

Our Lady of Mount Carmel School



Parent/Student Handbook 2026-2027

Student Handbook

***In the Diocese of Trenton, the principal reserves the right to change or add a policy at any time.**

Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school community is subject to the school's disciplinary code whether or not such actions or comments occur on school grounds, the internet, or during the school day.

Mission Statement

By adoption in Christ Jesus, Our Lady of Mt. Carmel School is a Eucharistic community with the following mission.

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

Belief Statement

Grounded in faith all of us 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 the 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 in 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 served the parish and the surrounding community throughout its one-hundred-year history. 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 the 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 the school between 6:30 a.m. – 7:45 a.m. and leave a message on the voicemail (in Spanish or English) 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 there is an emergency.

Admission to School

OLMC does not discriminate on the basis of race, creed, religion, national origin, or disability if the school can accommodate reasonably. Students are admitted on an annual renewal. Lack of parental cooperation is a reason for the refusal to renew the registration for the next school year. School is a cooperative effort between home and school. If, in the opinion of the administration, that partnership is irretrievably broken, the parent may be required to remove the child from the school. 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 screening with the kindergarten teacher for kindergarten students
- Proof that an incoming kindergarten student will be 5 years old by October 1st. Birth certification and Baptismal certificate, if Catholic, are required.
- 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. Students are accepted on the following priority basis:

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

After School Programs

1. Homework Help & Enrichment Classes are available during our Fall, Winter, and Spring Sessions offered for all grades from 2:30 p.m. – 4:30 p.m. on Mondays through Thursdays. An additional fee for afterschool programming is required.
2. Students can be restricted from any or all afterschool programs as a result of disciplinary reasons.

Arrival

All students must be dropped off at the rear entrance of the school on Asbury Avenue near the flagpole. Students should arrive between **7:30 a.m. and 7:50 a.m.** Morning prayer begins promptly at **7:50 a.m.** Students are considered **late if they are not inside the school building by 8:00 a.m.** Any student arriving after 8:00 a.m. must enter through the front entrance on First Avenue and be accompanied by a parent or guardian.

Assembly

Assemblies are planned periodically as special events: athletics, plays, speakers, and cultural presentations.

Athletic Program

Varsity and Junior Varsity athletic competitions are promoted by the school. The Mt. Carmel School sports program may consist of JV and Varsity basketball, cheerleading, soccer, and volleyball.

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 the Diocese of Trenton requirement.
4. Any requirement not fulfilled in any of these areas will cause the removal of the student from a team.
5. Only the Administration may remove or reinstate a suspended player.

Coaches are volunteers and school staff. Facilities for practices and games are provided both on the property of Mother of Mercy Parish and also off-site. Student-athletes are expected to behave in a manner representative of OLMC students and the school's mission statement. Good sportsmanship and kindness are of the utmost importance.

All athletes are required to have a current physical examination form and all other medical documentation on file prior to the first practice. Any student who does not have current paperwork on file will be excluded from participation until the paperwork is updated.

No siblings under the age of 12 may attend practice, wait in the gym, or be unsupervised during sporting events.

Parents are strongly encouraged to play an active role in the communication with the coach. Parents are encouraged to attend all games and demonstrate good sportsmanship and Christian values.

Attendance

Regular attendance is essential to student success. Parents are required to call the school between 6:30 a.m. – 7:45 a.m. and leave a message on the voicemail (in Spanish or English) when students are absent and describe the symptoms or reason the child cannot attend school. Students must meet a minimum number of school days to continue onto the next grade level. Students who miss 10% of the school year may risk retention or not be offered a contract for the following year.

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, and act appropriately.

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 if this occurs.

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 not permitted to bring restaurant or fast food lunches to school.

Breakfast is available every morning between 7:30-7:45 a.m. Lunch times vary depending on grade level, between 11:15 a.m. - 12:20 p.m.

Families are encouraged to fill out yearly applications for Free and Reduced Price School Meal. Meals are available to all students, everyday.

Monthly menus will be sent home in school folders and posted on ClassDojo. Those that do not qualify for Free and Reduced Meals will be responsible for paying their cafeteria balances.

Families are welcome to send lunch with their child to school. Soda, candy, and fast food cannot be brought or delivered to students for lunch. Lunches must be clearly labeled in a bag or lunch box. Refrigeration and microwaves are not available.

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 off and in backpacks during the school day. Smart watches and AirPods are strictly prohibited in school. If any of these items are found visible during the day will be confiscated and released only to a parent. 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 the school if your address, phone number, or email address changes during the school year. It is important to do this so that lines of communication can remain open and that any documents sent are received in a timely manner.

Class Celebrations

Birthday celebrations may be held in school. The teacher must be consulted before deciding on refreshments and be given 24-hour notice. All birthday treats need to be dropped off in the office by 8:00 a.m. The school requests parents to bring individually wrapped **pre-packaged treats for their classmates. Families are strongly encouraged to find non-food types of items, like crayons, stickers, bubbles, etc if possible.**

Class Trips

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

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. Please read the Internet school use policy for additional information. Students in all grades are required to have a signed computer/internet form at school. Students in grades K through 8 are given Chromebooks for use in school. Children are responsible for the care of the unit assigned to them. If breakage occurs, students will be required to pay to have the unit repaired.

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.

Communication

- Weekly Folders - Beginning the first week of school, a Weekly Communication Folder will be sent home each Tuesday with the youngest child in each family. The folder will contain important school information, notices, and other communications for families. Parents/guardians are asked to review the contents each week and return the folder to the school promptly so it can be used the following week. **Families will be charged a \$5.00 replacement fee for lost folders.**
- ClassDojo is the first step in communicating with your child's teacher. It is a free app used school-wide to communicate with families and staff members. All parents must address classroom-specific questions to their child's teacher through ClassDojo before contacting the front office. Please allow teachers 24 hours to respond to all messages and be respectful of their quiet hours 5:00 p.m. to 7:00 a.m.

Counseling

The school social worker may meet with a student three times before the parent/guardian is informed. This staff member may also refer students to services outside of the school and provide support to staff and families.

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 a 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

All rules apply to after-school activities as well. Consequences or punishments will be given at the discretion of teachers and administration.

Saturday 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 including after-school athletics. Parents are required to accompany students to school following any suspensions.

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

1. Open defiance of the authority of a teacher or administration.
2. The physical assault on another student or school employee e.g. fighting
3. Possession of a weapon, pornographic materials, alcohol, drugs, cigarettes, vapes, or matches.
4. Using school-issued devices or the school network to access inappropriate websites or media (ex: violent, vulgar, or pornographic)
5. Taking or attempting to take personal property or money from another student.
6. Causing damage to school or personal property.
7. Use of profanity.
8. Serious threats to any student or school personnel.
9. 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 another student's property, or placing a student in fear of harm to his/her person or damage to his/her property.) This applies to social media as well.
10. Leaving school grounds during school hours without permission.
11. Any action which is against Christian conduct.

Discipline Committee

Our Lady of Mount Carmel School's discipline committee will consist of at least three teachers and/or professional staff members appointed by the administration and a member of the administrative team. A teacher can submit concerns about a student's behavior in accordance with the behaviors listed below. The committee, in conjunction with the administration, will decide on the need for consideration. The following behaviors will be considered by the committee, but are not limited to:

1. Open defiance of the authority of a teacher or administration.
2. The physical assault on another student or school employee e.g. fighting
3. Possession of a weapon, pornographic materials, alcohol, drugs, vaping materials, or tobacco products.
4. Using school-issued devices or the school network to access inappropriate websites or media (ex: violent, vulgar, or pornographic)
5. Taking or attempting to take personal property or money from another student.

6. Causing damage to school or personal property.
7. Consistent use of profanity.
8. Serious threats to any student or school personnel.
9. Harassment or any type of bullying. (Harassment, intimidation, or bullying means any repeated 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 a fellow student's property, or placing a student in fear of harm to his/her person or damage to his/her property.) This applies to social media as well.
10. Leaving school grounds during school hours without permission.
11. Any action which could be considered against Christian conduct.

Dismissal

Dismissal begins at **2:30 p.m.** For the safety of our students, parents/guardians should **not enter the school parking lot before 2:20 p.m.** At dismissal, students will remain in their homerooms until their names or dismissal groups are called over the school's public address system.

- **Car Riders:** All vehicles must enter the back parking lot from Asbury Avenue. Parents/guardians must remain in their vehicles, stay in the dismissal line, and move forward as directed by school personnel. Please do not park or exit your vehicle. Students will be dismissed through the back door and will enter vehicles along the side of the school building. All vehicles will exit onto First Avenue.
- **Walkers:** Parents/guardians picking up on foot should wait near the flagpole. Walkers will be dismissed as a group once the majority of car riders have been dismissed and school personnel determine that it is safe to do so.
- **After-School Program:** Students enrolled in the after-school program will transition to the program between **2:30 and 2:45 p.m.**
- **Late Pick-Up:** All students must be picked up by 2:45 p.m. We understand that emergencies and unexpected delays may occur. If you anticipate being late, please contact the school as soon as possible to let us know. Any student remaining after 2:45 p.m. will be brought to the school office. A **late pick-up fee of \$1.00 per minute, per child** will be billed to the family for any time after 2:45 p.m.

All families are expected to follow dismissal procedures and the directions of school personnel to ensure a safe and efficient dismissal for all students.

Emergency Closings**

The closing of school takes place during circumstances such as extremely hot or cold weather, snow, ice, equipment failure or public crisis. All parents/guardians will be called/emailed through our announcement service. A message will also be left on our school phone system. An emergency call will go out to each staff member and family.

Parents may call the school or check the website for additional information. The main office phone will also have the message about closings. Please do not call the parish office for this information.

Emergency Drills

All drills, lockdowns, reverse evacuation drills, fire drills, etc. are conducted in accordance with N.J. School Law and Diocesan Policy. These are followed during the school day and during after-school activities.

Extracurricular Activities

Students and their families are strongly encouraged to demonstrate school spirit by participating in activities and events held outside of regular school hours. For safety reasons, any student attending a sporting event or other school-sponsored activity must be accompanied by a parent, guardian, or another responsible adult (age 18 or older) for the entire duration of the event.

Graduation

Students are deemed eligible for graduation from Our Lady of Mount Carmel by fulfilling the minimum requirements. They must have an attendance rate of 85% or better, must pass all academic classes, and have financial obligations cleared by the last day of the month before graduation. Participation in the graduation ceremony and all celebrations are at the discretion of the pastor and the principal.

Harassment

STUDENT TO STUDENT/STUDENT TO TEACHER/TEACHER TO STUDENT

Harassment of any type, personal, sexual, bullying, teasing, etc., that makes another person uncomfortable, will not be tolerated.

1. Procedures
 - a. A student who believes he/she has been subjected to harassment must report the incident to a counselor, teacher, or administrator. An investigation will occur and findings will be discussed with the administrative team.
 - b. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
2. A substantiated charge against anyone in the school may result in disciplinary action, which may include removal, suspension, or expulsion.

Hazing

DIOCESE OF TRENTON CATHOLIC SCHOOLS ANTI-HAZING POLICY

I. Policy Statement

The Diocese of Trenton is committed to maintaining school communities that are safe, inclusive, and grounded in the dignity of each person as created in the image of God. Hazing, in any form, is contrary to Catholic teaching and is strictly prohibited within all diocesan schools. This includes hazing that occurs on school grounds, at school-sponsored events, online or through social media platforms, or off-campus when connected to the school community. No student, teacher, coach, employee, or volunteer may engage in, condone, or ignore hazing activities. All reports of hazing will be taken seriously and addressed in accordance with applicable laws and diocesan policies.

II. Definition of Hazing

In accordance with New Jersey's "Timothy J. Piazza's Law" (2022), *hazing* is defined as:

"Knowingly or recklessly causing, coercing, or forcing another person to engage in conduct that places them at risk of bodily, emotional, or psychological harm for the purpose of initiating, affiliating, holding office, or maintaining status in a group, team, or organization."

Examples include but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced exercise)
- Forced consumption of food, alcohol, or substances
- Sleep deprivation or social isolation
- Public humiliation or ridicule
- Coerced criminal, immoral, or demeaning acts

Note: A person's consent to hazing does not absolve responsibility or mitigate disciplinary consequences.

III. Scope of the Policy

This policy applies to all:

- Students (grades Pre-K–12)
- Faculty, staff, and coaches
- Volunteers and affiliated school personnel
- School-sanctioned student groups (e.g., clubs, athletic teams, honor societies)

IV. Reporting Procedures

Any individual—student, parent, staff member, or community member—who witnesses or suspects hazing should report it immediately to the school principal or designated school official.

Anonymous reports may be made, and retaliation against reporters is strictly prohibited.

The school will:

- Follow diocesan policy
- Promptly investigate all reports
- Notify diocesan leadership as appropriate
- Involve law enforcement where required by law
- Provide support to affected students

V. Disciplinary Actions

If hazing is confirmed, disciplinary measures will be applied in proportion to the severity of the offense and may include:

- Detention, suspension, or expulsion (students)
- Suspension or dismissal (employees/coaches)
- Disbandment of student organizations involved
- Notification to law enforcement where applicable

VI. Medical Amnesty

A student who seeks medical assistance for someone experiencing a hazing-related emergency, and meets the criteria outlined in state law (remaining on scene, cooperating with authorities), may be granted immunity from certain disciplinary or legal penalties.

VII. Education and Prevention

To cultivate a culture of respect and accountability, diocesan schools shall:

- Provide annual training on hazing prevention for faculty, staff, and students in grades 6–12
- Clearly communicate this policy to all members of the school community including faculty, staff, coaches and volunteers
- Post the full anti-hazing policy on each school’s public website

VIII. Recordkeeping and Transparency

Schools will:

- Document all reported hazing incidents
- Share reports with the Diocesan Department of Catholic Schools

IX. Catholic Identity and Formation

As Catholic schools, we believe that every student is called to treat others with dignity and compassion. Hazing contradicts Gospel values and our shared mission of forming disciples of Christ.

Health

Illness/Accidents

The School Nurse is available five days a week from 8:00 a.m. to 1:00 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 the 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 the 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, chickenpox, etc.

Daily symptom and temperature checks may be necessary based on the guidance from the NJ Department of Education and the Department of Catholic Schools in the Diocese of Trenton.

Medication

The following are state regulations for the 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 the 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 the 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 help after school.

The following is a length of time guide line 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

Honor Roll

Honor Roll recognizes students in **Grades 5–8** who demonstrate outstanding academic achievement and consistently meet the academic and behavioral expectations of Our Lady of Mt. Carmel School. Honor Roll eligibility is determined at the conclusion of each marking period based on the student's academic performance and conduct.

- **High Honors:** Students must earn an **A average in all major academic subjects**.
- **Honors:** Students must earn **A or B averages in all major academic subjects**.
- To qualify for either High Honors or Honors, students must maintain rubric marks of **4, 3, or 2 in all other graded areas**.
- Students who receive an **“N” in Conduct on two consecutive report cards** or a **“U” in Conduct on any report card** will not be eligible for the academic Honor Roll.

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 schools.

Internet Issues of Grave Concern

The posting of offensive, disparaging, threatening, or inappropriate messages or comments in the form of a blog, instant messaging, image, picture, etc. on any computer or website or postings (i.e. Facebook, Twitter, etc.) is deemed not conducive to maintaining the good name or safety of a student, the school, a faculty member, administrative or staff member will be treated as a major offense.

Our Lady of Mount Carmel School must report any crime to the Asbury Park Police Department, the Monmouth County Prosecutor's Office, and/or DCPD.

Lost and Found

All lost items are placed in our lost and found area near 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.

Noncustodial Parent's Rights to Information

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Office Hours

The school office opens at 8:00 a.m. every school day and closes at 3:00 p.m. and 1:00 p.m. on early dismissal days. It will be closed from 2:15-2:45 p.m. to ensure all of our students are dismissed safely and efficiently. Please do not visit or call the office during this time unless it is a true emergency. The office is open on an abbreviated schedule during the summer months.

Parent/Teacher Association (PTA)

All parents are requested to annually join the OLMC parent association. Dues are \$30.00 per family and are included in the tuition cost.

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. 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 a possibility of retention. A parent/teacher/principal conference, review of progress reports, report cards, information from the 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.

Property Damage

Students should follow all school rules and direction from staff throughout the entirety of their day. If a student damages school or parish property by being overly aggressive or careless, their parents/guardians will be held financially responsible for replacing or repairing said damage.

Reclassification Policy

Our Lady of Mt. Carmel School does not permit students to repeat or reclassify a grade for the purpose of gaining an athletic, competitive, or extracurricular advantage. Grade retention will only be considered when determined to be educationally appropriate based on a student's academic or developmental needs. Final decisions regarding grade placement and retention rest with the school administration.

Reporting Pupil Progress

Grades are one way of measuring student progress and encouraging continued learning by identifying both **areas of achievement and opportunities for growth**. The first report card of the school year will be distributed at the **December Parent-Teacher Conferences**. Subsequent report cards will be available electronically through **FACTS**. Parents/guardians are encouraged to regularly review their child's grades through the **FACTS Parent Portal**, where academic progress is updated throughout the school year.

Right to Waive/Deviate from Disciplinary Regulations

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

School Supplies

Parents are expected to help in purchasing school supplies for their children. Teachers will make every effort to limit the supply list. Parents should periodically check with their children to make sure that they have adequate supplies.

School Website

OLMC School has a website: www.olmcapnj.org 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, curricular information, content area links, application papers, the calendar, closings, and other information.

Standardized Testing

OLMC administers the STAR Testing to all students in grades 2 to 8. Test results are sent home to all parents/guardians in a timely manner and a cumulative report will be sent with the final report card when available.

Substance Abuse Policy

Our Lady of Mt. Carmel School strictly forbids the use or distribution of controlled substances and paraphernalia of any kind both in and out of school. If a student displays symptoms of possible misuse, the school or a parent may request an evaluation to determine possible drug or alcohol use and/or dependency. This evaluation will be conducted at the school, in the office. If the student or parent fails to comply with the procedure, the student must immediately withdraw from Mt. Carmel.

A nurse, counselor, and/or administrator will supervise the testing. If there is substantiated concern, a parent will be called to come to the school immediately and the student and parent will meet with the administrative team. The parent may be asked to remove their child from Mt. Carmel. The school may choose to assist the student's efforts to avoid drugs and/or alcohol and may file the withdrawal form pending cooperation. The student

must enroll with a school-approved counselor who has a CADC (Clinical Alcohol and Drug Counselor) certificate and who performs random testing. The student's counselor must regularly communicate with the school's administrative team. If the student withdraws from the program, the school must be notified immediately in writing. A second positive test will initiate the transfer process.

Any student acknowledging or found guilty of possessing an illegal substance in school or distributing said substance in or out of school will face an immediate suspension, police action, and (in the case of distribution) expulsion.

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 fees must be paid every year in a timely manner. Delinquency in payment will result in late fees and a restriction of services. The tuition of each family is determined on a sliding scale. Tuition must be paid within 60 days. Suspension of services results from a lack of tuition payments.

There are two options for payment of tuition:

1. FACTS Tuition Plan Automatic deduction from checking or savings account or by credit card.
2. FACTS Tuition Plan Invoice system

*If you fall behind with your invoice payments, you will be required to move to an automatic deduction plan.

Call FACTS directly to make payments over the phone (866)441-4637.

Uniforms

All Our Lady of Mount Carmel students are required to be in full uniform every day. All uniforms can be purchased from the School Uniform Shop in Point Pleasant Beach, and many items can be purchased at local retailers.

All students are required to wear closed-toe school style shoes.

Winter Uniform – Boys

Navy pants; * navy or white knit shirt with OLMC logo; navy vest or v-neck pullover sweater with OLMC logo; *NEW* ¼ zip pullover sweatshirt with new logo; navy, black, or white socks; navy, black or brown shoes with rubber soles (no boots). **Totally black athletic shoes may be worn. (They must be totally black including the laces and soles).** **No hoodies may be worn.**

Winter Uniform – Girls

Plaid jumper (K-5) & grades 6-8 plaid or navy blue skort with a required length to the knee; white turtleneck or white round collar blouse or navy or white knit shirt with OLMC logo; navy cardigan, vest, or pullover sweater with OLMC logo; navy uniform slacks; anklets, knee socks or tights (navy or white); *NEW* ¼ zip pullover sweatshirt with new logo; navy, black or brown shoes with rubber soles (no boots). **Totally black athletic shoes may be worn. (They must be totally black including the laces and soles).** **No hoodies may be worn.**

Summer Uniform – Boys

Navy uniform shorts or pants; a white knit shirt with OLMC logo; 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 skort (knee length), white knit shirt with OLMC logo 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).**

A summer uniform is an option, not a requirement. Summer uniforms may be worn from September to October 31st and following Easter vacation to the end of the school year.

Gym Uniform – Boys and Girls

Navy shorts with OLMC logo knee length; OLMC gold t-shirt; Navy sweatpants with OLMC logo, a navy sweatshirt with OLMC logo, white or blue socks; athletic shoes, any color.

Additional uniform requirements:

Students are expected to maintain a neat, clean, and well-groomed appearance that reflects the standards of Our Lady of Mt. Carmel School. Hair length, color, and style must be appropriate for school, as determined by the administration.

- Hair must be neat, clean, and well-groomed at all times.
- Students must maintain **their natural hair color**. Dyed or artificially colored hair is not permitted.
- Haircuts and hairstyles should maintain a natural and appropriate appearance. **Designs, shaved patterns, or other distracting hairstyles are not permitted.**
- Boys' hair must remain **above the shirt collar, out of the face, and may not cover the eyes or extend below the earlobes.**
- Girls' hair accessories and adornments must coordinate with the school uniform and are limited to **navy blue, white, or black.**
- Students may wear **one wristwatch**. Smartwatches must remain in the student's backpack during the school day.
- Girls may wear one pair of small post earrings only. Boys are not permitted to wear earrings.
- Students may wear **one necklace with a religious medal or cross and one religious bracelet.**
- **No jewelry of any kind may be worn on gym days.**
- Shirts **must be tucked in** at all times unless otherwise directed by a teacher or administrator.
- **Makeup, colored lip gloss, nail polish, artificial nails, or other nail adornments** may not be worn to school.
- **Visible tattoos and body piercings are not permitted.**
- Final decisions regarding appropriate grooming, hairstyles, accessories, and overall appearance are at the **discretion of the school administration.**

School uniforms can be purchased from:

The School Uniform Shop

1103 Richmond Avenue (Rt. 35 South)

Point Pleasant Beach

732-892-6655

www.schooluniformshoponline.com

Use of Parish Grounds

From 7:30 a.m. until 4:30 p.m., when school is in session, school personnel will be responsible for OLMC students. Any other time, parents/guardians are responsible for the students.

Vacations

Parents/Guardians are requested not to remove children during the school year for a 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 that 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 unless requested by the teacher.

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 by the school office while visiting or volunteering in the school. Children are never allowed to open doors for an adult.

Withdrawal of a Student

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Agreement: All parents/guardians must sign the agreement on the emergency form that they have read the handbook.