

PARENT/STUDENT HANDBOOK 2019-2020



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AGREEMENT STATEMENT

By signing below, I agree that I have read the rules and policies as printed in this 2019-2020 Parent/Student Handbook and will abide by those policies.

Student(s) Name/Signature(s)

Parent(s) Name/Signature(s)

PUBLICITY CONSENT

YES____ **NO**____

The school would like permission to use and publish the likeness of your student(s). Our Lady of Mt. Carmel School may use such media electronically on its website, over the Internet, in newsletters, directories, promotional materials, press releases and similar publications without limitation or compensation to the parents/guardians or the student. The parents/guardians would release and discharge the school from all claims that could arise from or in connection with the use of such media, including claims of libel and invasion of privacy.

INTERNET ACCESS/AUTHORIZATION

By signing this form, you acknowledge that the student(s) are aware of the Internet Code of Conduct and will abide by it.

RESERVATION OF RIGHTS This Handbook is intended for the guidance of the students and parents of Our Lady of Mt. Carmel School. The Handbook generally sets forth the manner in which the School intends to proceed with respect to the matters addressed within. The School reserves the right to depart from the terms of this Handbook for good cause or when it proves to be in the best interest of the School or the student, as determined by the Pastor and Principal. This version of the Parent/Student Handbook supersedes all previous editions.

All students and parents must sign this, check off yes or no on publicity consent, and then return this page to the office by Sept. 1.

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Dear OLMC School Family,

We are excited that your child/children will be part of the Our Lady of Mt. Carmel School family for the 2019-2020 school year. Please familiarize yourself with this Parent/Student Handbook, and sign off on the Agreement Statement by Sept. 1.

Whenever possible, we will accommodate students' individual learning, behavioral, or health needs. It is very important that you inform the school of any special needs upon registration. We acknowledge that we may not always be the best fit for every child. For this reason, new students at Our Lady of Mt. Carmel School are considered probationary until such a time as records are received and a sufficient period of time has passed to guarantee that the special needs of your child can be met by the existing curriculum and resources. This "sufficient time" may vary, but should not exceed a 9-week grading quarter.

We have a uniform policy that remains in effect for the 2019-2020 school year; and just as last year, our Pre-K students will also have a uniform. Please familiarize yourself with the policy. Uniforms may be ordered at <https://olmcuniforms.itemorder.com> any time; however, we will have a 4-week group order window this summer, beginning at the end of June, where shipping will be free. You will be emailed the dates of that order window, and it will also be advertised on our Facebook page: <https://www.facebook.com/olmcherrin>. We have a few uniform items at school to try on for sizing. Please note that the only items that *must be purchased through online site* are the uniform polo shirts. Pants and shorts may be purchased elsewhere, as long as they meet uniform requirements.

Jason C. Swann, Principal

MISSION STATEMENT

Our Lady of Mt. Carmel Regional Catholic School extends the Catholic traditions of our parishes by serving the educational needs of families throughout the Southern Illinois region.

We strive to inspire students to work towards academic excellence, to become knowledgeable and active in their faith, to develop a strong moral character and sense of social responsibility, and to become life-long learners.

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

We welcome students from all faith traditions and diverse backgrounds. We attempt to address the unique needs of each child within a disciplined, safe and nurturing environment.

Approved by Monsignor Kenneth Schaefer, Pastor, Our Lady of Mt. Carmel Church, and School Board on June 6, 2016

STATEMENT OF PHILOSOPHY

Our Lady of Mt. Carmel is a regional 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 Regional Catholic 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 Monsignor Kenneth Schaefer, Pastor, Our Lady of Mt. Carmel Church, and School Board on 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: School work 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. Parents/guardians may keep track of students’ grades through a web-based gradebook called Teacherease. Students in grades 3-8 should utilize their weekly planner to record any work that needs to be finished at home. An excessive amount of time spent on homework indicates a difficulty that should be discussed with the teacher. Below are guidelines for the reasonable amount of time a student should spend practicing skills, reading, or otherwise studying at home.

Primary grades (K-2)	10-30 minutes
Intermediate grades (3-5)	30-60 minutes

Upper grades (6-8)

50-90 minutes

At least two days' notice will be given to students prior to tests. Every attempt will be made to coordinate chapter and unit tests in grades 6-8.

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 be administered in grades two through eight during September-October. Students in grades 3, 4, 5, and 7 also take the CogAt test to determine cognitive abilities.

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.
2. Students will normally be recommended for acceleration 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 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.

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. 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 student may be removed from the accelerated program:

- If a math grade falls below 87% at the end of any grading period.
- Teacher evaluation that the student is not able to keep up with the demands of the accelerated program.

Music Program: 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.

Religious Education Program: The school curriculum includes a program of Religious Education in which all students, Catholic and non-Catholic are required to participate. The program includes daily religion classes, daily classroom prayer, and attendance at school masses (usually twice a week). The program further includes participation for receiving the Sacraments of the Catholic Church. Non-Catholics are not expected nor permitted to receive these Sacraments.

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 religious philosophy and the required education expectations 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.

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 STAR 360 testing in reading and math for 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 with another teacher or an aide.
- 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 Qualifications:

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

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 core academic subject will make a student ineligible for Honor Roll that quarter.

Honors Night: Honors Night will be celebrated in the spring 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 8th grade will have *all 1st through 4th quarter* grades considered for purposes of determining honors and high honors awards at graduation ceremonies.

Honor Society Induction: 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 and 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 for grades 4-8. Students in grades K-3 may receive reports at different intervals, due to Standards-based grading.

Retention Guidelines:

Grades K-3: Grades for students in K-3 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 4-8: Students may be retained with an F average in two core subjects. These averages will be based on in-class assignments, quizzes, tests and other assessments that the student has completed.

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.

K-8 ADMISSIONS

All Catholic and non-Catholic students will be considered for admission, as long as class size does not exceed a reasonable number for the age level of the students. This number may vary between grade levels. Every attempt is made to split classes into two sections when enrollment in a grade level is deemed large enough. The Pastor or Principal will determine this number, based on the best interest of the school. If class size is limited, Catholic students who are active members of a parish will be accepted first, followed by Catholic students who are not active members of a parish, and then non-Catholic students.

PRE-K ADMISSIONS

All Catholic and non-Catholic students of the appropriate age and social/emotional ability level will be considered for admission, as long as class size does not exceed a reasonable number for the age level of the students. This number may vary depending on the number of part-time and

full-time students. The Pastor or Principal will determine this number, based on the best interest of the school.

When interest in enrollment exceeds class limitations, the following factors will determine admission to the PreK program:

- Enrollment in good standing in our PreK the previous school year
- New 4-year-olds will be given consideration over new 3-year-olds
- Students who have siblings enrolled in K-8 classes
- Catholic applicants who are active members of a parish will be considered over Catholic applicants who are not active members of a parish or non-Catholic applicants
- Consideration will also be given to those who plan to enroll their child in our K-8 school
- Amount of time a child has been on our waiting list

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.

Tuition and Fees: Information regarding tuition and fees is given to each family at the time of registration.

Assessments:

Our Catholic tuition is considerably lower than our non-Catholic tuition 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. 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 currently appears on teacherease (will be phasing to Option C) accounts for *all* Catholic families at the beginning of each year. However, with the implementation of Option C, the notification module may change. It will be waived in full or in part when you have finished your volunteer hours (24 hours). Hours worked are kept by the School Committee and turned into the office. Please make sure you sign in for all activities you work. (Due to the implementation of the new SMS system, this may change.)

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 may 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. 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 #5111.1, 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 1. 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 6th grade must have physicals with proof of immunizations and dental exam. Students entering 2nd grade must have a dental exam.

Probationary Statement: Any new students that register to attend Our Lady of Mt. Carmel School are considered probationary until such time as records are received 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 nine 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 and the nurse’s office. Individual Epipens that students bring to school will be kept in their classrooms. The school will minimize the risk to known allergens (see Lunch Program).

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.

ATHLETICS:

Activities per Week:

1. Students in grades 4 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 his/her teacher(s) on the first day back from an absence regarding missed assignments and tests. Please note that it is not always possible for teachers to gather all missed assignments on the day of the absence. This is especially true when students rotate classes between several teachers (6-8 grades). 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. Teachers may be able to provide some assignments in advance, but cannot be expected to do so. Students are still responsible for checking with their teacher(s) when they return to see if there is any work they need to make up.

Early Arrival K-8: Two supervisors (teachers, aides, or principal) will be on duty in the upper gym beginning at 7:45 a.m. to supervise students. All students arriving earlier than 8:10 a.m. on a regular school day or 8 a.m. on a mass day **MUST** report to the gym. 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 Arrival PreK: PreK students who are enrolled in Extended Care will remain in Extended Care until a PreK aide picks them up at 8:10 a.m. on a regular school day or 8 a.m. on a scheduled PreK mass day. Students who are not enrolled in Extended Care will be met by the PreK director at 8:10 a.m. on regular school days, or 8 a.m. on scheduled PreK mass days, in the entry vestibule of the school.

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 School Messenger call. Please

wait for the automated call or watch WSIL TV to find out if school will be closed. Do not call the rectory, 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 4th 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.

BATTERY AGAINST SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the principal will report any incident of battery committed against a teacher, teacher personnel, or administrative staff, to local law enforcement authorities immediately after the occurrence of the attack, and to the department of State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the attack. (105 ILCS 5/10-21.7)

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 provided to parents. 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, cubbies and lockers should be cleaned out regularly. Books and materials should be kept in an orderly arrangement. Books must be stored in a desk, cubbie 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. An online Refresher Course must be taken 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 by 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. If the principal does not resolve the issue, the parents should consult with the Pastor.

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 in good condition 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
- Time out
- 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. When a student accumulates several lunch detentions in a semester for the same infraction (i.e., 3 behavioral or 3 academic) the student's 4th 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-5th grades one-half hour after school; 6-8th 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 may 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 assault, Threats of violence, Violent offenses

COUNSELING: Our Lady of Mt. Carmel School has a part-time counselor on staff. Students may be referred by their teacher or parent to meet with the counselor for a variety of support services.

DRESS CODE: At Our Lady of Mt. Carmel Regional Catholic School our students and faculty dress in a manner that is conducive to educational excellence. We value the high standards by which we teach and learn. Our uniform dress code reflects a common commitment to present ourselves in the best possible manner while showing respect for one another and taking pride in our school's identity. Our appearance during the school day upholds our belief that the educational experience is important and valuable. Our uniform dress code helps our students to be mindful of our mission's core values including: building a strong community, striving for academic excellence, promoting a safer learning environment, and developing character through faith and self-respect. A student's ability to adhere to a common dress code helps to reinforce behaviors of character that will become more salient as he or she grows and matures in to a world of behavioral standards and etiquette that require self-discipline and personal commitment.

Enforcement of Uniform Dress Code Policy

As with all school policies, cooperative efforts between our school and our families ensure the greatest level of success. We encourage a common sense approach wherein parents monitor how children leave for school and our staff members enforce our uniform dress code when students arrive.

If a student is not in compliance with the school's uniform dress code the following procedures will be taken as disciplinary action:

First Infraction: A written warning form will be sent home to the parents/guardians explaining the violation. The form must be signed by a parent/guardian and returned to school the following day.

Second Infraction: A second written warning will be sent home to be signed by a parent/guardian and returned the following day. The student in violation will be sent to the principal's office or the Uniform Room, or parents/guardians may be called to bring proper garments. The student will also receive an in-school lunch detention.

Third Infraction: A third written warning will be sent home to be signed by a parent/guardian and returned the following day. The student in violation will be sent to the principal's office. The student will also be taken to the Uniform Room, or parents/guardians may be called to bring in proper garments. The student will also receive an in-school lunch detention and may lose his/her privileges for the next Free Dress Day. Students who receive three infractions through blatant disregard of the dress code will lose his/her privileges for the next Free Dress Day.

Fourth Infraction: To be determined by the principal and Pastor. *The administration reserves the right to issue disciplinary sanctions to students for flagrant or repeated violation of the dress code.*

Required and Optional Uniform Pieces:

Our Lady of Mt Carmel Regional Catholic School families should be aware that all uniform pieces are available through our school's website <https://olmcuniforms.itemorder.com> for your convenience and to eliminate confusion as to what is acceptable and what is not acceptable to wear to school. In addition, our school has the potential to receive money back on purchases made through our school's on-line uniform store vendors. There are a minimal number of uniform pieces that are required, and others that are optional. This distinction is clearly outlined below. Optional uniform pieces are purchased at the discretion of each family and are intended to give families choices. Every effort has been made to offer all uniform pieces that are comfortable, durable and affordable. Polo-style uniform shirts must bear the official school uniform crest and are only available through our online store to maintain consistency. Uniform sweaters and pullovers may or may not bear the school crest and are optional items only. There are certain pieces of the school uniform that can be purchased elsewhere, other than the school's on-line store. However, families that choose to do this are not guaranteed that their child's uniform will meet dress code requirements. It is recommended that such items are approved by the school prior to purchase.

Our Uniform

All students are expected to be in their approved uniform from the time they are dropped off in the morning until they are picked up after school. Sanctioned uniforms are clearly outlined in this section of the handbook. Our Lady of Mt. Carmel School Uniforms vary slightly in middle school and are intended to be age appropriate, functional, convenient and stylish. Uniform pieces can be seen by grade level at <https://olmcuniforms.itemorder.com>

Additional Dress Code Information:

Belts: All students in Grades 2-8 must wear a belt that is solid or braided in brown or black. Belts, may not be fabric, multicolored, patterned or bear any company logos. Belts are not required for Pre-K, Kindergarten and 1st Grade students.

Hair: Hair must be neat, clean, and well-groomed. Boys' hair should be an appropriate length and style suited for a young gentleman. A hairstyle that obstructs one's vision or is distracting to others is not allowed. Extreme styles or artificial colors are not allowed. Headbands, hair bows and ribbons must be solid navy or white. Hair accessories that are multicolored, patterned, or over-sized (i.e.: large hair bows) are not allowed.

Hats: Hats are not part of the school uniform and may only be worn outside. Hats are not to be worn inside school or in church at any time.

Jewelry: Wearing jewelry to school is discouraged for safety reasons. However, girls are permitted to wear small post earrings, watches, religious bracelets or necklaces, and jewelry for medical reasons. Boys may wear watches, religious bracelets or necklaces, and jewelry for medical reasons. Boys may not wear earrings. Any jewelry that is ornate or distracting is unacceptable. Watch alarms must be silenced during school hours.

Make-up/Fingernail Polish: At the discretion of a parent/guardian, girls may wear make-up and fingernail polish that is modest and appropriate for a Catholic school student. Minimal make-up and light colored nail polish is encouraged. Any make-up or fingernail polish that is garish or distracting will be asked to be removed in school. Artificial nails are not allowed.

Outerwear: Jackets and coats may only be worn outside and are not to be worn in the classroom or in church at any time. Zip-up sweat jackets or pull-over "hoodies" are considered outerwear and are not permitted while in class or in church. If a student wears a sweat jacket or hoodie to school, it must be removed upon arrival to school and not worn in class or during Mass.

Pants: Uniform pants are to be flat-front (non-pleated) dress khakis and must match in color to khakis available through the school's website. Dress style pants only are allowed. Jean style or cargo-style pants are not allowed.

Scout/Athletic Uniforms: Students are not allowed to wear scout or athletic uniforms/jerseys during the school day.

Shoes and Boots: Closed toe and heel, soft sole dress shoes or athletic shoes are to be worn at school at all times. Athletic (tennis) shoes are required for P.E. days. Boots, including winter boots, cowboy boots, or “fashion boots” (i.e.: UGGs) may not be worn during the school day. If students wear snow or rain boots to school, they must change into shoes in the classroom in the morning. Snow or rain boots are allowed for outdoor use only, such as on the playground or to and from school in the morning or afternoon. Cowboy boots are not allowed under any circumstance. All shoes must have non-marking soles. Sandals, jellies, clogs, Crocs, flip-flops, high-heeled, platform, and shoes with flashing lights are not allowed.

Shirts: All short or long sleeve polo-style uniform shirts must bear the Our Lady of Mt Carmel Regional Catholic School emblem. All uniform shirts must be tucked in at all times. Students may wear a plain, white, short-sleeved undershirt under their uniform shirts. Undershirts must fit appropriately under the uniform shirts (i.e.: long sleeve undershirts may not be worn under short sleeve uniform shirts). Undershirts in any color other than white are not allowed, and visible company logos are not permitted.

Shorts: Students may wear uniform shorts, at the discretion of a parent/guardian, at any time throughout the school year. Uniform shorts are to be flat-front (non-pleated) and must match in color to khakis available through the school’s website. Dress style shorts only are allowed. Jean style or cargo-style shorts are not allowed.

Socks: Boys are required to wear crew socks or ankle socks in navy or white. Girls are required to wear crew, ankle socks, knee socks, or tights (see “Tights” below) in navy or white. Socks with stripes, patterns, lace, ruffles, or visible company logos are not permitted.

Cardigans & Pullovers: Our Lady of Mt Carmel Regional Catholic School Cardigans and Quarter-zip pullovers with or without the school crest are *acceptable to wear in school* as a part of the uniform. Shirt collars must be visible while wearing cardigans or pullovers. These items, which can be purchased from the school’s website, are optional and are not required as a part of the school uniform.

Sweatshirts: Plain, scoop-neck or hoodie sweatshirts are not permitted in school or in church. Sweatshirts, “hoodies”, spirit wear, OLMC athletic apparel may be permitted on Spirit Days (see “Spirit Days” below).

Tights: Girls may wear tights under their uniform jumpers, skirts or scooters. Tights may be light-weight or cable-knit (heavy weight) in navy or white. Leggings, striped, patterned, ruffled or lace tights are not allowed.

Mass Days: Middle School students are required to “dress up” for Mass on Friday mornings.

Young men in Grades 6 - 8 are to wear a white oxford shirt and OLMC plaid tie with khakis. Young women in Grades 6 - 8 are to wear a white oxford blouse and OLMC plaid tie with uniform skirt or khakis. Students will be permitted to remove their ties after church for the remainder of the school day. Although not required, we kindly ask parents to encourage students in the lower grades to “dress up” for Mass as well, as a sign of respect and to honor the solemnity of the Mass. The principal and/or pastor may request that students “dress up” on other days as they deem fit, such as holy days of obligation, or to honor a special guest at the school.

Free Dress Days: On the first Monday of each month with a 2:00 p.m. dismissal, students are given the privilege of not wearing their uniform. However, on these days students are required to wear clothes that are neat and appropriate for school. Students may not wear clothing that is inappropriate in length or design for a Catholic school community. Students may not wear oversized or tight-fitting clothing, such as short-shorts, sundresses or tank tops. Students may not wear sandals, heels, open toe or open back shoes for safety reasons. Students are not allowed to wear clothing which depicts advertisements or slogans for any alcohol or tobacco products, or any illegal drug or inappropriate (e.g. gang related) messages or pictures. Students are also permitted to wear their uniform on a Free Dress Day, if they so choose.

Spirit Days: Throughout the school year we celebrate Spirit Days as a way to collectively showcase our school pride. On these days students have the option of wearing their uniform, any OLMC athletic apparel, spirit wear shirts with uniform bottoms. Additional themed “dress up” days, like those during Catholic Schools Week, occur throughout the school year and are determined by the principal. On these days, students are given the privilege of not wearing their uniform in order to participate in school activities and special events.

Picture Day(s): Fall and Spring Picture Day are also free dress days.

The principal has the authority to make exceptions to the dress code policy for school activities, special events, and extraordinary circumstances.

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.

EXTRA CURRICULAR ACTIVITIES:

Band: The Band Program is open to all students in grades 5-8. 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 may also be required to purchase appropriate music books.

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; group band practice is before school. 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 “8th 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 at the end of this handbook.

GRADUATION: We participate in an 8th grade graduation mass/ceremony in which all eligible 8th 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 school nurse 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 nurse, 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 by Sept. 1.

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. 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 or 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 article boxes are in the office and cafeteria. Items not claimed in a timely manner 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 \$2.60 each and are purchased through the school office via the student's homeroom teacher. Each family is provided an application for free milk/meal and reduced-priced meals at the beginning of the school year. These are confidential forms. You will be notified by the office if you qualify for either program.

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 or other sugary drinks are not allowed in the cafeteria. 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 peanut 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. Films with a rating of G may be shown without a permission slip. PG films may be shown in grades (K-5) with parental permission. PG films may be shown in (6-8) without a permission slip. PG13 films may only be shown in grades (6-8) and with parental permission. 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.

PEST CONTROL: In accordance with Diocesan Policy 2502, Our Lady of Mt. Carmel has a monthly contract with Enviro-tech Pest Control of Carbondale for prevention/maintenance of pests. Application of pesticides occurs on the fourth Monday of the month in Cabrini Hall and the lower gym.

PREGNANT STUDENTS: The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. Each case shall be considered individually.

RACIAL/SEXUAL HARASSMENT, INTIMIDATION AND BULLYING: 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 the 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.

Reporting of Harassment, Intimidation or Bullying:

Any student who believes that she/he has been or is the victim of harassment, intimidation or bullying should immediately report concerns to a teacher or counselor who will be responsible for notifying the Principal. Every student is encouraged to report any situation that he/she believes to be harassment, intimidation or bullying behavior directed toward a student. Reports may be made verbally or in writing. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. All complaints of shall be investigated promptly by the Principal or his/her designee. The Principal or designee shall determine, as an initial step in the investigation, whether a reported act of harassment, intimidation or bullying is within the permissible scope of the school's jurisdiction. Although certain cases may require additional time, the Principal or designee will attempt to complete an

investigation into the allegations of harassment within ten (10) school days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any other information that is necessary to determine the facts and seriousness of the report, including any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations;
- E. meeting with the parents/guardians of the students involved to discuss the results of the investigation and any actions taken to address the incident.

Retaliation or Reprisal

There shall be no reprisal or retaliation against anyone who reports an act of harassment, intimidation or bullying and any student who retaliates against a reporter shall be subject to discipline up to and including suspension or expulsion from school. Likewise, any student who is found to have falsely accused another of bullying shall be subject to appropriate discipline including possible suspension or expulsion from school.

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. Health records and accident reports;
5. Record of release of permanent record information.

Flagging of Records: If a current or former student has been reported as a missing person by the ISP, a notation will be made on the outside of the student's permanent file, and will also be recorded in the student's electronic Teacherease file.

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 will 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.

DIOCESAN STUDENT CONDUCT AND SAFETY POLICIES:

Policy 5142

A safe, respectful and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

Possession of Weapon

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may include not only a multiple-day suspension of, up to and including, ten days but also expulsion. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school.

There is a ban on possession of any type of 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. Expulsion or suspension will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity. Any student determined to be in possession of a weapon, or who committed a crime against any person/s will be reported to the police.

Harassment, Threats, Theft, Arson, Assault and Battery

Students who engage in acts of harassment, threats, theft, arson, assault and battery are also subject to a variety of disciplinary measures. These measures may include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsion and restitution.

The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. Each local school board shall establish, in consultation with the principal, a local policy stating the criteria regarding levels and types of severity. These determinations would include: cost, damage, level of injury, types of theft. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Adopted: February 21, 1995; Revised: October 6, 2005

Policy 5142.1

Threats of Violence

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. The local police will be promptly notified of the threat.

Adopted: May 20, 2001

Policy 5114.1

Alcohol Use/Drug Abuse by Students The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician. The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse. A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

Adopted: January 24, 2000 Revised: March 16, 2010

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.

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 fund raising 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 (618)942-4484.

SCHOOL MESSENGER NOTIFICATION SYSTEM: Our Lady of Mt. Carmel utilizes a student, parent, family contact system called School Messenger. 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.

SEARCH AND SEIZURE: The administration of the school is free to enter a student's locker, desk, or school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to parents. When a situation arises that requires a search of a student, the student will be asked to empty his/her pockets or purse. If a student complies, this will not be considered an invasion of the person. Body searches will not take place. If a student does not comply, the student's parent will be called and expected to come to the school and conduct the search in the presence of the school administrator. A parent's refusal to comply with the request is grounds for immediate expulsion. Diocesan Policy 5115.

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 School Messenger 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 the refresher course each year, and complete all necessary Child Protection forms. Volunteer drivers must fill out the Volunteer Driver Form on the next page.

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 (such as driving under the influence or driving while intoxicated) In the last three years.	_____	_____
2. I have NOT had two or more convictions for an infraction involving drugs Or alcohol (such as driving under the influence or driving while intoxicated) In the last seven years.	_____	_____
3. I have had no more than three moving violations or accidents in the 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 operation my vehicle.

Volunteer Driver Signature

Date

Our Lady of Mt.
Carmel Pre-
Kindergarten Handbook
2019-2020

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

PRE-K 5 Days	\$3,920.00
PRE-K 3 Days	\$3,265.00
Pre-K 2 Days	\$2,780.00
PTO Fee	\$10.00 per family

Registration Procedures:

Families wanting to register their child(ren) for PreK at OLMC must first contact school office. Once registration is completed, a tuition payment is required in order to hold that registration.

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 nine 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: Pre-K students are required to wear a school uniform. Please refer to the Dress Code Policy in the Student/Parent Handbook.

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. Early dismissal dates for faculty meetings are listed on the school calendar. There is always a 2:00 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.

OUR LADY OF MT. CARMEL SCHOOL
400 WEST MONROE STREET
HERRIN, ILLINOIS 62948
Phone (618) 942-4484
Fax (618)942-2864
Principal, Jason C. Swann

PARENTAL/LEGAL GUARDIAN PERMISSION SLIP
FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school. This activity will take place under the guidance and supervision of employees from Our Lady of Mt. Carmel School.

PARTICIPANTS:

CURRICULUM GOAL:

DESTINATION:

DESIGNATED SUPERVISOR:

DATE & TIME OF DEPARTURE:

DATE & TIME OF RETURN:

METHOD OF TRANSPORTATION:

STUDENT COST:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby request participation by my child, _____, in the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Parent/Guardian signature: _____

Emergency phone number: _____