

Student Handbook (2012)

Mission Statement

“Let the little children come to me.” Mark 10:13

We walk in faith,
We learn without end,
We care for and treasure all,
We are the family of God.

Belief Statement

Grounded in faith all are nourished by one another in Jesus Christ!

Our Lady of Mount Carmel School is a place of learning where staff and children are respected for their cultural diversity, accepted as individuals, and nurtured with loving care.

We encourage our students to make decisions and accept responsibilities that will develop them into well-rounded, self-confident, and responsible members of the world community who are grounded in the values of Jesus. While recognizing the individual differences with the learning process, we endeavor to teach academic skills, to inspire creativity, and to measure excellence through varied instruction and assessment. We are striving with the compassion of the Gospels to respect the varied cultures within and beyond the community.

Philosophy

Our Lady of Mount Carmel has, throughout its eighty-year history, served the parish and the surrounding community. Grounded in faith—administration, faculty, families and students are nourished by one another in the strength of our source of life: Jesus Christ. Rooted in His teachings, we are committed to the values of His Church and its tradition.

As a total school community, with the support of the Pastor and the parents/guardians, we realize the importance of educating the child spiritually, academically, physically and socially. As educators, we strive to provide a safe, stable, nurturing and healthy environment where growth in all areas is possible. While recognizing the individual differences within the learning process, we endeavor to teach the basic skills and inspire creativity and excellence through varied instruction and assessment.

We strive to understand the varied cultures of our school community and respond to their needs with the compassion of the Gospels. We encourage our students to make decisions and accept responsibilities that will develop them into well-rounded, reliable, self-confident and responsible citizens of the world who are grounded in the values of Jesus Christ.

Absences

Parents are requested to call school between 8:00 a.m. – 9:00 a.m. when students are absent. A note should accompany your child on return to school. Students are responsible for all missed

assignments whether through absences or early dismissals. Early dismissals should be requested in writing or by phone if an emergency. All homework assignments can be accessed on the internet at www.olmcapnj.org

Admission to School

OLMC does not discriminate on basis of race, creed, religion or national origin. Students are admitted on an annual renewal. All new students are admitted on a full-year probation period. For an application to be completed, we require the following:

- Up-to-date immunization and health records in compliance with N.J. State law.
- Testing for grades 1 through 8 and an interview with the kindergarten teacher for kindergarten students.
- Proof that an incoming kindergarten student will be 5 years old by October 1st.
- Students in grades 1 through 8 must have successfully completed the previous academic year with a satisfactory academic, behavior and attendance record.

Acceptance to OLMC is determined by the administration, after a review of the above, and notification is made via mail. A registration fee is required at that time. Students are accepted on the following priority basis:

1. Registered members of Catholic parishes/siblings of present students.
2. All others.

After School Program

An aftercare program is available from 2:45 p.m. to 6:00 p.m. On half-days, the program is in effect from 12:30 p.m. – 6:00 p.m.

Classroom teachers may be available for after-school help once a week for students experiencing difficulty. A variety of after-school activities may be available. Information will be sent home about each activity as it arises.

Arrival

All students will be dropped off at the front of the school on First Avenue. Students may arrive between 7:30 a.m. and 8:00 a.m. Parents desiring to enter the school in morning are requested to park in the parking lot. No cars may be parked in front of school. Children are late if they are not present in the school cafeteria for prayer by 8:00 a.m.

All school business in the morning is to be conducted in the school office. Morning time is not a time for teacher conferences.

Assembly

Assemblies are planned periodically as special events: athletics, plays, speakers and cultural presentations. Parents are welcome to attend assemblies. Notices will be placed on our webpage.

Athletic Program

Varsity and Junior Varsity athletic competition is promoted by the school. The Mt. Carmel School sports program consists of JV and Varsity basketball and cheerleading; other sports may be available.

Athletic Program Requirements

1. Academically, students must maintain a 70% average in all academic areas.
2. Behaviorally, students are expected to behave in accordance with discipline requirements.
3. Medically, all students must present verification of a physical examination for the period covered by team participation months prior to trying out for a team as well as a notarized medical treatment form according to Diocese of Trenton requirement.
4. Any requirement not fulfilled in any of these above areas will cause removal of student from a team.
5. Only the Administration may reinstate a suspended player.

Attendance

Regular attendance is essential to student success. Excused absences include personal illness or serious illness/death in the immediate family. Unexcused absences include vacation, babysitting, and absence prior to a holiday or weekend. Parents are required to call school when child/ren will be absent.

Bus

When being transported to or from any school sponsored activity or if school transportation is provided for any other reason, students are required to adhere to the regulations of the school and the owner of the means of transportation.

Students are expected to arrive at their bus stop on time. They should refrain from playing at the stop while waiting for the bus, and they should follow the driver's directions for safety. Once on the bus, students are required to remain seated, use seat belts, not use profane or abusive language, and refrain from all arguing or fighting.

The Principal will write up students violating these rules, and a report will be sent home to parents. Students who receive two (2) write-ups may be suspended from riding the bus for one (1) week. Parents/guardians are responsible for their student's transportation to and from school.

The Administration has the right to deny school bus transportation to a student if a child's behavior on a bus jeopardizes his/her own safety and /or the safety of others.

Cafeteria

Students shall be courteous, respectful and cooperative in the cafeteria. Children are required to walk in the cafeteria, keep voices low, clean up after themselves and follow cafeteria procedures.

Parents/guardians are requested not to bring restaurant or fast food lunches to school.

Call System

A call alert system will be utilized at OLMC. Calls will be made to parents/guardians for many reasons: emergencies, school closings, event announcements, needs of the school, etc. We ask you to please listen to the announcement and do not call the school unnecessarily.

Cellular Phones

Students may bring cell phones for safety reasons. However, they must be in backpacks and off during the school day. In grades 6, 7, 8 the phones are collected each morning and returned at dismissal. All personal electronic equipment will be taken by school personnel and returned only to parents. If the offense occurs a second time, a conference with parents will be mandatory before equipment will be returned.

Change of Address

All parents/guardians are required to notify school if your address or phone number changes during the school year.

Class Celebrations

Birthday celebrations may be held in school. The teacher must be consulted before deciding on refreshments and be given 24 hour notice. The school requests parents to bring cupcakes for birthdays or a healthy option such as jello, fruit, veggie tray, etc.

Class Trips

Class trips must be planned with an educational objective. These trips are a privilege and may be denied to student who displays inappropriate conduct in classroom behavior or on prior class trips. Permission slips with parent/guardian signature is required. No child may participate in field trips without a signed permission slip.

Classroom Visits

Parents/guardians are welcome to visit school during the school day. A visitor's badge and sign-in sheet is provided in the office. Any visitor must sign in by reporting to office staff to obtain permission to be in the building. Visitation is not a time for parent-teacher conference. All badges must be returned to office at the end of a visit. Please call ahead if you wish to visit the classrooms.

Computer Lab

A state-of-the-Art computer lab is maintained for student use. Instruction in technology and its application is scheduled once a week for each class. Additionally, teachers are encouraged to schedule content area instruction in the lab. Each classroom has at least two computers in Internet access. User names and passwords are mandatory. Please read the Internet school use policy for additional information. Students in grades 4-8 are required to maintain a folder and have a floppy disk for lab use.

Conferences

Parent or guardian/teacher conferences are scheduled in December. Parent/guardian will receive notification of an appointment time. A parent/guardian may request a conference with a teacher at any time during the school year. A call to the Office staff or note sent with a child may be used to set up a conference time. A parent/guardian's first course of action of concern is to request a conference with the teacher before contacting the Principal.

Discipline Policy

The purpose of discipline is to nurture self-discipline, cooperation, responsibility, respect for self and others and a positive attitude. Positive discipline is diagnostic, remedial and encourages personal growth. Actions that are needed to maintain learning environment:

- Respect for all people, adults and students, and property
- Ability to settle differences peacefully
- Willingness to cooperate with school-wide as well as classroom regulations

Detention will be given at the discretion of teachers and administration. This will be held on a Saturday morning as assigned.

Detention may be assigned for:

Tardiness
Uniform violations
Minor misconduct

Suspension from the classroom or from the school can occur. Children who are suspended may not participate in any school or after school activities while suspended. Parents are required to accompany students to school following any suspensions.

Conduct which may cause a suspension includes but is not limited to the following actions or attitudes:

1. Open defiance of authority of teacher or administration.

2. Physical assault upon another student or school employee e.g. fighting
3. Possession of weapon, pornographic materials, alcohol, drugs, cigarettes or matches.
4. Taking or attempting to take personal property or money from another student.
5. Causing damage to school or personal property.
6. Use of profanity.
7. Serious threats to any student or school personnel.
8. Harassment or any type of bullying. (Harassment, intimidation or bullying means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus that has the effect of harming a student, damaging student's property, or placing a student in fear of harm to his/her person or damage to his/her property.)
9. Leaving school grounds during school hours without permission.
10. Any action which is against Christian conduct.

Dismissal

At the close of each day, bus students as well as aftercare students will be conducted to the front door by school personnel. All other students will be dismissed at the rear door by classroom teachers. If for some reason a child is not picked up as normally scheduled by 3:00 p.m., a teacher will accompany the student to the office to contact a parent. Any student who has not been picked up by 3:00 p.m. will go into the Aftercare Program for that day and a fee will be charged accordingly.

Parents are required for the safety of the children to enter the back parking lot from Asbury Avenue, parking in a parking spot while waiting for children, and exit onto First Avenue. No child may enter a car stopped in the moving lane.

Emergency Closings

Closing of school takes place during circumstances such as extreme hot or cold weather, snow, ice, equipment failure or public crisis. All parents/guardians will be called/emailed through our announcement service.

Parents may call school or listen for the announcements on:

1. New Jersey 101.5 FM radio
2. News 12 New Jersey (channel number varies according to locate of residence)
3. 107.1 The Breeze(WWZY-FM), 99.7 The Breeze(WBHX-FM)

Please do not call the rectory for this information.

Emergency Drills

All drills, lock downs, reverse evacuation drills, fire drills, etc. are conducted in accordance with N.J. School Law and Diocesan Policy.

HEALTH

Accidents/Illness

The School Nurse is available five days a week from 9:00 a.m. to 2:00 p.m. to administer first aid or to assist any student who feels ill during the school day. A child must have permission from a school employee before going to the nurse. If a child is too ill to remain in school, parents/guardians are required to provide transportation and supervision to home.

If emergency medical treatment is needed, parents will be contacted and/or student will be taken to the Emergency Room of a local hospital. Emergency information must be on file in the school for all students.

Students with communicable diseases or conditions will not be admitted to school and must be readmitted through the nurse's office when returning. Please call and alert the school nurse if your child is at home with a contagious illness, e.g. strep throat, conjunctivitis, chicken pox.

Medication

The following are state regulations for administration of medicine in school.

1. The parent/guardian and physician must submit an authorization form, which will be kept on file in the nurse's office, to allow a student to come to the nurse's office to take the required medication. A student may not take medication except in the presence of the nurse.
2. The medication must be in the original, properly identified container to assure correct dosage. The child's name must be on the container.
3. A student may not carry medication during the school day without special written permission from the nurse.
4. Medications must be brought to the school nurse at the beginning of the school day. When possible, we ask the parents/guardians to bring the medication to the nurse's office.
5. Please send enough medication for the length of time medication must be taken in school so that the medication does not have to be taken back home each day.
6. Students may take over-the-counter medication in the nurse's office from original containers with a filed permission form from the parent/guardian and physician. Parents must supply all medications including cough syrup, cough drops, aspirin, etc.
7. A written statement from a physician is mandatory for all injuries that require an orthopedic appliance (casts, splints, ace bandages, etc.) or use of any special medical equipment.
8. All students who require daily medications must have new permission for each school year.

Accidents, injuries, or illnesses that occur outside of regular school hours must be treated by the child's own physician.

Homework

Homework is an important extension of the learning process in school. Homework can provide practice, drill and/or opportunities for independent study, research and creative thinking. Any student who consistently does not do homework, must attend homework club after school.

The following is a length of time guideline for homework assignments:

Kindergarten and Grade 1	10 – 15 minutes
Grades 2 and 3	20 – 30 minutes
Grades 4, 5 and 6	30 - 45 minutes
Grades 7 and 8	60 minutes

All students from grade 3 to 8 must have a homework planner.

Honor Roll

This is a special recognition for academic achievement.

High Honors are awarded to grades 3 to 8. All major subjects (five classes a week) must be an A average (grades 3,4,5) and 93% or above (grades 6,7,8)

Honors are awarded to students who maintain A/B marks in all major subjects (grades 3,4,5) or 85% or above (grades 6,7,8)

A rubric of 4,3,2 must be maintained in all other areas in all grades.

Immunizations

The State Health Department of New Jersey determines the requirements for immunizations of all students. Students are not accepted to Our Lady of Mount Carmel School without proof of an updated immunization record from a physician. Students may not be admitted to Our Lady of Mount Carmel School any time during the school year when it is determined the student has not completed all required immunizations. Please consult with your physician regularly for changes in state laws regarding immunizations for school.

Lost and Found

All lost items are placed in our lost and found area in the Main Office. Money may be reclaimed in the Main Office. Lost and found items are kept in lost and found for a reasonable amount of time and then discarded. Student names must be written on as many items as possible to aid in the return of the items e.g. lunch boxes, sweaters, jackets, etc.

Parent/Teacher Association (PTA)

All parents are requested to annually join the OLMC parent association.

Volunteers are needed under the auspices of the PTA for many events such as classroom parents, class trips, fundraisers, hospitality, book fairs, cafeteria aides and technical support. All

parents/guardians must work required number of bingos or pay a fee of \$1,000.00 per year. Volunteers must report to the office, sign in and wear a volunteer badge when in the school building.

Promotion and Retention

Students completing their current grade's work to the best extent of their ability are to be promoted to the next grade. Parents will be contacted when there may be the possibility of retention. A parent/teacher/principal conference, review of progress reports, report cards, information from Child Study Team, samples of student work and diagnostic testing will be part of the decision. Students who fail subjects may be required to attend summer school before being promoted.

Reporting Pupil Progress

Grades are one way to encourage learning by helping students recognize areas for growth and areas of achievement. The first report card is given at the December parent/teacher conference. Thereafter, report cards are sent home with the student. Progress reports are sent home mid trimester during all trimesters.

Standardized Testing

OLMC administers the Terra Nova Test to all students in grades 2 to 8. Test results are sent home to all parents/guardians.

School Supplies

In September, orders with payment may be sent to school and supplies will be delivered to students promptly.

School Website

OLMC School has a website: <http://www.olmcapnj.org>

We feature a homework page for each grade. Just click on the homework link. It is updated daily by the teacher. However, we do require your student to keep a homework book in good order. Websites crash, electricity, phone lines fail. This site is provided for your convenience in an effort to help you assist your student. The site also has links to the OLMC Church, curricula information, content area links, application papers, the calendar, closings and other information.

Telephone

Phone calls will be allowed in the office at the discretion of the administrator/secretary. Telephone messages for students will be accepted in the office only. Students will not be taken from class for telephone calls except in emergency situations. Students may not make phone calls at dismissal except for emergency reasons. Please make arrangements for your child's transportation before school each morning.

Textbooks

Textbooks must be covered and carried to school in a backpack or book bag to keep them in good condition. Books that are damaged, lost or destroyed must be repaired or replaced by the parent/guardian.

Tuition/Fees

Tuition and registration fees must be paid every year in a timely manner. Delinquency in payment will result in fees.

There are four options for payment of tuition:

1. Payment in full July 1st
2. Two payments July 1st and November 15th
3. SMART Tuition Plan Automatic deduction from checking or savings account
4. SMART Tuition Plan Invoice system

Call Our Lady of Mt. Carmel School Office (732-775-8989) for information regarding tuition.

Uniforms GRADES K – 5

Our Lady of Mt. Carmel students are required to be in full uniform every day. All uniforms can be purchased from the School Uniform Store in Point Pleasant, and many items can be purchased at Kids City store in the Monmouth Mall, Eatontown.

Winter Uniform – Boys

Navy trousers; white golf shirt or white turtleneck shirt; navy vest or pullover sweater; navy or white socks; navy, black or brown shoes with rubber soles. Totally black athletic shoes may be worn. (They must be totally black including the laces and soles). A belt is required at all times. No hoodies may be worn.

Winter Uniform – Girls

Plaid jumper (K-5) or plaid skirt (6-8) with a required length to the knee; white turtleneck or white round (K-5) blouse or golf shirt (6-8); navy cardigan, vest or pullover sweater; navy uniform slacks; anklets, knee socks or tights (navy or white); navy, black or brown shoes with rubber soles. Totally black athletic shoes may be worn. (They must be totally black including the laces and soles). No hoodies may be worn.

All students are required to wear a closed school style shoe.

Summer Uniform – Boys

Navy uniform shorts or trousers; white golf shirt or white oxford shirt; belt; navy or white socks; navy, black or brown shoes with rubber soles. Totally black athletic shoes may be worn. (They must be totally black including laces and soles).

Summer Uniform – Girls

Navy shorts, white golf shirt or white blouse; anklets or knee socks (white or navy); navy, black or brown shoes with rubber soles. Totally black athletic shoes may be worn. (They must be totally black including laces and soles).

The summer uniform is an option not a requirement. Summer uniform may be worn from September to October 31st and from April 15th to the end of school.

Gym Uniform – Boys and Girls

Navy Bermuda length shorts; OLMC monogrammed gold, yellow, white or blue t-shirt; white or blue socks; athletic shoes and navy blue sweat suit. No jewelry on gym day!

Additional uniform requirements:

- Hair length, color and styles appropriate according to discretion of administration.
- One wristwatch and small post earrings only may be worn every day except gym day.
- Make-up, colored lip gloss or nail adornment of any kind may not be worn to school.
- Tattoos and/or body piercings are not permitted in school
- All boys must have hair cut above the collar of shirt.

School uniforms can be purchased from:

The School Uniform Store
1103 Richmond Avenue (Rt. 35 South)
Point Pleasant Beach
732-892-6655

Uniforms GRADES 6-7-8

Our Lady of Mt. Carmel students are required to be in full uniform every day. All uniforms can be purchase from the School Uniform Store in Point Pleasant or some items may be purchase from Kid City, Monmouth Mall, Eatontown.

Winter Uniform – Girls

Plaid or navy blue skirt with a required length to knee, white, mellow yellow or tan turtleneck, round-collared or golf shirt; navy cardigan, vest or pullover sweater; anklets, knee socks or tights (navy, yellow, white or tan to match blouse); navy uniform slacks. Totally black athletic shoes with black laces and soles).

Winter Uniform – Boys

Navy trousers, belt, white, tan or mellow yellow oxford shirt, turtleneck or golf shirts; navy or white socks.

All students are required to wear a closed flat school style shoes with rubber soles. Totally black athletic shoes may be worn and the laces and soles must be black as well.

Boys must wear a belt at all times.

Summer Uniform – Girls

Navy uniform shorts; white, mellow yellow or tan golf shirt; anklets or knee socks (white, navy, yellow or tan to match blouse), navy, brown or black shoes with rubber soles. Totally black athletic shoes may be work with black laces and soles as well.

Summer Uniform – Boys

Navy shorts or trousers; white, mellow yellow or tan golf shirt; belt; navy, white socks; navy, black or brown shoes with rubber soles. Totally black athletic shoes may be worn, but they must have black laces and soles.

The summer uniform is an option not a requirement. Summer uniform may be worn from September to October 31st and from April 15th to the end of school.

Gym Uniform – Boys and Girls

Navy Bermuda length uniform shorts; OLMC monogrammed gold, yellow, white or blue t-shirt; white or blue socks, athletic shoes and navy blue sweat suit. No jewelry on gym day!

Additional uniform requirements

- Hair length, color and style appropriate according to discretion of administration.
- All boys must have hair cut above the collar of their shirts.
- One wristwatch and small post earrings only may be worn every day except gym day.
- Make-up, colored lip gloss or nail adornment of any kind may not be worn to school.
- Tattoos and body piercings are not permitted in school.

School uniforms can be purchased from:

The School Uniform Store
1103 Richmond Avenue (Rt. 35 South)
Point Pleasant Beach
732-892-6655

There is a uniform exchange in the school. Please contact the office.

Vacations

Parents/Guardians are requested not to remove children during the school year for vacation outside of normal school holidays.

Valuables

It is required that students leave their valuables at home. The school staff and administration are not responsible for valuables which students bring to school. No games, toys, ipods, collectible cards, sums of money over \$5.00, etc. may be brought to school at any time.

Visitors

All visitors (parents/guardians, guests) are required to come to the school's front entrance for admittance into the school building. All visitors are required to come to the school office and sign in the school log. Visitors are required to wear badges issued from the school office while visiting or volunteering in the school.

Weekly Communication Folder

A weekly communication folder will be sent home with those students without family email addresses each week beginning the first week of school. The communication folder will be given to the students on Thursday of each week. Parents/Guardians are required to enter the date received and your signature on the form inside the communication folder. Families with stable email addresses will begin to receive information on their email.

All students will receive one free Weekly Communication Folder for the 2012-2013 school year.

Please patronize the businesses advertised on the folder whenever possible to thank them for their generosity. Their advertisements make it possible for us to provide the folders free.