

# Our Lady of Mount Carmel School



## Parent/Student Handbook 2023-2024

# 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 1<sup>st</sup>. 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 will be dropped off at the front of the school on First Avenue. Students may arrive between 7:30 a.m. and 7:50 a.m. Parents desiring to walk their child to the front door in the morning are requested to park in the parking lot. No cars may be parked in front of the school for safety reasons and because of bus drop-off. Morning prayers will begin promptly at 7:50. **Children are late if they are not present in the school by 8:00 a.m.**

### **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, 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.

Coaches should not invite players to the Mother of Mercy property unless the players will be supervised. Coaches must come to the after-school program or may make arrangements in writing with the administration for the dismissal of students to practice. Students may not walk across the parking lot unsupervised.

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. 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 the school when a 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, 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 7:30-8:00 a.m. Lunch times vary depending on grade level, between 11:00 a.m. - 12:40 p.m.

All of our meals are prepared and served by The Nutrition Group and their staff members. Families are encouraged to fill out yearly applications for Free and Reduced Priced 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. 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. If a cell phone is confiscated, it may only be returned 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 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.

## **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.

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**

At the close of each day, students will remain in their homeroom and the public address system will be used to dismiss students. Students who ride in cars will be called by name and dismissed out the front door, through Mary's Garden, and into their waiting vehicle. Walkers and bus students will be called as a group after the majority of the other students have been dismissed and it is deemed safe by school personnel. The after-school program students will make a smooth transition between 2:30 and 2:45. If for some reason a child is not picked up as normally scheduled by 2:45, a staff member will accompany the student to the office. Parents will be called and arrangements will be made. For the safety of the children, parents are required to enter the back parking lot from Asbury Avenue. Please stay in your car and move forward as space permits. **Do not park your car and please stay in line.** Students will load into the cars from the area near Mary's Garden. You will exit onto First Avenue.

## **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.

## **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.

## **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**

This is a special recognition for academic achievement.

High Honors are awarded to grades 3 to 8. All major subjects 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.

Any student who receives an “N” in conduct for 2 consecutive report cards or a “U” in conduct will be denied 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 DCPP.**

## **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.

### **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.

### **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. Marks are available in the parent portal of Genesis: <https://parents.dioceseoftrenton.org>

### **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](http://www.olmcapnj.org) We feature a page for each grade and many other places for information for parents and students. Teachers also use Google Classroom to post homework and other assignments. 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.

The link for Genesis Parent Portal (to check student grades) is <https://parents.dioceseoftrenton.org>. Login information will be provided upon request.

### **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. Blackbaud Tuition Plan Automatic deduction from checking or savings account or by credit card.
2. Blackbaud Tuition Plan Invoice system

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



## 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. **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. **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 31<sup>st</sup> 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.

### **Additional uniform requirements:**

- Hair length, color, and styles are appropriate according to the discretion of the administration.
- Hair adornments for girls must match the uniform, please choose navy, white, or black.
- One wristwatch, small post earrings (girls only), 1 necklace with a medal or cross only. **Absolutely no jewelry on gym day.**
- Only 1 religious bracelet may be worn.
- Shirts **must** be tucked in.
- 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 their hair cut above the collar of the shirt.

### **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](http://www.schooluniformshoponline.com)

### **Use of Parish Grounds**

From 7:30 a.m. until 5:00 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.

**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 Tuesday of each week. This will be given to the youngest member of the family. Families with stable email addresses will begin to receive information via email.

**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.**