

## **RESPECT OTHERS**

- Students will walk quietly in all school buildings.
- Students will listen quietly and follow directions.
- Students will keep hands, feet, and objects to themselves.
- Students will refrain from teasing, cursing, and name calling
- Students will refrain from bullying behavior, including threatening, hitting, spreading rumors, and excluding others on purpose.

## **RESPECT PROPERTY**

- Students will keep personal belongings in order.
- Students will keep textbooks covered and free of marks.
- Students will use all school equipment as intended.
- Students will ask permission when borrowing.

## **RESPECT SCHOOL PERSONNEL**

- Students will respond to all school personnel in a courteous and polite manner.
- Students will recognize that all school personnel may give directions and handle conduct. Our Lady of Mt. Carmel School will discipline students for lack of respect for others, lack of respect for property, and lack of respect for school personnel as well as for substance abuse.

### **Consequences (depending on severity of infraction):**

- Verbal warning
- Make necessary apologies
- Practice expected behavior
- Removal from behavior
- Loss of privilege
- Restitution of time or materials
- Send to another room

- Lunch detention/notification of principal and parents. (After 3 lunch detentions have been served, the student's 4<sup>th</sup> detention will be served after school). Excessive accumulation of detentions will result in loss of privileges such as field trips or other special events. The accumulation of 12 or more written detentions will be considered excessive.
- After school detention: K-5<sup>th</sup> grades one-half hour after school; 6-8<sup>th</sup> grades 1 hour after school. After school detentions are service oriented. Failure to serve an after school detention will result in an additional day of after school detention.

**Severe Behavior:** Disciplinary incidents that are severe in nature will result in immediate action without following preceding steps. If the above consequences have not been effective in correcting the behavior, then the student may have to receive special help provided by the public school district, a community agency or be withdrawn from Our Lady of Mt. Carmel School in accordance with Diocesan Policy #5114.

- A student may be suspended by the principal for gross disobedience and misconduct. A suspension may last up to, but will not exceed ten school days.
- Students on suspension will be responsible for contacting the school for homework and books. All completed work must be given to teachers upon return to school. Half credit will be given for all assignments and tests during a suspension.
- Lunch detentions will be tabulated per semester. Students will begin the second semester with a clean slate; however, detentions from the first semester will still count towards the excessive detention rule.
- At no time is corporal punishment allowed.

**Code of conduct/off-campus misconduct:** The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, and removal from participation in extracurricular activities, as determined by the principal. Examples of off-campus misconduct subject to this policy are, but are not limited to, the following:

- Alcohol use
- Arson
- Drug possession/inappropriate sharing/sales
- Fighting

- Hazing
- Illegal activity
- Illegal firearm possession
- Illegal drug & substance use
- Inappropriate sharing of prescription medicine
- Inappropriate internet usage
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

**DRESS CODE POLICY:** It is the policy and practice of this school that all students must be dressed and groomed in such a way as not to be a source of distraction to other students and teachers.

Students' dress reflects their approach to studies, respect for themselves and the members of the faculty/staff, and their behavior as it affects other students. The faculty and administration feel very strongly about the need to keep our dress code policy enforced for the purpose of keeping our students looking neat and presenting a positive image. As in other aspects of the school, it is through cooperation of the school and the home that our policies are best enforced. When students/families dishonor the dress code, there are steps that will occur, such as signed notes and/or direct communication with parents, etc.; however, students will be sent home from school if they consistently disobey the dress code.

**Enforcement Policy:** The faculty and administration feel very strongly about the need to keep our dress code policy enforced for the purpose of keeping our students looking neat and presenting a positive image. As in other aspects of the school, it is through cooperation of the school and the home that our policies are best enforced. If a problem or infraction of the dress code policy occurs, a note will be sent home informing the parents or guardians of the situation. This note will be expected to be signed and returned. The occurrence of a second infraction will result in disciplinary action for the student.

**Free Dress Day:** The first Monday of each month that school is in session (also 2:00 dismissal) is a free dress day. The following guidelines must be followed for free dress days: Students may not wear oversized or clothing that is too tight, sun-dresses, spaghetti straps, tank tops, or shoes

with open toes or heels. Shorts may be worn between the first day of school and Oct. 15, and from April 15<sup>th</sup> until the last day of school. Shorts should be an appropriate length that falls between low-thigh and knee length or walking/Bermuda-style. Students are not allowed to wear clothing which depicts advertisements or slogans for any alcohol or tobacco products, or any illegal drug or inappropriate messages or pictures. Fall and spring picture days are also free dress days.

**THE BASIC UNIFORM CONSISTS OF:**

Khaki tan or navy blue slacks with a belt; a polo-style shirt in navy, royal or powder blue, red, white or pale yellow; plain socks in any of the shirt colors or black; and soft sole shoes with closed toe/back.

Shorts are allowed seasonally, and girls may also wear a uniform skirt, skort or jumper. Please see the chart below for a complete list of approved and not approved uniform wear.

Approved Uniform	
<b>Belts:</b> Plain black, brown, navy, red, white, khaki colored. (Not required for K-1)	<b>NOT</b> Multicolored or patterned or with company logos.
<b>Capris:</b> Plain khaki or navy with a dress pocket. Only allowed from April 15-Oct. 15.	<b>NOT</b> Knit, jean, cargo or carpenter-style.
<b>Dresses:</b> Plain khaki, navy, powder blue or red polo-style dresses. Length mid to lower thigh.	<b>NOT</b> multicolored or patterned.
<b>Hair:</b> Neat, clean, well-groomed. Shirt collar or shorter for boys.	<b>NOT</b> that obstructs vision or is distracting to others. Extreme cuts or color, such as shaved designs or un-natural hair colors.
<b>Hats:</b> Are not part of the uniform and may only be worn outside.	Hats are not to be worn inside any building. Exceptions are special days.

<p><b>Jackets/Coats:</b> Are not part of the uniform and may only be worn outside.</p>	<p>Jackets/coats are not to be worn in the classroom at any time. Zip-up hoodies are considered jackets.</p>
<p><b>Jewelry:</b> Earrings may be worn, but cannot be longer than ½ inch from the earlobe. Boys may not wear earrings. Necklaces and bracelets should be of religious significance or for a charitable cause and should not be distracting.</p>	
<p><b>Jumpers:</b> Plain khaki or navy, or the approved Our Lady of Mt. Carmel uniform plaid, with a uniform shirt underneath.</p>	
<p><b>Make-up/Nail Polish:</b> Must be natural in appearance and not distracting.</p>	
<p><b>Oversized/Tight Clothing:</b> Clothing should fit properly and not be oversized or too tight.</p>	
<p><b>Pants:</b> Plain dress-style khaki or navy slacks with belt loops, worn with a belt. (K-1 do not have to wear belts.)</p>	<p><b>NOT</b> Knit, jean, cargo or carpenter-style. They should not have sewn on jean-style patch pockets</p>
<p><b>Scout/Athletic Uniforms:</b> Worn on designated days only with appropriate uniform bottoms.</p>	
<p><b>Shirts:</b> Plain short or long-sleeved navy, powder blue, royal blue, red, pale yellow, or white polo-style or button-downs are considered uniform shirts. They must be tucked in.</p>	<p><b>NOT</b> with any patterns or company logos, other than an approved OLMC logo.</p>
<p><b>Shoes:</b> Closed, soft sole shoes appropriate for all around school activity. Tennis shoes are appropriate and are required for P.E. days. Soft sole boots with no heel are allowed.</p>	<p><b>NOT</b> Sandals, jellies, clogs, Crocs, flip-flops, high-heeled, platform, or hard-soled, such as cowboy boots.</p>

<p><b>Shorts:</b> Plain dress-style khaki or navy, or the approved Our Lady of Mt. Carmel plaid shorts with belt loops, worn with a belt. Appropriate length is between low-thigh and knee. Boys may wear cargo style shorts. (Seasonal only)</p>	<p><b>NOT</b> Rolled up, jean style, or carpenter style with patch pockets.</p>
<p><b>Skirts/Skorts:</b> Plain dress-style khaki or navy, or the approved Our Lady of Mt. Carmel plaid. Appropriate length is between low-thigh and knee.</p>	<p><b>NOT</b> Jean style with patch pockets</p>
<p><b>Socks:</b> Plain black, white, navy, royal blue, powder blue, red, pale yellow. May be footie, ankle, or knee high length.</p>	<p><b>NOT</b> Striped or other patterns, lace, ruffles, or visible company logos.</p>
<p><b>Sweaters/Cardigans:</b> Plain, open or button-down, or pullover with partial zip, in white, navy, royal blue, powder blue, red, or pale yellow, worn over the uniform shirt. Shirt collars must be visible. Only OLMC approved logos are allowed.</p>	<p><b>NOT</b> Striped or other patterns or company logos, other than an approved OLMC logo.</p>
<p><b>Sweatshirts:</b> Plain, scoop neck or hoodie sweatshirt in white, navy, royal blue, powder blue, red, or pale yellow, worn over the uniform shirt. Shirt collars must be visible. Only OLMC approved logos are allowed.</p>	<p><b>NOT</b> Striped or other patterns or company logos, other than an approved OLMC logo.</p>
<p><b>Tights/leggings:</b> Girls may wear tights/leggings under their dresses, jumpers, skirts or skorts. They should be plain navy or white.</p>	<p><b>NOT</b> Striped or other patterns, ruffles or lace.</p>
<p><b>T-Shirts:</b> A T-shirt may be worn under the uniform polo-style shirt, but it must be plain and one of the uniform shirt colors.</p>	<p><b>NOT</b> Gray, black or any other non-uniform color, and not displaying any company logos, other than an approved OLMC logo.</p>

## **EXTRA CURRICULAR ACTIVITIES:**

**Band:** The Band Program is open to all students in grades 5-8 with a fee of \$30.00. The instruments that are taught are as follows: bassoon, baritone, clarinet, flute, French horn, oboe, percussion (which includes snare drum, bass drum, auxiliary instruments and bells), saxophone and trumpet. The director will accept all students on any instrument as long as the band maintains a balanced instrumentation. The student will be responsible for renting or owning the instrument. Students will also be required to purchase the Standard of Excellence Book I. This can generally be found at any music store.

Band is taught as an educational enrichment class with the focus on developing the individual players to the best of their ability. Music reading skills are taught and expected to be mastered along with playing the instrument. A full band experience is given, which focuses on using learned skills, playing music of different styles and cultures. Band students are offered a private lesson plus a band rehearsal each week. The lessons will be given during the school day if possible. In addition to the band experience, students are given the opportunity to play solos and ensembles for contest and other events. Students will enjoy making music, and making new friends.

**Scholar Bowl:** The seventh and eighth grade students are eligible to participate in the district scholar bowl league. Each team will consist of five members with two alternates. At the end of September, an organizational meeting will be announced to answer questions of all prospective team members. At that time, permission slips will be distributed, along with the list of guidelines and official scholar bowl rules. Participation is limited to seventh and eighth grade students with a minimum GPA of 9.0. In the event that not enough seventh grade students sign up, participation will be opened to sixth grade students. Sixth grade participation is based on GPA, Iowa Basic Test scores, and teacher recommendations.

**Speech/Drama:** Students in fifth through eighth grades may participate. All meets are held on Saturdays. There are two regular meets and a final “8<sup>th</sup> Grade” or “State Meet” each year. Students are expected to attend a weekly practice. All speeches must be approved by the coaches. Speeches must be fully memorized to the satisfaction of the coach for participation in a meet.

**FIELD TRIPS:** Field trips are considered privileges and students may be denied participation if they fail to meet behavioral and/or academic requirements. Parents will be notified in writing prior to a field trip as to specific details of that field trip, including any costs as well as transportation arrangements. A sample field trip form is included at the end of this handbook.

**GRADUATION:** We participate in an 8<sup>th</sup> grade graduation ceremony in which all eligible 8<sup>th</sup> graders, that meet all the Our Lady of Mt. Carmel, Diocesan and Illinois State Board of Education requirements, will receive diplomas.

**HEALTH:** The following is a partial list of diseases and conditions declared by the Illinois Department of Public Health to be contagious, infectious, communicable, and dangerous to the public health.

Procedures for isolation refer to the case (person having a communicable disease) and in this instance refer to the rules and regulations of the Control of Communicable Diseases as set forth by the Illinois Department of Public Health.

**Acquired Immune Deficiency Syndrome/HIV** – Need for isolation based on physician’s assessment and Diocesan procedures.

**Chicken Pox** – Isolation required for a minimum of six days after the appearance of eruption and/or until all lesions have crusted over.

**Head Lice** -- When evidence suggests a student has head lice, it is the practice of Our Lady of Mt. Carmel School that the principal check this student. The student will not be able to return to school until he/she is free of lice.

**Hepatitis A, B, Non-A, Non-B** – Isolation not required for students.

**Measles** – Isolation required from diagnosis until four days after appearance of rash.

**Meningitis** – (all cases) Isolation required during period of fever.

**Mumps** – Isolation required for nine days after salivary gland involvement.

**Rubella (German measles)** – Isolation not required until hospitalized. Cases should be isolated from pregnant females.

**Streptococcal Infections** – Isolation is required but may be terminated after 24 hours of treatment with appropriate antibacterial agent, provided treatment is continuing for a minimum of ten days.



**Medication:** Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

- 1) Complete required form – contact school office.
- 2) A written request and permission from the parent to administer the drug.
- 3) Medication shall be brought to school in appropriately labeled containers.

The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers. The principal or designee shall administer medication. In all cases, the school retains the discretion to reject a request to administer medication.

\* OLMC School does not keep Ibuprofen, Tylenol or other pain relievers on hand to give to students. Teachers and other staff members cannot administer any medication to students unless that medication has been brought in by the student with a signed permission slip from the parent and directions to administer.

**INTERNET ACCESS / AUTHORIZATION:** In order to access and use the school's internet and other related technologies (the network), each student and his/her parent(s) or guardian must sign the Agreement Statement on page 4 of this handbook stating he/she has read the Internet Code of Conduct and will abide by it. **Please read this document carefully before signing.** The agreement on pg. 4 must be signed and returned.

All use of the network shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this authorization of internet access or the internet code of conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the party who signed has read the terms and conditions carefully and understands their significance. The internet agreement will be sent home at the beginning of the school year. Each student will be required to return a completed internet agreement before he/she will be granted access to the Internet through a school computer.

## **Terms and Conditions:**

1. **Acceptable Use** – Access to the network must be for the purpose of education or research and be consistent with the internet code of conduct and the educational objectives of Our Lady of Mt. Carmel School.

2. **Privilege** – The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Users will participate in a discussion with an assigned staff person concerning the proper use of the network. A faculty member, staff person or parent/guardian may request the system administrations to deny, revoke, or suspend a student user's access to the network due to unacceptable use. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke or suspend access at any time. The system administrator's decision is final.

3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language.
- Do not reveal the personal address or telephone numbers of students, staff, faculty or colleagues.
- Do not use the network in any way that would disrupt its use by others. Consider all communications and information accessible via the network to be private property.

4. **E-mail** – All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the network is the property of Our Lady of Mt. Carmel School and as such used solely for educational purposes. The use of any software and/or the network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so, or unless they have received prior clearance from the system administrator. All passwords are the property of Our Lady of Mt. Carmel School. No user may use a password that has not been issued to that user. To ensure that the use of the network is consistent with the educational objectives of Our Lady of Mt. Carmel School, authorized representatives of the school may monitor the use of the network from time to time. Such monitoring may include printing and reading all email entering, leaving, or stored in these systems. Messages to or in support of illegal activities may be reported to the proper authorities. Therefore, anything you say, receive, or use on the internet is not private, and you

should not have any expectation that any messages to or by you or activities by you are private or confidential.

5. **No Warranties** – Our Lady of Mt. Carmel School makes no warranties of any kind, whether expressed or implied, for the network service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions. Use of any information obtained via the network is at the user’s own risk. Our Lady of Mt. Carmel School specifically denies any responsibility for the accuracy of quality of information obtained through the system.

6. **Financial Obligations** – The student or parent/guardian will be responsible for any financial obligation incurred through the use of the network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to, telephone charges, long distance charges, per-minute surcharges, and/or equipment or line cost.

7. **Indemnification** – The user shall indemnify Our Lady of Mt. Carmel School. Any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this authorization.

8. **Security** – Network security is a high priority. When you identify a security problem on the network, you must notify the system administrator or principal immediately. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log onto the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

9. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and the network. This includes, but is not limited to, the uploading or creation of computer viruses.

**LIBRARY/VISUAL-AID MATERIALS:** Our Lady of Mt. Carmel School maintains a well-rounded collection of material, with both classic and contemporary books available for checkout. All visual-aid materials, reference materials and library books are available to students to check out for four weeks at a time, and may be renewed up to three times. They are asked to use them carefully and conscientiously to avoid damaging them. If, however, an accident occurs, students are asked to report the damage immediately to the office so that it can be repaired. *Lost books must be paid for, and fines will be incurred for overdue books.*

**LOST AND FOUND:** All students are responsible for their own belongings. Lost or found articles will be kept in the K-5 building or cafeteria. All items will be dispersed at the end of the school year. Unclaimed items will be donated to a local charity.

**LUNCH PROGRAM:** A hot lunch is available to the school children daily. The parents are urged to have their children partake of this advantage. Lunches cost \$2.25 each and are purchased through the school office via the student's homeroom teacher. For the convenience and efficiency of all involved, billing statements will be sent home. Please return payment with statements promptly. Money for lunches should be sealed in an envelope with the student's name, grade, and amount of money written on the outside and given to the home room teacher. Checks should be made payable to Our Lady of Mt. Carmel Lunch Program.

If students prefer to bring their lunch, they may do so. Milk is sold for .35 cents in the cafeteria for students that bring their lunch. Soda is not allowed. Only if a child is allergic to milk will he/she be permitted to drink water. A note from his/her physician must be sent to the office as required by federal guidelines.

Our cafeteria does not serve peanut butter or nut products, nor are these products allowed at any time in the kitchen preparation area by other groups who use the kitchen. Students who bring peanut butter or items with nuts in their packed lunch are required to sit at a designated "peanut table." They may bring a friend to sit with them, as long as that friend does not have a nut allergy. Students who sit at this table are asked to wash their hands and face after they have eaten.

At no time are students allowed to share food in the cafeteria.

Students are required to recycle plastic and aluminum materials that they bring into the school or cafeteria.

**MASS:** Mass is usually celebrated two times weekly for each child, depending on the church calendar and the pastor's schedule. Participation for classes is on a scheduled basis. Fridays are celebrated as special all school children's masses. Parents are encouraged to attend.

**MOVIE/ VIDEO:** The school recognizes that while certain feature films/videos have educational value when used in the proper context, not all films are appropriate for use in all classrooms. Any film shown will be age-appropriate.

Regardless of rating, teachers must use their professional and prudent judgment in showing videos in their entirety or in part. Teachers should inform students of the content of the film/video regardless of its rating and give students the option of doing an alternate assignment if they choose not to watch the film/video. If a permission slip is necessary, the parental permission slip must contain a brief summary of the film/video, the reason why it is rated a certain way, and why the film is being shown in the classroom.

The principal will monitor the implementation of these guidelines. If the teacher has any doubt about any of the content of a proposed film/video, the principal will be consulted and will have the final authority to make the decisions regarding the appropriateness of showing said film/video.

**RACIAL/SEXUAL HARASSMENT / INTIMIDATION:** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior. "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or, by any other distinguishing characteristic; and a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as targets race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Policy 5142.2.

The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victims.

Any student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken. Each school shall have a written complaint procedure available for use by any individual wishing to present a racial/sexual harassment complaint. This complaint procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. Person who reported the incident will be advised of findings and action taken.

**RECORDS:** Each pupil has a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child. The Permanent Record folder contains only:

1. Student's name, birth date and place, parent's names and addresses;
2. Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
3. Attendance record;
4. Social Security Number;
5. Health records and accident reports;

6. Record of release of permanent record information.

**Release of Records:** School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

1. Parents, students, or representatives designated by a written consent of the parents.
2. Office of Education
3. Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.
5. The courts, in response to a court order.
6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

\*Our Lady of Mt. Carmel School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-rated information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

When a student transfers from Our Lady of Mt. Carmel School to another Catholic or public school and has an outstanding balance, an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. Health records cannot be withheld and must be forwarded upon receipt of a written request.

**RECYCLING POLICY:** Our Lady of Mt. Carmel School is dedicated to conserving resources and helping to save the environment that God has given us. Therefore, Our Lady of Mt. Carmel students and staff are required to reduce, reuse and recycle aluminum, glass, plastic and paper

products whenever possible. If soda in cans is consumed at school, students and staff are required to place empty cans in the recycle bin.

**REPORTING CHILD ABUSE:** Illinois law has made it mandatory for building principals, faculty and staff to report suspected cases of child abuse or neglect to the Department of Children and Family Services. The staff of Our Lady of Mt. Carmel School will comply with and follow the procedures outlined by this law. All school employees are mandated reporters.

**SAFETY:**

**Asbestos:** Our Lady of Mt. Carmel School has complied with the Federal Asbestos Hazard Emergency Response Act. (AHERA) 40 CFR 763.93 (e) (101). The inspection results and Management Plan are available for review in the administrative office.

**Drills:** Fire, tornado, and earthquake procedures have been established for the proper exit of students to ensure their safety. Practice drills are conducted during the school year to acquaint students with those procedures. Active shooter drills are conducted annually with the Herrin Police Department and school staff.

**Gangs:** Signs, symbols, colors, or attire which are publicly known to be representative or affiliated with street gangs will not be tolerated at school or school functions. Students who violate this policy will be subject to disciplinary action.

**Weapons:** Students may never bring or use anything at school or a school activity that could be considered a weapon. Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Any weapon found or used on school property or at a school activity will be confiscated. Depending on the nature of the weapon, the use of the weapon, and/or injury, the student may be isolated, suspended, and/or expelled from school. The parents/guardians will be notified immediately and, when necessary, law enforcement officials will also be notified.

**SCHOOL BOARD:** The board is established by the pastor to assist him and the school's principal in the governance of the school program. Board recommendations shall be binding throughout the school upon ratification by the pastor. Our Lady of Mt. Carmel School Board shall consist of seven members (six elected and one appointed) four ex-officio members, the



pastor, principal, a representative from the School Committee and such additional members from other parishes.

**SCHOOL COMMITTEE:** The School Committee is the primary fundraising organization for Our Lady of Mt. Carmel School. This group needs willing participants throughout the year to help with their various fundraising activities. When you are contacted, please agree to help whenever possible. If you are not contacted and wish to help, please call the school office at 942-4484.

**SCHOOLMESSENGER NOTIFICATION SYSTEM:** Our Lady of Mt. Carmel utilizes a student, parent, family contact system called SchoolMessenger. This instant phone notification system is used to contact parents to make announcements concerning school events, reminders, emergencies, etc. Some calls can be made to a very specific group of families and others will be made to the entire school population. Families will be asked to submit ALL phone numbers that they would like to receive these very brief phone messages. **Please update the school office of any changes with your phone numbers.**

**SNOW DAY/EMERGENCY DAYS:** In case of severe weather conditions or emergencies, cancellation of school will be announced through the Our Lady of Mt. Carmel SchoolMessenger telephone system. They will also be announced on TV Station WSIL (Channel 3).

**TELEPHONE USE:** Students may use the school telephone for necessary or emergency calls only, but permission must be obtained from the principal, teacher or school staff first. Students ***may not*** use the phone to call home for forgotten assignments.

Cell phones must be turned off when a student arrives at school and may not be turned on until dismissal. Students are to follow the classroom guidelines for storage of phones during the school day.

**VISITORS:** In order to protect the children, as well as the school, **ALL** visitors to the school **MUST** sign-in in the main school office and be given a visitor's pass. Parents who wish to visit a classroom should contact the child's teacher in advance to make arrangements.

**VOLUNTEERS:** All volunteers must sign-in and be given a volunteer pass. All volunteers who will have substantial contact with children shall enroll in the Initial Child Protection class and complete all necessary Child Protection forms. Volunteer drivers must fill out the Volunteer Driver Form on the next page.

Our Lady of Mt. Carmel  
Pre-Kindergarten  
Handbook



2016-2017

The OLMC Pre-K Program is for children ages 3 to 4 years old who are fully potty trained. The program will follow the same school policies and procedures that are outlined in the OLMC Parent/Student Handbook. Please take time to view the policies of school before the school year begins. Due to the nature of the Pre-K Program, there are some additional policies and procedures that need to be addressed.

**TUITION AND FEES**

<b>PRE-K 5 Days</b>	<b>\$3,620.00</b>
<b>PRE-K 3 Days</b>	<b>\$2,965.00</b>
<b>Pre-K 2 Days</b>	<b>\$2,480.00</b>
<b>PTO Fee</b>	<b>\$10.00 per family</b>

**Methods of tuition payment:**

- Payment in full at registration
- Two payments, one in July and the other in January
- Ten equal monthly installments through automatic withdrawal from a checking account or automatic credit from a credit card account on the 15th of each month beginning July and ending in April.

**Lunch & Snacks:** The Pre-K students will be served the same school lunch that our kitchen staff prepares for the entire school. A lunch menu will be sent home each month. Your child is welcome to bring a lunch from home. Milk will be served with lunch and you will receive a lunch bill each month. **PLEASE LET OUR STAFF KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES.**

**Snacks:** Snacks will need to be donated by each family on the first day of school. All of the following items will be accepted:

- |                 |             |          |               |          |
|-----------------|-------------|----------|---------------|----------|
| Graham Crackers | Pretzels    | Cookies  | Teddy Grahams | Poptarts |
| Animal Crackers | Cheez-its   | Goldfish | Popcorn       |          |
| Fruit Snacks    | Fresh Fruit |          |               |          |

\*Water is served at snack

**Curriculum:**

Academic: Mother Goose Time & Accelerated Reader

Religious: Pflaum Gospel Weeklies

**Probation:** Any Pre-K student that attends Our Lady of Mt. Carmel School is considered probationary until “sufficient period of time” has passed to guarantee that any special needs of the child can be met by existing Our Lady of Mt. Carmel curriculum and resources.

“Sufficient time” is to be judged by the principal and teachers involved, on a case-by-case basis, preferably not to exceed six weeks. Each student and parent will confer with the principal and teachers after this time to ensure that the student is able to meet success in his/her new environment.

Our Lady of Mt. Carmel School reserves the right at any time to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal and teachers involved) not be enrolled at this school.

**Toileting:** Children entering the Pre-K program are expected to be independently potty trained. This includes:

- Letting us know when they need to use the bathroom
- Wiping all by themselves
- Pulling down and up pants

We know accidents will happen, however excessive accidents will result in a review of your child’s readiness in our program. We will be supervising during bathroom breaks.

**Attendance:** Please notify the school office if your child will be absent. If your child will be gone for an extended period due to a vacation, we would appreciate notification prior to his/her absence.

**Check in/out:** Parents are to sign their children in and out every day. Please make sure the staff is aware of your child’s arrival and departure.

**Birthdays:** You may bring a birthday treat for your child and we will celebrate the birthday during the afternoon snack. We ask that you provide one treat for each child in the class. All treats must be store bought!

**Classroom Rules:** Listen to the person talking; follow directions; keep hands and feet to yourself; walk; use kind words; if you get it out, put it back; clean up after yourself.

**Daily summary sheet:** Each day your child will have a daily sheet in their cubbie which will let you know how their day went. The sticker will let you know their behavior, which center they played in, what they ate for lunch and how they rested. Most importantly, if there was an incident with your child that day there will be a note at the bottom of the sheet explaining what happened. Please talk with your child about this.

**Dress Code:** We do not require the Pre-K students to wear the school uniform. Please make sure your child is dressed comfortably for the day. There will be lots of opportunities to play and stains will happen. We will make every attempt to play outside during large motor time. Please make sure your child is appropriately dressed for the weather. *Flip flops, Crocs, and open-toed shoes will not be allowed due to the mulch on the playground.*

**Illness:** If your child becomes ill during the school day, we will call you and request that you pick your child up for school. If your child has thrown up, had a fever or diarrhea they have to wait 24 hours from the time it happened before coming back to school. If your child has a fever of 100 degrees we ask that you keep them home.

**Early Dismissal:** Parents will be notified if it is necessary to close school before 2:45 p.m. Early dismissal dates for faculty meetings are listed on the school calendar. There is always a 2:00 p.m. dismissal the first Monday of each month for faculty meetings.

**Mass Attendance:** Pre-K will attend mass on any All School Mass Days starting in September. This will be every Friday and sometimes throughout the week. Look at your monthly calendar for these days.

**Toys:** Toys from home will not be accepted at school. There is a high chance that they will get broken, damaged or lost. One soft animal will be allowed for rest time only.

If at any time you have a concern or just want to speak with the teacher about your child, please feel free to ask! Please know that we will make all decisions based on the safety and best interest of the child.

# VOLUNTEER DRIVER FORM

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: *(Minimum Limits of \$100,000 / \$300,000 Required)*

\_\_\_\_\_

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

- |  | <u>TRUE</u> | <u>FALSE</u> |
|--|-------------|--------------|
| 1. I have NOT had a conviction for an infraction involving drugs or alcohol<br>(such as driving under the influence or driving while intoxicated)<br>In the last three years.            | _____       | _____        |
| 2. I have NOT had two or more convictions for an infraction involving drugs<br>Or alcohol (such as driving under the influence or driving while intoxicated)<br>In the last seven years. | _____       | _____        |
| 3. I have had no more than three moving violations or accidents in the<br>last three years.  | _____       | _____        |

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.*

Volunteer Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OUR LADY OF MT. CARMEL 2016-2017 SCHOOL CALENDAR

**August**      15      Orientation/Open House 6-8 p.m.  
16      FIRST DAY OF SCHOOL 11:00 dismissal (**Wear uniforms**)

**2:00 dismissal until Labor Day**

**September**    5      NO SCHOOL/LABOR DAY  
6      3:00 dismissal begins  
12     2:00 dismissal/free dress  
30     11:00 dismissal/teacher in-service day

**October**        3      2:00 dismissal/free dress  
7      NO SCHOOL/teacher institute day  
10     NO SCHOOL/Columbus Day  
14     End of 1<sup>st</sup> quarter  
14     Last day to wear uniform or free dress shorts

**November**     7      2:00 dismissal/free dress  
10     NO SCHOOL/PT conferences by appointment  
11     NO SCHOOL/Veterans Day  
23     1:00 dismissal/Thanksgiving break begins  
24     NO SCHOOL/Thanksgiving  
25     NO SCHOOL/Thanksgiving

**December**     5      2:00 dismissal/free dress  
9      Christmas Program grades 3-8  
12     Christmas Program grades PK-2  
16     end of 2<sup>nd</sup> quarter  
21     1:00 dismissal/Christmas  
break begins

**January**      3      Classes resume  
                     9      2:00 dismissal/free dress  
                     16      NO SCHOOL/Martin Luther King Jr. Day  
                     27      11:00 dismissal/teacher in-service day

**February**      6      2:00 dismissal/free dress  
                     17      11:00 dismissal/teacher in-service day  
                     20      NO SCHOOL/Presidents Day

**March**          3      End of 3<sup>rd</sup> quarter  
                     6      2:00 dismissal/free dress  
                     10      1:00 dismissal/Spring break  
                     13-17      Spring break

**April**            3      2:00 dismissal/free dress  
                     12      1:00 dismissal/Easter break  
                     13      NO SCHOOL/Holy Thursday  
                     14      NO SCHOOL/Good Friday  
                     17      NO SCHOOL/Holy Monday  
                     18      NO SCHOOL/teacher institute day  
                     19      NO SCHOOL/teacher institute day  
                     20      First day to wear uniform or shorts

**May**            1      2:00 dismissal/free dress  
                     23      end of 4<sup>th</sup> quarter  
                     24      11:00 dismissal/teacher in-service day

**June**            2      Last day of school

**\*This calendar includes 6 emergency days. The last day will be backed up depending on the number of snow/emergency days used. If no snow days are used, May 24 is the last day.**

**\*The first Monday in session each month is a 2:00 dismissal/teacher meeting.**



**OUR LADY OF**  
**MT. CARMEL SCHOOL**



**EXTENDED CARE**  
**HANDBOOK**  
**2016-2017**

Dear Parents,

Welcome to the 2016-2017 OLMC Extended Care Program as we begin our 28<sup>th</sup> year! We are looking forward to serving you and your family throughout the school year.

Please take time to read this handbook, fill out the attached application, and return it to the school office or extended care with the registration fee as soon as possible.

If you have any questions or concerns, please feel free to contact me at the school, 942-4484 or my cell 925-7789.

Thank You,

**Linda Hagler**

Linda Hagler,

Extended Care Coordinator

### **GENERAL INFORMATION:**

OLMC Extended Care program is located in the lower gym. It is available before school from 7:00 a.m. to 7:45 a.m. At this time school children are dismissed to go to the gym, Pre-K will stay in Extended Care until 8:10 a.m.

Any student arriving at school before 7:45 a.m. must go to Extended Care and be signed in. A simple breakfast is available until 7:30 a.m.

Extended Care opens at the dismissal of school in the afternoons and is open until 5:30 p.m. All students not picked up within ten minutes of dismissal are required to go to Extended Care.

**REGISTRATION FEE:** There is a yearly registration fee of \$25.00 for one child and \$35.00 for two or more children.

### **AFTER SCHOOL SIGN OUT:**

Parent/guardian may assist the child/children in collecting any personal belongings and sign them out by recording the time you are leaving and initialing in the space provided. Parent/guardian needs to notify the staff that you are leaving with your child/children.

**Children are not allowed to sign themselves out!**

### **CLOSING TIME:**

Extended Care closes at 5:30 p.m. **Failure to pick up your child/children by 5:30 will result in a \$1.00 per minute fee which will be added to your monthly bill.** Habitual late pick up can result in dismissal of your child/children from the program.

### **AUTHORIZATION FOR PICKUP:**

We must have a written and signed notice in advance if someone will be picking up your child/children who are not listed on the application. The note should contain the date and name of the person who will be picking up the child/children.

Any person that the staff does not recognize will be required to show a picture ID before staff will release the child/children and we will compare their name to the names on your application. This is for the safety of your child/children.

A “drop-in” program is offered only when space is available. Call the school office school office and leave a message when needing this program. The program coordinator will return your call as soon as possible.

#### **PLEASE NOTE**

**\*\*\* Phones are to be in backpacks at all times.**

**\*\*\* Students may bring appropriate play clothes to change into.**

**\*\*\* ELECTRONICS OR TOYS MAY NOT be brought to Extended Care.**

**\*\*\* If your child purposely throws or kicks Extended Care balls on the roof of the buildings you will be expected to replace them.**

**\*\*\* Candy is not allowed at any time during Extended Care hours.**

#### **DISCIPLINE:**

Extended Care follows the same policy of discipline as stated in the OLMC School Handbook.

#### **SERVICES & FEES:**

- |   |               |
|---|---------------|
| <b>1. Before school &amp; after school (7-7:45 &amp; 3-5:30)</b>              | <b>\$7.00</b> |
| <b>2. Before school &amp; one hour or less after school</b>                   | <b>\$6.00</b> |
| <b>3. After school only (3 p.m.) with pick up after 4 p.m.</b>                | <b>\$5.00</b> |
| <b>4. After school only (3 p.m.) with pick up by 4 p.m.</b>                   | <b>\$3.00</b> |
| <b>5. Before school only</b>  | <b>\$3.00</b> |
| <b>6. Early dismissals will be a hourly rate of \$3.00 per hour per child</b> |               |

Families with more than one child that are attending the program will receive a discount for options **1, 2, & 3**. The fee for the second child will be reduced by \$1.00, the fee for the third child will be reduced by \$2.00 and the fee for the fourth child will be reduced by \$3.00.

**PAYMENT:** Monthly bills will be sent home with your child, payment is expected shortly thereafter. Checks are to be made out to OLMC Extended Care or OLMC-EC (**please do not include Extended Care payments with lunch money or other school fees**). Checks may be given to the classroom teachers, the school office or Extended Care. Payment for children that are “drop-in” are expected the day the child/children attends. All balances are to be paid in full at the close of the school year.

**Please be prompt with your payments.** Extended Care relies on it , we are in no way subsidized by the school and receives no funding from any other source. Snacks, supplies, salaries, and other needs depend on your payment.

**PAST DUE:**

If for any reason your Extended Care account falls behind more than one month, your child/children may not be allowed to attend Extended Care. All past due fees must be paid in full **before registering your child into this year's program.**

**OLMC Extended Care Program Registration Agreement**  
**2016-2017**

1. I understand that I am committing myself to participation in the OLMC Extended Care Program for the duration of the school year unless unforeseen events make withdrawal necessary.
2. I understand that I am responsible for payment of contracted fees. Checks are to be made payable to OLMC Extended Care and given to the staff, teacher or the school office.
3. If my child/children are having problems in the program, a conference will be arranged between myself and the OLMC Extended Care Coordinator to discuss the concern.
4. The OLMC Extended Care Program reserves the right to terminate child care services if it is determined that placement is unsatisfactory.
5. I have read and agree to all the policies, fees and procedures outlined in the handbook.

Please return all forms to the classroom teacher, school office or Extended Care.

Child/children name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OLMC EXTENDED CARE PROGRAM APPLICATION**  
**2016-2017**

Name(s) of child/children:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date of Birth of child/children:

Grade in fall of 2016:

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent/Guardian with whom the child resides:

\_\_\_\_\_

Mom/Guardian cell phone: \_\_\_\_\_

Dad/Guardian cell phone: \_\_\_\_\_

Mother's Employment:

Phone:

\_\_\_\_\_

Father's Employment:

Phone:

\_\_\_\_\_

Family Status: Married Separated Divorced Single Deceased

Child's Name: \_\_\_\_\_

Child's Doctor's Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

Medical Conditions (allergies or chronic illnesses):

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Person to be notified in case of an emergency when parents /guardians are unavailable:

Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Persons authorized to call or pick up my child/children:

Name:

Phone:

_____	_____
_____	_____
_____	_____
_____	_____

Attendance Information: (Please circle all that apply)

Monday Tuesday Wednesday Thursday Friday Drop-in

Please share with us any information that would be useful in providing for your child/children's needs:

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