

Our Lady of Mount Carmel School

Table of Contents

Faculty & Staff Members	2
Schedule	3
Section I Philosophies & Student Learning Expectations	4
Section II Administration	5
2.1 General Administration	
2.2 Office Procedures.....	6
Section III Non-Instructional Operations	7
3.1 Admissions	
3.2 Student Records.....	8
3.3 Finances.....	8-9
Section IV Students	10
4.1 Student Attendance	
4.2 Instructional Programs.....	11
4.3 Grading.....	12
4.4 Awards.....	13
4.5 Graduation Requirements.....	14
4.6 Discipline and Conduct.....	14-17
4.7 Uniforms.....	18
4.8 Student Insurance.....	19
4.9 Student Safety.....	20
4.10 Emergency Procedures.....	20-21
Section V Student Programs and Activities	22
5.1 Religion Program	
5.2 Student Programs	
5.3 Playground.....	23
Section VI Parent Community Involvement	24
6.1 Parent Expectations	
6.2 Hot Lunch.....	25
6.3 Communication	
6.4 Birthdays	
Section VII Traffic Pattern	26
7.1 Traffic Pattern Regulations	
7.2 Student Regulations	
7.3 Traffic Pattern Drawing Guidelines.....	27
* Traffic Pattern Drawing.....	28
Parent Acknowledgement (sign and return to school).....	29

Our Lady of Mount Carmel School

Faculty and Staff Members

2011-2012

Administration

Administrator/Pastor..... Rev. Jose Castillo
Principal..... Sr. Ana Rosa Aceves, S.J.S.
Vice-Principal..... Mrs. Maria Elena Morlett

Our Teachers

Pre-Kindergarten..... Sr. Claudia Cortez
Kindergarten..... Mrs. Corinne Blubaugh
1st Grade..... Mrs. Yanira Vasquez
2nd Grade..... Ms. Deborah Gonzales-Saenz
3rd Grade..... Sr. Ana Maria Guzman
4th Grade..... Mrs. Christina Corpuz
5th Grade..... Mr. Alfonso Sanchez
6th Grade Homeroom..... Ms. Jessica Jaramillo
7th Grade Homeroom..... Mrs. Maria Elena Morlett
8th Grade Homeroom..... Mr. Christian Truesdell
Math Asst. (6th-8th)..... Ms. Jeanett Valenzuela
Computers/Music..... Mr. Frank Amador
Physical Education..... Mr. Anthony Luongo

Our Teacher Aides

Mrs. Monica Cardenas
Mrs. Elizabeth Fisher
Ms. Janet Leanos
Mrs. Margarita Flores
Ms. Cristina Gonzalez
Mrs. Lourdes Espinoza
Mrs. Ofelia Jauregui
Mrs. Lucy Lozada
Mrs. Edna Tucker
Mrs. Lucy Lozada

Our Supporting Staff

Bookkeeper..... Mrs. Carmen Jaramillo
Secretary..... Mrs. Claudia Gonzalez
Office Assistant..... Mrs. Karla Castro
Resource / Extended Care..... Mrs. Maria Alvarez
Library..... Mrs. MaEugenia Villarreal
Library Aid / Supplies' Center..... Mrs. Corina Hernandez
Cafeteria / Safety Patrol..... Mrs. Kathy Chavez
Cafeteria..... Mrs. Maria Lopez
Cafeteria..... Mrs. Irene Jaramillo
Plant Maintenance..... Mr. Javier Bustos
Custodian..... Mr. Ruben Ortega

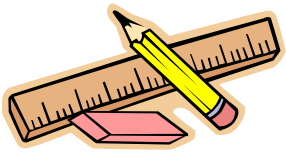


Our School Board Members

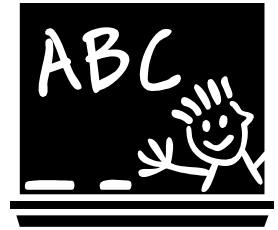
Mrs. Monica Alvarado-Leon
Mr. Juan Botello
Mr. Enrique Cerda
Mr. & Mrs. Luis Gonzalez
Mr. & Mrs. Salvador Landin
Mr. Mike Marquez
Mr. & Mrs. Fausto Polanco
Mr. & Mrs. Francisco Rabago
Mrs. Laura Santiago

SCHEDULE

Daily School Session

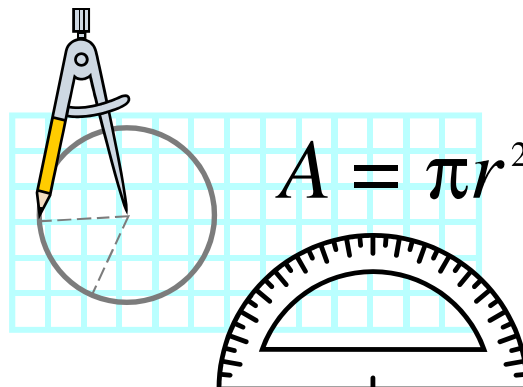
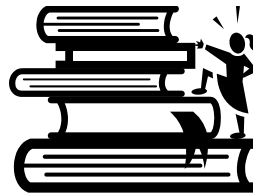


7:30 a.m.	Gate Opens, Supervision Begins
7:45 a.m.	Traffic Gate Opens, School Office Opens
8:00 a.m.	Morning Bell, Prayer, and Flag Salute
10:00 a.m.	Recess – Grades PreK, Kn, 1 st , 2 nd
10:15 a.m.	Recess – Grades 3 rd , 4 th , 5 th
10:30 a.m.	Recess – Grades 6 th , 7 th , 8 th
11:30 a.m.	Lunch – Grades Kn, 1 st , 2 nd , 3 rd , 4 th
12:00 p.m.	Lunch – PreKinder
12:15 p.m.	Lunch – Grades 5 th , 6 th , 7 th , 8 th
12:15 p.m.	Dismissal on Minimum Days
2:50 p.m.	Closing Ceremony and Dismissal, KN – 8 th



Schedule for Grades 6th, 7th, 8th

8:00 a.m.	<i>Morning Bell, Prayer, And Flag Salute</i>
8:05 a.m.	Period 1
9:00 a.m.	Period 2
9:45 a.m.	Period 3
10:30 a.m.	<i>Recess</i>
10:45 a.m.	Period 4
11:30 a.m.	Period 5
12:15 p.m.	<i>Lunch</i>
12:50 p.m.	Period 6
1:35 p.m.	Period 7
2:20 p.m.	Period 8
2:50 p.m.	<i>Closing Ceremony and Dismissal, KN – 8th</i>





Our Lady of Mt. Carmel School



Section 1 – Mission Statement, Philosophies, SLE's

Mission Statement

Our Lady of Mount Carmel School, through a dedicated faculty, staff, parent, and parish community, establishes an environment of faith, love, and respect, which fosters spiritual growth and learning. This enables students to make morally correct decisions and provide meaningful service to society.

OLMCS Philosophy

Our Lady of Mount Carmel School is a student centered Christian community. Each member is encouraged to acquire knowledge, skills, and values in order to serve God, family, and society.

The administration, faculty, and staff, in partnership with the parents/legal guardians who are the primary educators of their children, are committed to assisting students in developing their full potential. Our Lady of Mt. Carmel School stimulates spiritual, intellectual, social, emotional and physical development in an atmosphere of faith, love, and community.

Philosophy of the Sisters Servants of the Blessed Sacrament (S.J.S.)

The life and works of the Sisters Servants of the Blessed Sacrament (S.J.S.) are directed towards building an intimate union with God through the adoration of the Blessed Sacrament and the devotion to the Blessed Mother. Their apostolate is the outpouring of their love for God and for each other.

The S.J.S. schools should create with the teachers, parents, and students, a caring atmosphere and environment in which individuals develop a personal knowledge and responsibility for each other in an interdependent world. Furthermore, S.J.S. schools should encourage each individual to stretch beyond the intellectual and technical achievement in order to reach a deeper spiritual and moral truth.

Student Learning Expectations

A graduate of Our Lady of Mount Carmel School is:

- I. *A faithful Catholic who:***
 - A. Practices the Gospel values and leads a prayerful life.
 - B. Makes moral choices based on the teachings of the Church.
 - C. Develops a spirit of service to family, school, parish, community.
 - D. Has a great love for Jesus in the Blessed Sacrament and for Mary, His Mother.

- II. *A diligent learner who:***
 - A. Possesses a solid foundation in basic subjects.
 - B. Is a good reader with high comprehension and writing skills.
 - C. Is a critical thinker and problem solver.
 - D. Is a good listener and can follow directions.
 - E. Is able to responsibly utilize technology for learning, communication, and enjoyment.

- III. *A responsible citizen who:***
 - A. Is self-disciplined, productive, understands and accepts responsibility.
 - B. Respects authority, self, peers, and others, regardless of their diversity.
 - C. Knows how to lead and maintain a healthy life-style.
 - D. Is aware of global issues.

Section 2 - Administration

2-1 General Administration

A. Administration

Our Lady of Mount Carmel School provides supervision during school hours only, from 7:00 a.m. until 3:15 p.m. Supervision is not provided before or after school hours, except for students participating in organized programs approved in advance by the School Administration.

1. Catholic Schools

All Catholic Schools are to be governed in accordance with Canon Law of the Roman Catholic Church. The pastor is the chief administrative officer of the school.

2. Pastor

The Pastor is ex officio Chief Administrative Officer of the parish school. In consultation with the principal and the School Advisory Board, he establishes local school policies. The pastor is responsible for the financial administration of the parish school. He may, however, delegate his responsibilities.

3. School Advisory Board

The primary function of our School Advisory Board is: School Development, Policy Formulation, Mediation, and Program Evaluation, not administration. When policies take written form, then properly approved and promulgated, the active role of the policy formulator changes to one of indirect monitoring through reports. Implementation of the policies is the exclusive concern of the administrator who is accountable to the board for effective policy execution. Our Lady of Mount Carmel School Advisory Board members are: The Pastor (ex officio); Principal (ex officio); Seven Lay Members; and the P.T.G. President.

4. P.T.G. Board

The purpose of this organization is to bring about closer relationships between the school, home and parish to give all participants in the school that spiritual and material support without which we could not function effectively and efficiently. All dues paid and the services contributed by P.T.G. members are to help keep our school equipment and educational materials updated and replaced if necessary. Meetings are usually held three times a year. P.T.G. membership has no role in policy-making for the school.

Active involvement in the P.T.G. as members will have its own rewards, and will show each child that those members have a vital interest in his/her school. P.T.G. membership involves certain minimum parental expectations:

- a. Participation in P.T.G. functions and activities.
- b. Expenditures by the P.T.G. require the approval of the school administrator as well as reports of on-going activities.
- c. The School Administrator shall be the co-signer of all school activities and the organization of bank accounts.

5. Room Parents

The Room Parent Coordinator's main duty is to act as an intermediary to facilitate communication and create a partnership between our school and the Room Parents. Some of the responsibilities are:

- a. To organize meetings between Room Parents and Chairpersons.
- b. To remind Room Parents of classroom activities.

Each Room Parent acts as intermediary to facilitate communication and create a partnership between school and the parents/guardians of the students that they represent.

2-2 Office Procedures

A. Office Procedures

Office hours are from 7:45 a.m. to 3:00 p.m. and 7:45 a.m. to 12:15 p.m. on minimum days.

1. Office Telephone

The office telephone is to be used only for business and emergency calls. Only in extreme emergencies will student incoming and outgoing calls be authorized through the office telephone.

2. Messages

Communication with teachers and students is to be done by contacting the school office. Messages will be relayed to the person. The office telephone is to be used for emergencies only. Forgotten lunches, lunch money, homework, school books, or permission slips does not constitute an emergency.

Important Note: Students will not be taken out of class to answer telephone calls.

B. Supervision

Student supervision begins at 7:00a.m. and ends at 3:30p.m. (7:00a.m. to 12:45p.m. on minimum days).

C. Minimum Days

Minimum days at school are usually held on the first Friday of each month and on special occasions such as parent conferences, or at the start of a vacation period. **Parents and guardians should check the updated calendar in the school's website for exact days and dates for minimum days. Hot lunch will not be served. Students are dismissed at 12:15 p.m.**

D. Principal/ Teacher Availability to Parents and Students

The Principal is available to parents or students, either personally or by telephone. On the other hand, teachers are not available for any parent or student conference without an appointment.

Faculty/Staff are not to be called at home except by previous consent.

Parents/guardians who wish to observe classroom procedures must obtain permission in advance from the principal.

Appointments for Conferences: Contact the office during school hours and arrange for an appointment date and time.

E. School Visitors

All persons not Faculty/Staff Personnel are considered *School Visitors*. **Visitors must obtain a Visitor Pass** to be allowed access anywhere on the school property during normal school hours. Visitor passes are issued with approval in the school office.

F. Parent / Visitor Entrance to School

Parents, visitors, and students may come in and out of school through the main gate on Beyer Blvd. between the hours of 7:00 – 8:30am, and 2:30 – 4:30pm.

NOTE: The entrance to school for parents and visitors during school hours (8:30am – 2:30pm) will be through the gate on 333 West Park Ave. Parents and visitors may not park in the convent parking; you will need to use the street parking.

* All parents and visitors will report to the school office before going into school premises and obtain a Visitor Pass.

G. Cellular Phone Use/Electronic Devices

Cellular phones and other electronic devices may not be used during the school day and they must be kept in backpacks during the day. Students who do not abide by this will have their phones taken away and sent to office for parents to pick up. If it happens a second time, it will be taken away and returned to the parent/legal guardian until the end of the school year.

Section 3 – Non-Instructional Operations

3-1 Admissions

A. Non-Discrimination Policy

Our Lady of Mount Carmel School in the Diocese of San Diego, mindful of our mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. Our Lady of Mount Carmel School in the Diocese of San Diego does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, Our Lady of Mount Carmel School in the Diocese of San Diego does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin. (California Catholic Conference, March 1994; Revised January 1997)

B. Registration

Registration for the new school year takes place in March or April on an appointment basis, first for the currently enrolled students. The dates will be announced in the school's newsletter.

C. Returning Students

Each school year in March, parents will re-enroll for the coming school year. Students are readmitted if:

1. academic performance and behavior are up to standards;
2. parents abide by the basic philosophy and school policies and regulations as determined by their support and cooperation;
3. the current program is meeting the students' needs;
4. tuition and fees are paid to date and/or exemption is granted by the financial committee.

D. New Students

1. Selection of New Students

Selection of new students is made on the basis of:

- a. testing results and references from former school
- b. places available in the classes with preference for our registered and practicing parishioners and those in the Diocese of San Diego.
- c. all new students will be placed on probation for one semester.

2. Entrance Age

In order to be admitted to Kindergarten, a child must be five years of age by September 1st. A child who is six years of age by September 1st, and who is developmentally ready, may be admitted into first grade.

3. Pre-Registration

For each child entering OLMCS for the first time, the following should be presented prior to registration:

- a. Birth Certificate
- b. Baptism Certificate
- c. Immunization Record
- d. Copy of last report card received
- e. Letter of recommendation from the principal and homeroom teacher
- f. Health records and transcripts are requested from the previous school.
- g. Emergency cards must be turned in prior to the first day of school and are kept on file in the school office.

E. Testing Fee

There is a \$20.00 fee per child due prior to the testing session, to cover costs of testing materials.

F. Health

State law does require that children entering a school in California be immunized against measles, rubella, polio, mumps, diphtheria, and whooping cough. Failure to comply with this requirement may result in temporary exclusion from school. An updated medical emergency treatment form must be on file in the office at all times. It must include all appropriate information on how to contact parents in case of an emergency or illness. If there are any changes during the year, call the office concerning them.

Children who exhibit signs of illnesses before coming to school must be kept at home. This practice reduces unnecessary contagion and burden for the school's office. Children who become sick at school will be sent home as soon as parents are located.

G. Re-Admission

The school affirms its right to the decision of non-acceptance of currently enrolled students who can no longer be adequately served by the school's educational program or philosophy.

3-2 Student Records

A. Emergency Care Information

Parents/guardians are to notify the office immediately of any changes to be made on a child's *Emergency Card* in order to keep the information updated and current.

B. Access to Student Records

Parents/guardians may see the academic records of their children, only in the presence of the principal or designated delegate. *Behavioral Records* and *Counselor's Reports* may be inspected only in the presence of a person qualified to interpret such records. An official *Diocesan Permission Form* must be signed by a parent or guardian every time records are inspected as well as providing the reasons for doing so.

C. Challenging the Contents of Student Records

Any challenge should be concerned with correction of a date recorded, not with current academic grading.

Parents/guardians may make requests in writing to correct or amend records, which he/she alleges to be inaccurate. In the event of difficulties, Diocesan policies will be followed.

D. Release of Directory Information

Directory Information includes: Student's name; address; telephone listings; date and place of birth; date of attendance; names of schools previously attended.

This information may only be divulged by written permission by parents or guardians via the *Release of Specific Student Form*. The school is never permitted to furnish a list of students' names and/or addresses to be used for commercial purposes nor shall they allow photographs for publication without written parental consent.

E. Release of Student Records to Schools and/ or Parents

Official records shall be mailed or delivered to the receiving school by a school official only. Unofficial copies of such records may be given to parents or guardians upon request. A reproduction fee is required. The school:

1. May, without written authorization of the parents or guardians, release a transcript of records or personally identifiable information to the person(s) listed on the reverse side of the *Record of Access Form*. This fact must be recorded on this form.
2. Must comply with a *Court Order* to release information concerning a student. However, the parents or guardians of the student should be notified in advanced of compliance if it is lawfully possible within the requirements of the judicial order.
3. May not, without written authorization of the parents or guardians, permit access or release written transcripts to any person(s) or agency not cited previously or listed on the *Record of Access Form*. This authorization shall be in writing, signed, and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

3-3 Finances

A. Tuition Agreement

Every parent or guardian who enrolls a student in our school signs a written contract to pay a specified tuition and fees and to comply with all the Diocesan and school policies and regulations including those governing tuition and delinquency.

B. Tuition Rates

There are two tuition categories as follows:

1. **Our Lady of Mount Carmel Active Parishioners**
 - attend regular Sunday mass at Our Lady of Mt. Carmel Parish
 - register and pay tidings at Our Lady of Mt. Carmel Parish
 - must be approved by Pastor and Principal
 - one year (1) prior to registration
 - permanent residents of the United States (Verification of Residency will be required)
2. **Non-Parishioners/Non U.S. Residents**
 - all other persons not registered at Our Lady of Mount Carmel Parish
 - all persons living outside of the United States

No. of Students	Parishioners	Non-Parishioners Non-U.S. Residents
1	\$4,070. ⁰⁰	\$4,760. ⁰⁰
2	\$6,890. ⁰⁰	\$8,060. ⁰⁰
3	\$9,160. ⁰⁰	\$10,660. ⁰⁰
4	\$11,240. ⁰⁰	\$13,040. ⁰⁰

C. Fees

Fees are payable at the time of registration and are non-refundable.

\$350.00 Registration fee per child per year.

This fee is **NON-REFUNDABLE** and is due at time of registration, no later than April 15, 2011.

\$200.00 Family Fee in lieu of P.T.G. Fundraising

This fee may be paid in full by June 11, 2011, otherwise, it will automatically be added to your tuition through FACTS Tuition Management Program.

D. Tuition Payments

- Tuition is paid monthly through the FACTS Tuition Management Program in 10 or 11 installments. The first payment will be due July 20th/August 5th 2011 and the last payment will be on May 20th 2012. Payments can be made to FACTS through automatic debit via credit cards, checking accounts, or savings accounts.
- The annual enrollment fee charged by FACTS is \$41.00. This fee will be deducted upon receipt of the FACTS Tuition Payment Agreement.
- If FACTS cannot process your payment on the due date, the school will apply an additional late fee of 10% of your payment, in addition to any fees that are charged to you by FACTS and your bank.
- There is a **\$100.00 Tuition Discount** if yearly tuition is paid in full in the school office no later than September 1, 2011.
- Academic services may be withheld from a student should tuition be delinquent for three or more months.
- Monthly tuition payments are not accepted in the school office.
- There is a \$35.00 fee for all returned checks.

E. Delinquent Payments

If FACTS cannot process your payment on the due date, the school will apply an additional late fee of 10% of your payment, in addition to any fees that are charged to you by FACTS and your bank.

Section 4 – Students

4-1 Student Attendance

A. Release of Students During Class Hours

Students are not permitted to leave the school grounds at any time during school hours, or be released from class, without a written and signed request from their parent or guardian.

Parents/guardians must turn in a written request for Early Dismissal at the office. Office personnel will notify the homeroom teacher of the request and the appointed time that the student must be sent to the office to be picked up by the parent or guardian.

The student's attendance record is affected by early release:

1. If a student leaves before 12:00 p.m., it is considered a full day's absence.
2. If a student leaves between 12:01 p.m. and 3:00 p.m., it is considered a half-day's absence.

B. Absence

Homeroom teachers send a daily report of all absentees to the office. Parents/guardians are to call the office before 9:00 a.m. to notify the school about a child's absence from school. Students will not be allowed back in class without a written excuse for their absence from a parent or guardian. Excuses should include the date of the absence. All written excuses signed by the parent or guardian must be sent to the homeroom teacher stating the reason for the student's absence. The teacher will keep all excuses on file until the end of the school year.

1. **Medical/Dental Absence:** When a written request is made, students are legally credited for attendance when time is spent in medical or dental appointments. **Students must have a dated slip, stating the time spent there, from the doctor's office upon returning to school or the child is not legally excused.** Parents/ guardians are urged to keep such requests at a minimum and encouraged to make arrangements for care or treatment(s) after school hours or during vacation periods.
2. **Temporary absence:** If for family reasons, parents or guardians wish to take their children out of school temporarily, the principal and teacher should discuss with the parents or guardians the possible effects of such an absence. It is also suggested that a record of the recommendations be kept on file.
3. **Possibility of Truancy:** If a student has been absent without explanation, and it is impossible to contact the parents or guardians, he or she will remain on the Pupil Attendance Register as actively enrolled for the duration of the school year. The Attendance Officer of the local public school district shall be notified so that the possibility of truancy may be investigated.
4. **Movie/Television Contracts:** A student absent from school on account of television or movie contracts is considered as an ordinary absentee and is marked as such in the Pupil Attendance Register.

If a student has been absent from school for more than 15 days during a quarter marking period, official grades may be withheld, unless the missed work is made-up. This decision is, however, left to the judgment of the local administrator.

A student who has been absent from school for more than 15 days per year may not proceed to the next grade unless:

5. A consultation occurs between teacher and principal as soon as the 15th absence has occurred.
6. A conference is held with parents or guardians to discuss possible remedial action, or retention.
7. Follow-up conferences with parents or guardians are held to evaluate the action taken, if other than retention is chosen.

The same procedure is followed if a serious or long-term illness has occurred. Medical verification will be required in some cases.

C. Illness/ Injury

Office personnel will immediately contact the parents or guardians when their child is injured or becomes ill. The student will not be permitted to leave the school before this contact is made. If the parent or guardian cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's Emergency Card authorization form and arrange for treatment, as per signed consent of parent or legal guardian.

D. Medications

School personnel may not administer medications to any student. Parents/guardians with children who require medication(s) during school hours:

1. Must submit a *Medication Authorization* to the office. The information provided by a parent will include consent to school personnel for contacting the child's physician, to determine possible behavior and symptoms of adverse side effects.
2. Once the authorization is validated, parents must furnish all medication to be stored in the office. Medicine type must be properly identified on the label with instructions for usage, along with the name of the child. Parents should inform the school of any abnormal behavior patterns caused by, lack of, or over-dosage of any medication(s).

3. Access to the child's medication(s) at scheduled times will be based on the information provided on the authorization. Parents must notify the school office immediately when a change or modification is necessary to the information provided on the authorization.

E. Tardiness

Habitual lateness will not be tolerated. Students will be placed on probation for consistent tardiness. A student will receive after-school detention on the fourth unexcused tardy. Students who arrive to school after 8:30 a.m. must present a written excuse from a parent or guardian to be admitted to class.

A student is considered to be tardy:

1. If student is not with the group by the time morning assembly is over.
2. When bell rings for upper-grades after classroom changeovers.
3. When not on time to return to class after the recess bell rings.
4. If he/she comes from recess, he/she is marked absent half a day.

A record of all tardiness will be kept in the Pupil Attendance Register.

F. Truancy

Truant: A pupil who is absent from school without a valid excuse more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year is a truant and can be reported to the Attendance Officer of the local public school district.

Repetitive Truant: A pupil who has been reported once as a truant and who is absent again from school without a valid excuse one or more days, or is tardy on one or more days, can be reported again to the Attendance Officer of the local public school district.

Habitual Truant: A pupil is considered a habitual truant if he or she has been reported as truant three or more times; the pupil is then subject to dismissal.

G. Medical/ Dental Appointments

Parents/guardians are encouraged to assure each student uninterrupted instruction by scheduling Doctor or Dental appointments after school hours. Students must have a note from the doctor's office upon returning to school or the student is not legally excused.

4-2 Instructional Programs

A. Curriculum

Religious instruction is given on a daily basis and all students participate in a Mass Celebration by grade levels once a week and total student body once a month.

Academically, in grades K-5th, we concentrate on providing students with the basic skill of Reading, Writing, Language, Mathematics, Social Studies, Science, and the establishment of good study habits. We strive to provide the opportunity for each child to establish a pattern for success and to learn according to his own growth pattern.

Our 6th, 7th, and 8th grades are departmentalized to give a more specialized training in Language Arts, Social Studies, Mathematics and Science. Heavy emphasis is placed on acquiring student skills in preparation for higher education.

Computer Literacy, Music, Art, and experiences for development of creative expression are a part of the basic curriculum for all students in grades K-8th.

Educational field trips are planned with reasonable cost and time. If an excursion is planned for a class, a written notice will be sent home with all the necessary details. Parents or guardians will be required to fill out a Field Trip Permission Form for each child who will attend.

Each class from K-8th has a regularly scheduled Physical Education class. Exercise, instruction in gamed techniques, and the Presidential Physical Fitness Testing are carried out during these times.

B. WCEA/ WASC Accreditation

As scheduled in the Diocesan Master Calendar, the school will undergo self-evaluation and accreditation by the Western Catholic Education Association and Western Association of Schools in California every six years.

C. Testing

The school administers the standardized test adopted by the Diocesan Department of Education. Standardized test results will be entered on the permanent record card. Formal and informal diagnostic tools are used not only to ascertain students' achievement and difficulties, but also to reveal student values and attitudes.

The A.C.R.E. Test is given to 5th and 8th grade students to ascertain their understanding of religious doctrine, as well as reveal their level of values and attitudes.

D. Homework

In order that effective learning may take place, homework is necessary. Homework is assigned:

1. To reinforce concepts and skills that have been presented in class.
2. To foster the student's creativity and discipline through enrichment projects and research.
3. To train the student to work independently and to accept responsibility for completing a task or assignment.
4. To inspire each student to achieve his or her maximum potential by offering sufficient mental challenges.

Teachers will not assign Homework on *holidays or weekends*, unless it is make-up work due to:

5. An absence, or excused absence.
6. Incomplete, or low quality work.
7. A failure to complete an assignment on time.

Parents are asked to encouraged their children to:

8. Set aside a definite Study/Homework time each day, as well as a quiet environment, so that good study habits may be developed and practiced.
9. Complete any work not finished in school.
10. Review basic math combinations.
11. Go over spelling words.
12. Study religion, review prayers.
13. Read books, newspapers and periodicals, watch the news.
14. Become involved in extra credit projects.

E. Incomplete Work/Make-up Work

Students will make-up any or all class work, homework, tests, special assignments, incomplete work or missed work given during his or her absence, or excused absence. All students will assume the responsibility for making arrangements with each teacher to complete or make-up all work.

Family trips or vacations are discouraged during school time. Your child could make up the assignments missed upon his or her return. However, they can never benefit from the instruction and discussion that accompanies each lesson.

Students will receive after school detention for every five missed homework assignments.

F. Promotion/ Retention

Only students who satisfactorily complete the work of a particular grade in the basic skill areas will be promoted to the next grade. Credit for courses will never be given on the basis of *seat time* alone.

In case of slow progress, each student is considered individually. However, a final decision is to be reached during the fourth quarter.

Generally, if the quarter cumulative grade is failing in only one academic subject, the student and his or her parents or guardians are responsible to:

1. Find and take the necessary means to achieve a passing grade, (e.g. by hiring a private tutor).
2. Take action prior to the end of the school year and within the time frame specified by the school authorities.

Students with final cumulative grade average of failing in one or more academic subjects will not be considered for promotion.

4-3 Grading

A. Grading and Reporting System

Academic grades are based on scholastic achievement.

Such scholastic achievement includes the following:

1. Homework
2. Class Participation

3. Group/Individual Projects
4. Daily, Weekly, and Monthly Quizzes – Tests
5. Quarterly Final Exams

Tangible evidence of student growth and development is provided by: Report Cards; Standardized Test Scores; Daily Work; Home Assignments; and Parent-Teacher Conferences.

Grading System:

O	Outstanding	S	Satisfactory
VG	Very Good	NI	Needs Improvement
G	Good	U	Unsatisfactory

Grades Kⁿ – 3rd

O	93 – 100%	S+	77 – 79%
VG	90 – 92%	S	73 – 76%
G+	87 – 89%	S -	70 – 72%
G	83 – 86%	NI	60 – 69%
G -	80 – 82%	U	59 and below



Grades 4th – 8th

A	93 – 100%	C	73 – 76%
A -	90 – 92%	C -	70 – 72%
B+	87 – 89%	D +	67 – 69%
B	83 – 86%	D	63 – 66%
B -	80 – 82%	D -	60 – 62%
C+	77 – 79%	F	59 and below

B. Report Cards

Report cards are issued at the end of each quarter. This report card shows grades earned by students in all subject areas during the quarter.

C. Mid-Quarter Progress Reports

Progress reports are sent home in the middle of each quarter for grades 1st – 8th. Parents or guardians are kept informed of student progress so attempts, if necessary, can be made to improve grades before the quarter grading period ends.

D. Departmentalization and Grouping

Grouping is used as a means of instruction in key areas of our curriculum. Through departmentalization, the school provides for students in grades 6th, 7th, and 8th, an opportunity to be exposed and enriched by different teaching styles and techniques as well as faculty strengths.

4-4 Awards

A. Awards Program

Our school gives public recognition to students in 4th– 8th grades who excel in a particular area, as well as those who set forth a considerable effort and determination to grow or overcome some weakness.

1. Quarterly Recognition

A Honor Roll

Grades of 90% (A) or above in all subjects, including conduct.

B Honor Roll

Grades of 80% or above in all subjects.

Extraordinary Effort

For students who show extraordinary effort during the quarter.

Responsible Behavior

For those students with 95% or above in Responsible Behavior, including uniform and attendance.

2. End of the Year Recognition

Our Lady of Mount Carmel School awards an OLMCS trophy/medal to the student (4th – 8th grades) who consistently attained the required criteria for end of the year awards. The A & B Honor Roll awards will be determined by the average of the four quarters.

Perfect Attendance

Perfect attendance for four consecutive quarters.

Responsible Behavior

Outstanding responsible behavior for four consecutive quarters.

Complete Uniform

Complete uniform for four consecutive quarters.

4-5 Graduation Requirements

A. 8th Grade Graduation Requirements

1. Community Service per Quarter (6th – 8th)

Completion of a minimum of ten (10) hours of community service per quarter. Students can achieve this by participation in any school service group, participation in extracurricular sports, visiting residents at Convalescent Hospitals, or volunteer work in their community or neighborhood. All service work must be documented, verified, and returned to the homeroom teacher on a quarterly basis.

2. Final Grades

The student must obtain passing grades in all subject areas or he/she may not be able to participate in graduation exercises.

3. 8th Grade Exit Project

Students must also complete an Exit Project and present it at the end of the year.

B. Valedictorian / Salutatorian Determination

The title of either Class Valedictorian or Class Salutatorian will be awarded to the students who:

Obtain a grade of A or A- in responsible behavior as stated on the Diocesan Report Card and

1. for **Valedictorian** — Achieves highest academic average. This average is based on grades from 6th, 7th, and 8th grades at Our Lady of Mt. Carmel School.
2. for **Salutatorian** — Achieves second highest academic average. This average is based on grades from 6th, 7th, and 8th grades at Our Lady of Mt. Carmel School.

C. Graduation Exercises

1. Conferring of Diplomas

Conferring of Diplomas will take place at the conclusion of the Eucharistic Celebration.

2. Special Recognition Awards

Graduation Ceremonies will be concluded with *Special Recognition Awards* in the areas of Academics, Citizenship and Service. A separate Special Recognition Awards Ceremony may be conducted in the school hall a day before graduation.

3. Graduation Gowns

Graduation gowns will be worn during the Eucharistic Celebration and should be returned to school the day following graduation. Diplomas will be given to students after receiving a clearance from the homeroom teacher, and the graduation gown is returned.

4-6 Discipline and Conduct

A. Discipleship

Our Lady of Mount Carmel School Administration and Faculty aim to develop an outer directed discipline and guide it toward *Discipleship*. It is only when we find that happiness, joy, peace, and serenity do not depend on that thing, person, or situation that we had pinned our hopes on. With *Discipleship*, we can begin to get in touch with what we already have, the Kingdom of God.

B. Discipleship Assertive Discipline Program

The purpose of our school-wide Discipleship Assertive Discipline Program is to provide a consistent, firm, positive, and outer directed environment.

In it, the Principal or Teacher:

1. Establishes the structure and routine that will provide the optimal learning environment.
2. Determines and requests appropriate behavior to stimulate positive moral, spiritual, social, and educational development.

Then the Child can:

3. Ask for help when assistance is needed.
4. Receive warmth, help, and support for his or her cooperative behavior.
5. Choose how to behave and is aware of the consequences that follow.

At OLMCS, we believe that children need to grow, that children need to be in an environment of concerned adults who care enough to provide guidance for their emotional well being and physical safety in a caring, consistent, firm, and positive atmosphere.

C. Discipline

Discipline in the Catholic School is an essential aspect of Christian development. Its purpose is to:

1. Provide a classroom conducive to learning.
2. Educate students to an appreciation important of developing responsibility and self-control.
3. Build a sense of community.

Discipline is maintained in a classroom or school when pupils work cooperatively with the principal, the teachers, and their companions towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

D. Disciplinary Actions

1. Approved Sanctions

Conduct Slips — issued to a student after warnings are given by the proper authority for non-compliance of school rules. **Teachers will schedule a conference with parents after the second Conduct Slip is issued.**

Conduct Slips will be recorded as follows:

1st Conduct Slip:

Given after warnings

4 Conduct Slips:

A mandatory conference with the student, parents, teacher and principal will take place. After school detention will be given and the students' conduct grade will be affected for the quarter. A Pink Slip will be given as a consequence of the conference.

4 Additional Conduct Slips:

Letter sent home by Vice-Principal, 2nd Pink Slip will be issued.

Pink Slips

Issued to a student found violating one of the following school regulations, for example, but not limited to:

- Defiance
- Fighting
- Forgery
- Plagiarism
- Stealing
- Destruction of school property, i.e., vandalism
- Disrespectful or foul language

Pink Slip Consequences

1st Pink Slip:

Conference with student and principal. Conduct grade will be lowered 10 points and a one-hour after school detention will be assigned.

2nd Pink Slip:

Conference with Parents, Teacher, and Principal. Conduct grade will be lowered 10 points and a one-hour after school detention will be assigned.

3rd Pink Slip:

One day on-campus suspension. Student will be placed on probation and conduct grade will be lowered 10 points.

2. **Caught Being Good**

The Caught Being Good program is a positive discipline program designed to reward students who are caught doing something good. The objective of this program is to give immediate recognition to those students who do something positive, but yet the action is unsolicited. Students being caught doing something good will receive immediate recognition through the principal, or designated employee.

3. **After School Detention**

A one-hour *After School Detention* is assigned to the student when a Pink Slip is issued. Students will also receive detention on the fourth unexcused tardy, for four Out of Uniform slips, or for five missed homework assignments.

A letter will be sent home with the information for the assigned after school detention. Parents must sign the letter to acknowledge they have been informed. Detention will take place on Wednesday from 3:20 to 4:20 p.m. Students must be in the assigned classroom no later than 3:20 p.m. They must have all materials needed as instructed by the teacher. Students must be picked up no later than 4:30 p.m. If, for a valid and serious reason, the above requirements cannot be met, the parents or legal guardians must contact the teacher before the date of the detention and make arrangements to, if possible, reschedule. Students who do not show up on time or fail to attend detention will not be accepted in class the following day until he/she is excused by the principal.

4. **Probation**

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action. (Diocese of San Diego Office for Schools – Handbook for Catholic Schools, p. 66)

5. **Suspension**

A student may be placed on suspension for serious misconduct, on campus or off campus, during school related activities, or for continued misconduct after having been placed on probation. (Diocese of San Diego Office for Schools – Handbook for Catholic Schools, p. 67)

6. **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for a repetition of conduct for which the student has been suspended one or more times.

Reasons for expulsion are, but are not limited to the following offenses committed by pupils:

- actions gravely detrimental to the moral and spiritual welfare of other students (EC44806, CCR Title V, EC48900 “k” Sec. 5530)
- incorrigible or disruptive behavior which impedes the progress of the rest of the class
- damage to, or theft of school or private property
- infliction of, or threatened physical injury to another person (Appendix III, “Student Threat Policy”)
- possession or sale of weapons
- possession or sale of drugs, including controlled substances
- possession or sale of intoxicants
- possession or use of tobacco
- commission of obscene act(s) or engagement in habitual profanity or vulgarity (EC 48900 “i”)
- disruption of school activities
- defiance of school authorities
- habitual truancy
- hazing (Diocese of San Diego Office for Schools – Handbook for Catholic Schools, Appendix III, “Harassment Policy”)

(Diocese of San Diego Office for Schools – Handbook for Catholic Schools, p. 68)

E. Student to Student Harrassment

OLMCS affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harrassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual’s race, creed, color, national origin, physical ability, gender, or other personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school. Disciplinary action for Harrassment will follow the Student Discipline Policies.

F. Student Threats Policy and Procedure

1. Any and all student threats or harm to self or others will be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent/guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
 - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
 - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she will determine the need for psychiatric consultation.
 - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The principal will receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.
8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
9. Disciplinary action including suspension/ expulsion will be administered as appropriate.
10. If the student is readmitted to the school, the mental health care professional must at the principal or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
11. Counseling will be made available to children who are victims of the threatening behavior, or who observed the threatening behavior, if it is determined that such counseling is needed and parental permission is granted.
12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor will have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation, before being destroyed.

G. Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or *otherwise penalized* for actions of parents. However, in rare instances, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children.

H. Abuse of Teachers

Any parent, guardian or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred dollars (\$500.00). (EC 44812)

4-7 Uniforms

A. Complete Uniform

The uniform is to be worn daily, from the first day to the last day of the school year. The only exception is on special free dress days. School uniforms are available for purchase at the school office on Tuesdays and Thursdays, from 8:00 – 9:00 a.m. only.

1. GIRLS Uniform – Grades K-5th

- Navy Blue Plaid Jumper (**MAY NOT BE SHORTER THAN 1" ABOVE-KNEE**)
- White Polo Shirt (with school logo)
- Navy Blue Sweater or Vest (vest is optional)
- Navy Blue Knee-Hi Socks
- Black School Shoes (**Shoes with shoe laces, 'Mary Jane' style, or Loafers (slip-ons) with rubber sole – no fashion shoes with thick soles. Ballet flats ARE NOT PERMITTED. Shoes must have a strap.**)
- Navy Blue Shorts should be worn under the uniform.
- Only navy blue and white hair bows and hair accessories are allowed (black rubber bands ok).
- Only Navy Blue scarves and accessories may be worn and **ONLY** during winter.
- Hair must be pulled away from face at all times.
- The P.E. sweatshirt **will not** be a substitute for the sweater.

2. GIRLS Uniform – Grades 6th-8th

- Navy Blue Plaid Skirt (**MAY NOT BE SHORTER THAN 1" ABOVE-KNEE**)
- White Polo Shirt (with school logo)
- Navy Blue Sweater or Vest (vest is optional)
- Navy Blue Knee-Hi Socks
- Black School Shoes (**Shoes with shoe laces, 'Mary Jane' style, or Loafers (slip-ons) with rubber sole – no fashion shoes with thick soles. Ballet flats ARE NOT PERMITTED. Shoes must have a strap.**)
- Navy Blue Shorts should be worn under the uniform.
- Only navy blue and white hair bows and hair accessories are allowed (black rubber bands ok).
- Only Navy Blue scarves and accessories may be worn and **ONLY** during winter.
- Hair must be pulled away from face at all times.
- The P.E. sweatshirt **will not** be a substitute for the sweater.

3. GIRLS – Gala Uniform

- Navy Blue Plaid Jumper/Skirt
- White Short-Sleeve Blouse
(V-neck with buttons down the front – **NOT THE POLO SHIRT**)
- Navy Blue Sweater (**NO vest**)
- Navy Blue Baret
- Navy Blue Tie



4. BOYS Uniform – All Grades

- Dark Navy Blue Pants (no corduroy pants)
- White Polo Shirt (**with School Logo and white t-shirt underneath**)
- Navy Blue Sweater
- Navy Blue Vest (optional w/ Polo Shirt)
- Black Belt
- Navy Blue Socks
- Black Shoes (**with Shoelaces or Loafers - no black boots, black tennis shoes, or shoes with thick soles may be worn**).
- The P.E. sweatshirt will not be a substitute for the sweater.

5. BOYS – Gala Uniform

- Dark Navy Blue Pants (no corduroy pants)
- White Short-Sleeve Shirt (**V-neck with buttons down the front – NOT THE POLO SHIRT**)
- Navy Blue Sweater (**NO vest**)
- Navy Blue Tie

6. GIRLS and BOYS - Cold Weather

- OLMCS jackets or Navy Blue Jackets **ONLY** (no other color jackets are allowed). These must be worn over the *Complete Uniform*.

- White Turtleneck Shirt may be worn under P.E. uniform.
- Only Navy Blue scarves and accessories may be worn and ONLY during winter.

B. Physical Education Uniform – Girls and Boys

Girls and Boys – All Grades

- OLMCS Navy Blue shorts in warm weather.
- Navy Blue Sweatpants in colder weather.
- OLMCS T-Shirt
- White CREW SOCKS ONLY
- **All-white Athletic Shoes (with white shoelaces, no platform shoes, no shoes with colored lines)**
- T-shirts are to be tucked in at all times.
- Girls' hair should be pulled away from face in a ponytail on P.E. days.

The Principal will announce the designated days of the year when sweat pants or shorts should be worn. Students will be given a one-week grace period. Contact the school office for purchase of P.E. uniforms. The principal reserves the right to insist that the school uniform and P.E. uniform be worn in conformity to these regulations. Students not in the proper uniform will be issued an Out of Uniform. Four out of uniforms in one quarter will receive after-school detention. Written excuses from parents or guardians must meet the principal's approval before being accepted by the P.E. teacher. Students represent their school and must wear the uniform without variations through out the academic year. It is the responsibility of the parents or guardians to enforce this uniform code before your child leaves home in the morning.

C. Free Dress

OLMCS Students are expected to dress suitably on Free Dress days. Modesty, cleanliness, appropriateness, and neatness at all times shall be the criteria for the student's choice of attire worn to school.

1. GIRLS

- Tank tops, T-shirts, or tops that include vulgar names or pictures will not be allowed.
- Clothing such as, dress slacks, pantsuits, culottes, skirts, and dresses may be worn; skirt lengths should be appropriate (no mini-skirts).
- Sleeveless shirts or dresses are **not** permitted.
- Sandals are **not** permitted.
- Make-up is not allowed during free dress days.

2. BOYS

- Tank tops, sweatshirts, or T-shirts that include vulgar names or pictures will not be allowed.
- Shirts are to be tucked in and trousers should be dressy in appearance.
- Sandals are **not** permitted.

D. Good Grooming – Regular Uniform and Free Dress Days

At OLMCS good grooming involves certain minimum student expectations. These guidelines must be observed during regular uniform and free dress days.

- Girls' hair must be picked up from face at all times, clean, and well combed.
- Boys' hair length and style must be kept short and trimmed above the top of the ear, no spiked hair, and it should be clean and well combed.
- Hair dyeing is not allowed.
- Cosmetics may not be used at any time (make-up, nail polish, acrylic or false nails, etc.).
- For safety reasons, jewelry of any kind **may not be worn** at school; with the exception of girls' stud earrings. Items confiscated by faculty/staff will be returned at the end of the school year. The school is **not** responsible for lost items.
- Nails should be short and clean at all times!

4-8 Student Insurance

A. Insurance Plan

While attending Our Lady of Mount Carmel School, all students participate in the Diocesan Student Accident Insurance Program. This insurance plan provides benefits for students injured on school property:

1. in the school buildings
2. on the playground during recess and lunch periods
3. during athletic events at school, on school property
4. while directly going to, or coming from, school-sponsored activities.

- a. **The insurance plan covers accidents which occur only during the formal school year when classes are in session and during school field trips. Coverage begins daily on school days at 7:45a.m. and ends at 3:15p.m.**
- b. The parent/guardian must file all accident claims. The school's only responsibility is to give the Claim Form to a child in the event of an injury. If the parent has a question regarding the payment of their claim, they are to contact the claims department at: Myers/Stevens, 2190 Towne Center Pl., Suite 317, Anaheim, CA 92806 (714)978-7061.
- c. The insurance plan covers 80% of the medical bill and parents are responsible for paying the remaining 20%.
- d. The school is **not** responsible, nor does the insurance cover any accident on the school premises, before or after school that may occur to students without an approved pass.
- e. The school is **not** responsible, nor does the insurance plan cover any accident that may occur to students once they have left school premises. Only the parent/guardian is responsible for the safety of their children after leaving school premises.

B. Car Insurance for School Events

A parent/guardian who plans to use their car for transporting students to and from an organized school activity or event, must provide proof of California State car insurance. The maximum number of passengers must not exceed the car's legal load limit. California law states that seat belts must be provided and worn by all passengers.

4-9 Student Safety

A. Safety Regulations

It is always important that children be aware of their surroundings, to try to be responsible for their own actions, or to think before acting. Student Safety begins with the individual.

1. Stairways and Walkways

- a. Stairways should always be considered as Emergency Exits and be kept clear.
- b. Book bags and playground/P.E. equipment should be placed at least 15 feet away from the top and bottom of any stairway.
- c. Students should refrain from sitting or playing on any stairway.

2. Classrooms

- a. Students should store books, notebooks, jackets, and lunch boxes properly.
- b. Aisles and doorways must be kept clear.

3. Playground Areas

- a. Keep the environment clean; clean up the area, collect all trash.
- b. Pick up all playground equipment and return it to its proper location.
- c. Fair play should be encouraged. Think before you act. Games that are rough, dangerous, or violent cause accidents.
- d. Use the playground equipment provided. Also, use the equipment in the appropriate manner. Do not use broken or unsafe items.

d. Personal Safety

- a. Students who bring personal items from home should be aware that radios, cassette players, electronic games, trading cards, magazines, etc. are not permitted at school any time.
- b. Any item, if damaged or broken, may present a safety hazard to you and all other students.

4-10 Emergency Procedures

A. Disaster and Fire Drills

The purpose of Disaster and Fire Drills is: To practice leaving the building quickly, quietly, and in an orderly manner in the event of an Emergency Alarm or Signal, and to teach and cultivate self-control during an emergency situation.

Response to Signals

1. During a Fire Drill: Students will rise and move quickly, quietly, and orderly out of the room in single file, using all exits; Students should not take any personal belongings with them.
2. During a Disaster Drill: Students will **Duck under their desks** and **Cover their heads with their arms**; Students are to refrain from talking or making noises of any kind, to be alert and listen to directions when given.

When students reach the assigned safety zone, a safe distance from electric power lines, they should face away from the building and remain in line, always alert.

B. Emergency/ Disaster Drill Signals

1. Fire Drill Signals:

Alarm with Strobe Lights Flashing — *Evacuate the building quickly, quietly, and orderly.* The Principal will dismiss students after all has been cleared.

2. Earthquake/ Disaster Drill Signals:

Intercom announcement: *Drop, Duck, and Cover.* Teachers will evacuate with students at own discretion. Students must be taken to the Student Control Area and be seated facing away from the building.

C. Fire Drill Procedures

The following procedures must be practiced and reinforced:

1. When an Emergency Fire Alarm sounds all students will stop all activity, move quickly, quietly, and orderly out of the room in single file, using all exits. Students must not take any personal belongings with them. The last person to leave the room must close all doors.
2. The teacher must pick up their emergency backpack and proceed with the group to the assigned safety zone and immediately take role to account for all students.
3. Students not with their group when the Emergency Fire Alarm sounds will join the nearest exit line of students, and with the permission of those in charge join their own class-group.

Teachers should periodically refer to the classroom posted Fire Drill Safety Zone Map, ensuring that all students are aware of the location of their Class-Group Assigned Safety Zone and the proper procedures to follow.

D. Lock Down Drill Procedures

Lockdown drills will be practiced throughout the school year. An announcement will be made over the speaker that this is a lockdown. Students must quietly sit on the floor away from the windows. They must face the wall. Teachers must close and lock both doors immediately. Doors will not be opened. If students are outside, they need to go to the nearest class if there is an emergency. If they are in the bathroom, students need to lock themselves in a stall and wait. Students in the class must stay down until the code word is announced over the loud speaker.

E. Initial Response to Earthquake

Response by all persons (students, teachers, parents, staff):

1. **Drop** down to knees with back to windows.
2. **Duck and Cover** under desk, chair, or table if available. If not available, drop where you are and assume classic “Earthquake Position” with arms covering back of head.
3. **Hold** furniture securely with both hands, if possible, when taking cover under it.

Evacuation

1. Evacuate upon your own discretion when shaking has stopped, and outside area looks clear.
2. After evacuation, have students be seated in Student Control Area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet.

Outside of School Building

1. **Drop, Duck, Cover** and **Hold** position.
2. Go to the middle of the yard, away from buildings, vehicles, and overhanging wires.
3. Students should be seated in Student Control Area facing away from the school.

Release of Students

1. When parents/guardians come into area to find their students, a team member should verbally identify the parent/guardian and tell them where to retrieve their student.
2. When the parent/guardian and student are leaving campus, the parent control team member should take the students emergency card, have the parent sign the card and write their destination after they leave campus (for any family members who may show up for that same student), and student should be released.

Section 5 – Student Programs and Activities

5-1 Religion Program

A. Religious Activities

To live in its commitment to Christ and His Church, our school:

1. Celebrates the Eucharist weekly and on Holy Days of Obligation. Students ordinarily prepare these liturgies, with assistance from faculty members.
2. Participates in daily prayers involving all of our students — whether sung, recited, expressed, or said as traditional or spontaneous prayers — in order to develop an understanding in, and the habit of, personal prayer.
3. Strongly encourages prayer corners for personal prayer and paraliturgical activities.
4. Strives to deepen the sacramental life of its families in the weekly celebration of the Eucharist. Structured into the third grade religion curriculum, parental and/ or guardian participation is required in the School Sacramental programs for reception of First Communion and First reception of Penance.
5. Provides the periodic scheduling of the Rite of Reconciliation. The preparation for and reception of this Sacrament, is an integral part of the third grade religion class.
6. Provides in depth instruction for all baptized Catholic Students, in the third grade or higher, who wish to prepare for First Communion which is held in the month of May.
7. Selects one faculty member, as school Faith Facilitator and Coordinator, to schedule and lead the moral/ spiritual and liturgical activities of the school.

B. Altar Servers

Any boy or girl (in grades 4th – 8th) can volunteer to become an Altar Server. Training begins in the first quarter. Altar servers are responsible for being present for assigned masses and services, or for finding a substitute. Altar servers are expected to be punctual, properly groomed, and neatly dressed.

C. Missions Program

This program raises student awareness to the needs of others, encourages them to develop their sense of duty and brotherly love, by sharing their moral/ spiritual and material wealth. For this reason, there are voluntary collections throughout the year, offering of canned goods at the offertory, and visits to convalescent homes and orphanages.

5-2 Student Programs

A. Student Body Council Program (S.B.C.)

Our school supports a Student Body Council Program whose main purpose is to prepare and guide the elected student body council officers:

1. To develop leadership skills.
2. Learn responsibility through service.
3. Provide assistance to the rest of the schools' students for the well being and functioning of the school community.
4. Exercise their learned leadership skills to the best of their abilities.
5. SBC grade requirements may be found in the SBC Handbook.

B. Physical Education Program

The school provides a balanced Physical Education Program proportioned to the needs, interests, and abilities of all students. Primary emphasis is placed on overall "Physical Fitness." Students will be provided with an understanding of various athletic games and skills. Furthermore, students will learn to work as a team, as well as the importance of good sportsmanship and positive personal attitudes through Physical Education.

C. Extra-Curricular Activities

The ultimate goal of any program is to provide the students the opportunity to develop their talents.

Participation in any extra-curricular activities allows our students to learn how to:

1. Cooperatively work as a team.
2. Gain a positive attitude, whether the team wins or loses.
3. Establish good relations with other teams or players for wholesome recreation and fun.

Any of the Extra-Curricular Activities require your child's dedication, and also your help and support of the program. *Students must maintain an overall 75% average and no F's, and good conduct in order to participate, or to continue to participate, on any Extra-Curricular Activity. The student's fourth quarter grades from the previous year will determine his/her participation. All practices end at 4:30 p.m.*

D. Choir

Being a choir member is considered to be of much importance, helping to instill in the students the values of belonging in a community of worship and prayer as source of moral/ spiritual growth. The school choir also gives assistance to school social programs. Younger students may join the choir as early as 3rd Grade.

E. Library

The library aims to provide a school framework within which the individual child may procure the guidance, climate, and media to learn and find purpose and joy in learning. Opportunities will be provided for the individual's learning needs and for creating and developing his or her interests. With the continued addition of books through the federally funded Chapter II Program and school's maintenance of effort, children are encouraged to make full use of the library facilities and the additional technological equipment provided. *Reference materials must never be taken out of the library.*

F. Art, Music, and Drama

Our school includes Art, Music, and Drama to develop a student's talents and appreciation for the artistic significance in life.

G. School Pictures

School pictures are taken in the fall and in the spring. The specific dates are marked on the school calendar.

H. Cheerleading

The OLMCS Cheerleading squad provides support and enthusiasm for our teams. Try-outs are held prior to the season. Cheerleaders must be willing to attend all games and cheerleading practices.

I. Contests

Besides the academic contests sponsored by the school throughout the year, students may participate in Math Competitions, Science Fairs, Speech Contests, Spelling Bee, and other contests with schools in the Diocese/ County of San Diego.

J. Field Trip Policy

No child is allowed to participate in any school-sponsored field trip unless a Field Trip Permission Form is completed, signed by a parent or guardian, and returned to the office in advance — no exceptions. Transportation arrangements are also made in advance (car pools, bus, etc.). Parents who wish to chaperone during a field trip need to sign up with the teacher and be fingerprinted prior to such field trip. Siblings may not attend field trips with parents, due to liability purposes.

K. Government Programs

The school participates in two Government Programs recommended by the Department of Education: Chapter I and Chapter II.

5-3 Playground

A. Playground Rules and Regulations

OLMCS Playground Rules and Regulations are based on Safety and Conduct and Discipline guidelines and will be enforced by faculty/staff personnel. The playground is defined as the asphalt area enclosed by the school lower level classrooms, the adjacent grass area, and the parking lot area. Older students are expected to watch out for the safety of the younger children.

Students at OLMCS:

1. Are not allowed in the classrooms at recess or lunchtime unless supervised by their teacher.
2. May not bring books, paper, or pencils, out of the classroom at recess or lunchtime unless their teacher grants permission.
3. Must return to the playground area after purchasing snacks during recess.
4. May not remain on or play on the walkways, or stairways.
5. May not remain in or play in the restrooms.
6. May not leave the playground area at any time unless permission is granted.
7. May not play running games such as tag, red light, etc.
8. May not bring balls, jump ropes, toys, or equipment of any type from home.
9. Must use playground equipment, provided by the school, properly.
10. Must follow any and all instructions given by faculty/ staff personnel and/or Yard Duty Monitors.

Section 6 – Parent Community Involvement

6-1 Parent Expectations

A. **Expectations**

Parents/guardians, teachers and students are all members of the total school community. The school's primary expectation of the parents/guardians is an active and on-going support of the religious formation, which the school seeks to develop in their children. Parents/guardians can do this by taking time to:

1. Continually reach out to develop their lives in faith.
2. Talk to their children about God and their own faith.
3. Be informed about the religious concepts the children are learning.
4. Pray together.
5. Celebrate the Eucharist together on Sundays and special days.
6. Celebrate the Sacrament of Reconciliation with their children.

By volunteering and participating in school functions, all members of the school community will benefit. Each family is expected to participate according to their yearly commitment and ability. The school has additional practical expectations; tuition and fees collected yearly never begin to cover the costs of education at our school. The only way these additional costs can be attended to is by annual P.T.G. donations and voluntary fundraising activities. We expect the following **minimum responsibilities** of our parents and guardians:

1. A willingness to volunteer services to help build a strong school community by giving of themselves.
2. An active interest and voluntary participation in fundraising events and activities.
3. A conscientious care and response to their commitments.
4. Open communication by bringing questions, concerns, doubts, etc., immediately to the attention of the teachers involved or to the principal if necessary.
5. Support of the educational program by emphasizing to their children good study habits and the importance of studying at home.

B. **Hours of Service**

Each family is asked to donate a minimum of 20 hours of contributed service to the school. A parent/guardian may either choose from one of the listed activities for Hours of Service or make other arrangements with the principal. It is the responsibility of the volunteer to contact the Volunteer Committee Coordinator in regards to contributed service.

1. **Carpools** – Helping to transport students during a planned field trip or school activity (does not include sports).
2. **Library** – The simple process of checking books in and out, shelving, and overseeing small groups of children. Please contact school office for schedule.
3. **Room Parents** – Room parents form a necessary network in assisting the classroom by preparing and coordinating various classroom and school activities. The concept of a room parent is not that they do all the work but rather that they act as liaison between teacher and parents in the classroom. There are generally two to four room parents per grade. Room parents will be credited for actual hours worked.
4. **P.T.G. Officer** – Service as a P.T.G. Officer requires dedication and a willingness to serve without remuneration accepting only the appreciation of your peers from time to time.
5. **Sports Activities** – Help as coach with different sports teams such as football, volleyball, basketball, soccer, etc. **Your child being enrolled in sports alone does not give you family hours of service or driving to and from practices/games.**
6. **Field Trips** – Helping to chaperone a group of students, under the direct supervision of the teacher. All volunteers need to be fingerprinted prior to attending a field trip.

Active involvement in the life of the school is expected of all parents and guardians. P.T.G. meetings are part of this involvement and are essential. P.T.G. meeting attendance is recorded and credited as 1 hour of service. Hours of Service are not recognized unless Family Hours of Service Cards are kept up-to-date and turned in signed by the chairperson of the activity each time service is done. These cards are kept in the school office.

C. **Volunteers**

Volunteers help in many ways (see Hours of Service), even in the Hot Lunch Program, and at extra-curricular activities.

1. The principal will screen and select all volunteers carefully.
2. Each volunteer will be under the direct supervision of a specified member of the school staff.
3. Every volunteer is required to be fingerprinted and to present verification of a negative tuberculosis test.

6-2 Hot Lunch

A. Hot Lunch Program

Meals are purchased only with a child's lunch card kept on file in the cafeteria. Every time a child eats a hot lunch, his/her card is punched for the value of the meal. Each month a Hot Lunch Menu is included with the Monthly Newsletter. Please enclose the value of a lunch card in an envelope with the name of the child on the outside. Have your child turn in the envelope to the teacher before 8:15 a.m. Collected envelopes will be sent to the cafeteria to purchase lunch cards. Parents who bring lunch to school must drop it off in the cafeteria.

6-3 Communication

A. Monthly Newsletters

A monthly newsletter will be sent home during the first week of every month to parents' emails and it will be posted on the school's website. The newsletter contains important information and news of upcoming events, including an updated calendar, for both parents and students.

B. Language Policy

Our Lady of Mt. Carmel School is an English immersion school. Parents of students who are second language learners send their children to Our Lady of Mt. Carmel School as an excellent opportunity for them to learn and become proficient in the English language (while studying in a Catholic school community). Therefore it is important that we emphasize the use of English at all times at our school. In addition, many of the members of the school community speak only English. With this in mind, it is the policy of Our Lady of Mt. Carmel School that only the English language shall be spoken by students both for their benefit and to show courtesy and respect to all members of our community. On occasion, students may be directed to assist struggling students in the language they are most comfortable speaking.

C. Parent-Teacher Conferences

Contact the office during school hours and arrange for an appointment date and time. Teachers are not available for any parent or student conference without an appointment.

1. A teacher may ask for a special conference when deemed necessary.
2. Conferences will be formally scheduled once a year during the month of November.
3. Parents/guardians will be notified in advance of the day and time of any appointment.

D. Parents' Visits to School and Classroom

Parents/guardians who wish to observe classroom procedures must obtain permission in advance from the principal. Visitors must obtain a *Visitor Pass* from the office to be allowed access anywhere on the school property during normal school hours.

Adult visitors may not approach students at any time. If there is a problem, all parents and visitors need to address it to the principal or teacher.

E. Open House

Class level orientation meetings will be held with the parents or guardians at the beginning of the school year during Open House. These meetings are essential and it is highly recommended that parents or guardians attend to:

1. Meet their child's teacher(s).
2. To be aware of the teachers' overall discipline plan and expectations for the school year.

F. Teacher Messages

All communication with parents or guardians through written messages should be professional, well composed, and sent in a sealed envelope. Teacher messages should be specific and a reply requested if necessary. A copy of some communications may be advisable. The principal must first approve any flyer or group letter before being copied and distributed to the class.

6-4 Birthdays

A. Birthday Parties

Parents/guardians may provide cake/cupcake and drink for the class on their child's birthday. Please make arrangements with the teacher in advance. The teacher will then notify the principal of the upcoming activity. These are to be held during the students' lunch time. **(Candy bags, treats, and pizza parties are not allowed in school for your child's birthday.)**

Out of School Birthday Parties: Unless all of the students in the class are invited, invitations may not be sent to school to be distributed to only some of your child's classmates. This causes needless but very deep hurt in those left out, and does not contribute to seeing each child as important as every other child in the Body of Christ.

Section VII – Traffic Pattern

7-1 Traffic Pattern Regulations

A. Traffic Pattern Regulations

The Traffic Pattern Regulations provide a means by which the parent/guardian can guarantee the safety and welfare of the students.

Parents are responsible for the following:

1. Never allow children to cross in the middle of the street.
2. Never double park your car on any street.
3. Never make a u-turn in front of either school gate.
4. When parking off campus, never allow child(ren) under your care to walk unescorted to or from school premises.
5. Never leave child(ren) unattended in or outside of your vehicle while on school property.
6. Always stop completely before allowing any of your children to enter your vehicle.
7. Always follow the instructions of the student Safety Patrol or the advice of the adult supervisor in the area.
8. **No talking on cell phones while in Traffic Pattern.**



B. Traffic Pattern Hours

The traffic pattern hours are:

7:45 – 8:00 a.m.

3:00 – 3:15 p.m.

C. Traffic Pattern Permits

Picking up your child(ren) in your car, driving through the school, is a privilege. Parents will be issued a numbered Traffic Pattern Permit (additional permits will be available for you to purchase at a minimal cost).

1. Traffic Pattern Permit must be visible (hanging from rearview mirror) upon entering the Traffic Pattern and at all times while on school premises.
2. **Vehicles without a permit will not be allowed inside traffic pattern, NO exceptions!** If you do not have your Traffic Pattern Permit, you will need to park your car and walk inside the school through the gate on Beyer Blvd. to pick up your child(ren).
3. Parents are expected to follow Traffic Pattern Regulations and respect all faculty/staff members and students on Safety Patrol at all times.
4. Traffic Pattern Permits may be revoked if regulations are not followed.

7-2 Student Regulations

A. Student Traffic Pattern Regulations

School regulations are in effect until each and every student has exited the school property with a parent or guardian.

1. At dismissal, all students will go to their assigned playground traffic pattern location and remain their class-group.
2. After the closing ceremony, each student will inform their teacher, or designated monitor, that a parent/guardian has arrived.
3. The student will then be given permission to leave the class-group. Each student should make sure that the teacher, or designated monitor, checked you off on the daily departure list.
4. All students who have applied for and received an approved Gate Pass will wear the pass (in the pass holder provided) on the outside of their uniform. The student will then safely proceed to where the exit gate monitor will check the pass number before exit is permitted.
5. Students are not permitted to remain in any vehicle parked on school property when a parent/guardian is not physically present in that same vehicle.

B. Student Safety Patrol

The Student Safety Patrol, under supervision, is responsible for the welfare and safety of all *Our Lady of Mount Carmel School* students. The school gives all Student Safety Patrol members, under the direction of a faculty/staff moderator, complete authority to maintain a safe and orderly environment during traffic pattern hours. **Parents are requested to give all members of the Safety Patrol their complete cooperation.**

The assigned members of the Student Safety Patrol will report to the Faculty/ Staff Moderator:

- At 7:40 a.m. for Traffic Pattern Duty from 7:45 a.m. to 8:00 a.m.
- At 2:55 p.m. for Traffic Pattern Duty from 3:00 p.m. to 3:15 p.m.



C. Remaining Students – After Hours

At 3:15pm, all remaining students will be sent to the school hall and if not picked up by 3:30pm, Extended Care Fees will apply. Students are expected to be on their best behavior and do their assigned homework.

7-3 Traffic Pattern Drawing Guidelines

A. Traffic Pattern Drawing Guidelines

Enter the traffic pattern at a safe speed. A vehicle moving at 5 MPH may avoid an unfortunate accident.

1. Gates 3 and 8

Gate duty moderators will unlock Gates 3 and 8 at the beginning of the Traffic Pattern Hour. Both gates will be closed and locked at exactly the end of the Traffic Pattern Hour.

Do not park in front of gates!

**When exiting Gate 8,
a right-turn only is allowed.**



2. No Parking in Areas 1 • 2 • 7 • 9 • 10

Areas 1 and 10

San Diego Police Dept. will ticket any vehicle which is parking, double-parking, or impeding the normal flow of traffic on San Diego City streets.

Areas 2 and 9

Areas 2 and 9 are intended as entrance and exiting lanes.

Area 7

Please do not attempt to park in Area 7 during Traffic Pattern Hours.

Area 9 (Beyer Blvd.)

No parking or stopping in the Area 9 lane is permitted during school hours. It is posted NO STOPPING. Vehicles in this area will be cited by SDPD.

3. Stopping / Parking in Areas 4 • 5 • 6 • 7

Area 4

Stopping or temporary parking (less than 5 minutes) is allowed in the two marked Car Pool Zones to pick-up or drop-off three (3) or more students. Stopping only is allowed in the four marked zones (less than 1 minute) for a safe drop-off or pick up of 3 students or less. Please pull forward to the first empty zone closest to Gate 8 when dropping off or picking up child(ren).

Area 5

No parking is allowed in Area 5. No turning around in Area 5 because student has not come forward. You will need to exit the Traffic Pattern and come inside again, through Gate 3.

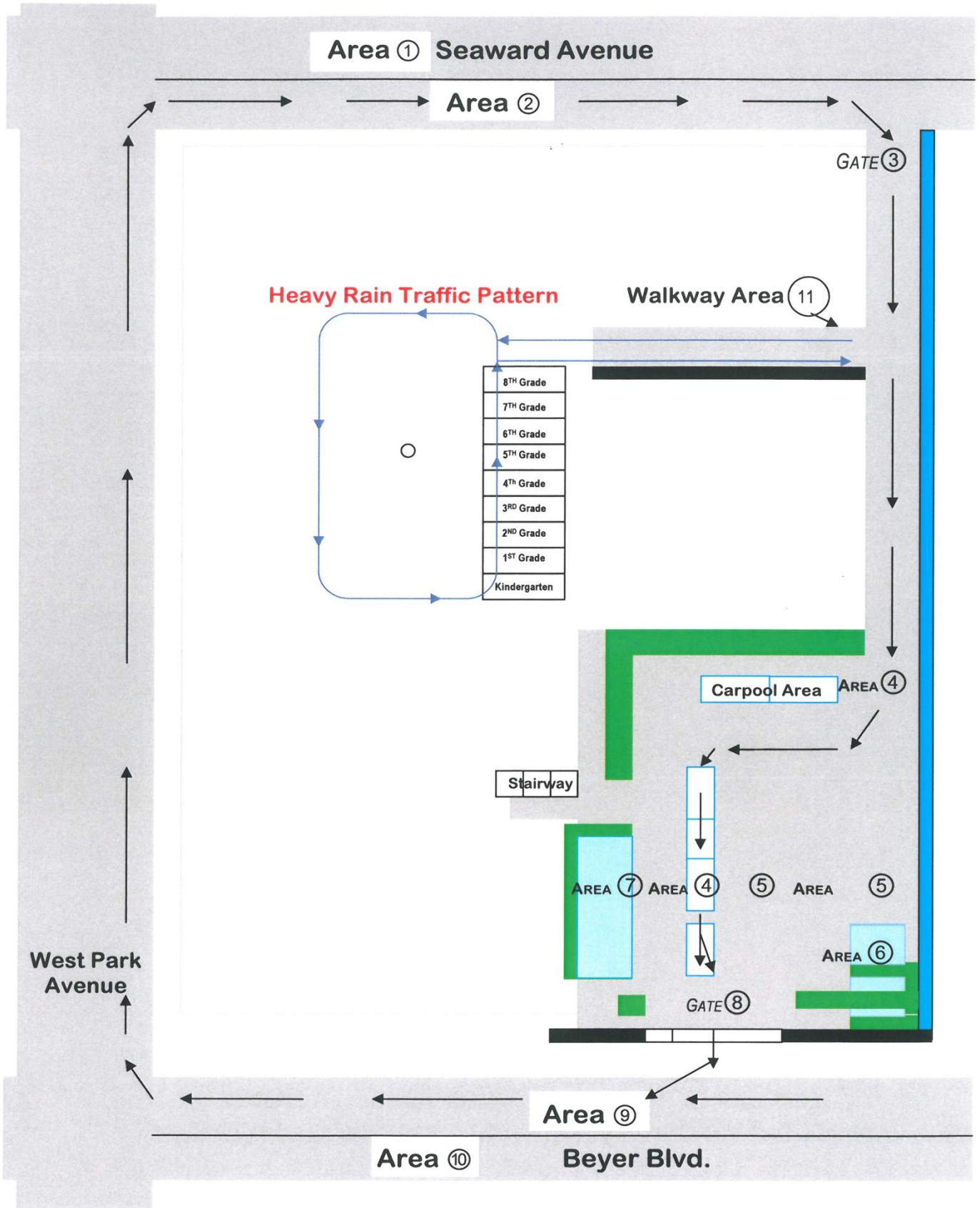
Areas 6 • 7

No parking is allowed in these areas at any time during the Traffic Pattern Hour or school hours. Area 7 is designated Faculty Parking.

B. Rainy Days – Area 11

1. Walkway **Area 11** is for entrance and to exit from the playground area only on heavy rainy days. The Student Safety Patrol and adult supervisors will direct traffic in a counterclockwise pattern around the perimeter of the school playground.
2. Please do not pass any vehicle in the traffic pattern.
3. Always follow the directions given by Student Safety Patrol members or adult supervisors in the area.
4. When dropping off students, please pull forward all the way to the front (usually in front of 5th grade classroom). Students will then walk to appropriate classroom and the traffic pattern will be more smooth and quick.
5. This area is off-limits to all students during Traffic Pattern Hours and is not to be used as a pick-up point at any time.

Traffic Pattern Drawing



Parent Handbook Acknowledgement

Please sign this form and return it to your child's teacher no later than Thursday, September 1, 2011.

I have read the Parent Handbook carefully and I commit myself to follow it according to its contents.

Parent Signature

Student Name (Oldest Child)

Grade

Date