



ACADEMY OF OUR LADY OF MOUNT CARMEL

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*“This is for you and yours, a privilege...”*

# PARENT/STUDENT HANDBOOK

2022 - 2023

## Parent/Student Handbook 2022-2023

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Dear Students, Parents, and Guardians,

*“Whoever welcomes one of these little children, welcomes Me.” (Mark 9:37)*

We welcome you to the Academy of Our Lady of Mount Carmel! Once again we proudly claim our place as an educational community that dedicates our energies and resources to our children in a safe, child-centered environment. Enriched by blessings from God, we are dedicated to Catholic values and work diligently to develop each child’s faith formation and academic potential.

This is our OLMC PARENT/STUDENT HANDBOOK for the 2022-2023 school year. We ask that you review the Handbook *together as a family*. It is important to note that all the Rules and Regulations/Policies and Procedures have been implemented to ensure the optimal academic and safety components of each child’s educational experience. We strive to teach children the value of adhering to rules and accepting consequences for infractions. It is important that you support us in these efforts, beginning with a strong emphasis *placed on having your child(ren) arrive on time*.

In this document, you will find discipline policies and the necessary contract for these policies. As part of the Powerschool Portal Information update form, you will be required to acknowledge receipt of the policies contained in this Handbook. After reading and discussing the Handbook with your child(ren), please sign and return the agreement page no later than **Friday, September 9, 2022,**

Thank you for choosing OLMC as the Catholic academic environment for your child(ren). We thank you for your ongoing cooperation; it is greatly appreciated.

Sincerely,,

Ms. Barbara Verdonck  
*Principal*



## **PURPOSE OF THE PARENT/STUDENT HANDBOOK**

The Handbook exists to foster the efficient operation of the Academy of Our Lady of Mount Carmel. To meet this objective, the administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in this Handbook. This Handbook is not intended to and should not be considered to create any additional rights for students, parents, or guardians.

## **AMENDMENTS TO THE HANDBOOK**

The Academy reserves the right to amend any provisions in the Parent/Student Handbook at any time should the Administration determine it necessary to do so. This includes provisions relating to discipline and conduct.

## A BRIEF HISTORY OF THE ACADEMY OF OUR LADY OF MOUNT CARMEL

In 1878, the pastor of Our Lady of Mount Carmel (OLMC), Father Theodore McDonald, O.Carm., stood in front of his new congregation in Tenafly, New Jersey and announced, “If I must sell my own coat we shall have Sisters in a very short time, and we shall have our own school.” The following October, Our Lady of Mount Carmel School opened with thirty students when two Sisters of Charity walked one mile from Englewood through unpaved streets and in the heat and cold.

Over 130 years later, that same determination continues at OLMC with a primary focus on faith and education, through the lens of love. Our vision is informed by our shared past. In recognition of its academic excellence, our school received Middle States Accreditation in 1993 and re-accreditations in 2004, 2014, and 2021. The Academy was also designated a National Blue Ribbon School of Excellence in 2012, given to the highest achieving schools in the country by the United States Department of Education.

Vital and viable in the 21<sup>st</sup> century, what began with a promise has blossomed. Where Father Theodore made his proclamation, our students now confidently say, “We are Mount Carmel!”

## MISSION STATEMENT

The Academy of Our Lady of Mount Carmel is an educational community with roots in the Roman Catholic faith that teaches Gospel values. Within our Carmelite tradition, we are dedicated to helping students see God in themselves, in each other, and in the world around them. We strive to educate the whole person – intellectually, spiritually, physically, socially, and emotionally – while building a strong foundation of ethical and moral ideals.

## PHILOSOPHY

We, the community of the Academy of Our Lady of Mount Carmel, are committed to the Catholic education of our youth. We strive to provide a comprehensive education of experience that develops the spiritual awareness, intellectual talents, personal responsibility, and social consciousness of each child. We endeavor to foster the values of servant leadership in our students and staff and are dedicated to educating the mind, heart, and spirit of each child with a deep appreciation of the uniqueness of each person.

## **BELIEF STATEMENTS**

1. We believe the primary responsibility of the Academy of Our Lady of Mount Carmel is to form our children in our Catholic Christian faith and values so that they can become the children that God wants them to become.
2. We believe all children are a gift from God and have a right to be educated in a safe and nurturing environment.
3. We believe all children should participate in, take ownership of, and be accountable for their educational success.
4. We believe all children are unique; their gifts, talents, and cultural traditions are to be celebrated with respect and dignity.
5. We believe the Academy administrators, faculty, and staff can serve as mentors and role models while encouraging and motivating students to act responsibly and make good decisions while responding to the needs of others.

## **PROFILE OF A GRADUATE**

A graduate of OLMC is grounded in the Catholic tradition and succeeds in Academics and servant leadership, to that end OLMC graduates should:

1. Be firmly grounded in the Catholic traditions, its Gospel Values, and commitment to service and stewardship of the world.
2. Be fully prepared academically, socially, and emotionally; with a strong sense of social justice and virtue, to succeed in high school and beyond.
3. Be fully able to incorporate effective study habits and time management skills to excel in leadership roles in any situation.
4. Be able to utilize technology in a proficient, responsible, and ethical manner.
5. Be able to foster an appreciation of the arts in music, fine and performing arts by understanding its multi-cultural history and meaning.

## **ROLE OF THE PRINCIPAL**

The principal fosters a Catholic Christian environment that enables staff and students to achieve their potential. The primary role is the administration and supervision of the various operations and activities of the entire Academy. Frequent supervision of classes is a means of praising, supporting, and helping teachers and students.

## **ROLE OF THE TEACHER**

The teachers are committed to forming the Catholic educational program to meet the needs of the individual student who attends the Academy. The teacher has a commitment to :

- the student - to teach, respect, and guide the child in the thoughtful formulation of worthy goals in a Christian atmosphere.
- the parents - decisions that affect the education of their child(ren).
- the community - - by preparing children to be future Church and Civic leaders.
- the teaching profession - by maintaining professional standards in providing an excellent education.

## **ROLE OF THE PARENT/GUARDIAN**

Parents/Guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and all people. Parents, as first educators, enter a partnership with the Academy and in the spirit of a partnership we ask parents to cooperate by:

1. Sending the child to class physically fit, with sufficient sleep, clean, properly dressed in uniform, and fed properly.
2. Assisting the child in his/her academics and moral development by examining Powerschool, the report card, supervising home study, and cooperating with the Academy in matters of activities, recreation, and discipline.
3. Trying to discover the child's special interest and talent so that they may be developed in cooperation with the faculty and staff.
4. Calling the Academy in the morning to inform of absence, and sending a written explanation each time a child is absent.
5. Calling the Academy to inform us of students traveling home with other students or walking home.
6. Having your child in class on time.
7. Taking care of all financial responsibilities on time and actively supporting all fundraising activities sponsored by the Academy.
8. Supporting and cooperating with all matters contained in this Handbook.
9. Participating in the Parent Guild (PG).

## **LIFE SKILLS**

OLMC has a set of Life Skills that are posted in all classrooms. Students are expected to follow and apply these Life Skills during school, extra-curricular activities, and all school functions.

1. Accept Feedback
2. Ask Permission
3. Be A Peacemaker
4. Be Honest
5. Complete Assignments
6. Follow Directions
7. Have All Supplies
8. Respect God's Creation
9. Stay On Task
10. Use Appropriate Language
11. Use Greeting Skills
12. Volunteer

## **PARENTAL RIGHTS AND ACADEMY RECORDS**

The Academy of Our Lady of Mount Carmel (OLMC) abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the Academy will provide the non-custodial parent with access to the student's essential academic records.

### **COURT RECORDS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the Academy with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information that may be useful to the Academy in fulfilling its obligation.

### **PARENTS GUILD**

The Parents Guild (PG) is an organization of the principal, staff, and parents formed to facilitate communication and cooperation between the Academy and home. The PG provides a social and financial opportunity to promote family involvement for the betterment of the children.

### **ACCREDITATION**

The Academy of Our Lady of Mount Carmel is proud to be accredited by the Middle States Association of Schools and Colleges. (Reaccredited 2021)

# POLICY ON ADMISSION OF STUDENTS

## Non-Discriminatory Admission Policy

The Academy of Our Lady of Mount Carmel admits students of any race, religion, color, national and ethnic origin, and gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. The Academy of Our Lady of Mount Carmel does not discriminate on the basis of race, religion, color, national and ethnic origin, gender or physical disability in the administration of its educational policies, admission policies, scholarship and athletic and other school-administered programs. Although we accept students from all religions, we require that every student take part in all religious ceremonies and events in a respectful and participatory manner. These include, but are not limited to recitation of daily prayer and attendance at religious services.

## Registration Procedures

A birth certificate must be submitted for proof of age.

The age requirements are as follows:

Pre-K 3            3 years old by October 15<sup>th</sup> of the starting school year

Pre-K 4            4 years old by October 15<sup>th</sup> of the starting school year

Kindergarten    5 years old by October 15<sup>th</sup> of the starting school year

Grade 1           6 years old by October 15<sup>th</sup> of the starting school year

**For the following, there will be no exceptions made for registering students.**

- A birth certificate is required for all students.
- A baptismal certificate is required for all Catholic children.
- An entrance assessment for all incoming students.
- Whenever available spaces are limited in any given grade, preference will be given to siblings of a current student. as long as tuition and fees are up to date.

Please check with the school office for registration cut-off dates.

## IMMUNIZATION AND HEALTH RECORD REQUIREMENTS FOR ADMISSIONS

### Immunizations

By making sure that your child gets immunized on time, you can provide the best available defense against many dangerous childhood diseases. State law requires immunizations for certain communicable diseases for every child entering and attending school. In compliance with Chapter 14 of the New Jersey State Sanitary Code, all school children will be required to show records from the doctor for the following immunizations:

#### **Pre-K 3 and Pre-K 4**

- 4 doses of DPT
- 3 doses of Polio
- 1 dose of Measles vaccine are required after first birthday
- 1 dose is required for Mumps and Rubella after first birthday
- Series of HIB conjugate vaccine with one dose given after first birthday
- 1 dose of Varicella (chicken pox) vaccine given on or after first birthday
- Pneumococcal vaccine is required, one dose after first birthday).
- \*\*Seasonal Flu vaccine is required for ALL Pre-K students, and must be administered before December 31st.

#### **Kindergarten and Grade 1**

- 4 doses of DPT – one dose given on or after fourth birthday or any five doses
- 3 doses of Polio vaccine with one dose given on or after fourth birthday or any four doses
- 2 doses of Mumps and Rubella vaccine given after first birthday
- 2 doses of Measles containing vaccine given after first birthday (2 doses of MMR)
- 3 doses of Hepatitis B vaccine
- \*\*First school entry, Varicella, Pneumococcal, and Hib vaccines after first birthday.

#### **Grade 6**

- Must have completed a series of Hepatitis B vaccinations – two or three doses depending on vaccine product.
- One dose of Meningococcal Vaccine
- One dose of Tdap (Tetanus, diphtheria, acellular pertussis) given AFTER the tenth birthday

#### **Mandatory Physical Examinations**

An updated Physical Examination is required for the following students:

- Pre-K 3, Pre-K 4, or first year of school entry
- Kindergarten
- 3rd grade
- 6th grade

**ANY APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED TO THE ACADEMY.**

In addition to all the above items, all students transferring into OLMC are required to present a transfer card from their previous school, their most recent report card, and any standardized test results at the time of their admission.

*Ordinarily, no new students will be admitted into Grade 8.*

## **Financial Obligations Tuition and Fees**

### **2022-2023 ACADEMIC SCHOOL YEAR**

#### **GRADES K - 8**

Non-refundable registration fees are required at the time of registration:

- Registration Fee \$200 per child
- Parent Guild Dues: \$375 per family
- Raffle Tickets: \$200 per family
- SCRIP Program - earnings must equal \$125 or Scrip Opt Out of \$125.

ONE CHILD: \$7775

TWO CHILDREN: \$14,750

THREE CHILDREN: \$21,800

#### **PRE-KINDERGARTEN (3 and 4 year olds)**

Full Day: \$9500                      Hours 8:10 am - 2:50 pm

Half Day: \$5500                      Hours 8:10 am - 12:05 pm

#### **FACTS Management**

Families can choose between two payment plans offered by FACTS:

1. Eleven automatic monthly payments. Payments will start in July prior to the start of the academic year and continue through May of the following year. FACTS payments can be made through your checking or saving account, OR
2. One automatic payment of tuition due July 1st.

#### **Unpaid Tuition**

Any family whose tuition is one month in arrears will be notified of the delinquency by letter and/or email. The family has 10 days in which to rectify the situation or make payment arrangements. This applies to all students. Educational services to a student will be suspended

if tuition payments are not brought up to date in that time frame. A student will not be permitted to return to school until all tuition payments are brought up to date.

Also, all tuition accounts must be in good standing for students to participate in any athletic programs, extracurricular activities, or to hold any office in any capacity at OLMC.

Accounts in arrears as of June 1st may be turned over to collections.

### **BeforeCare**

Parents/Guardians who need the service of BeforeCare may bring their children to school at 7:00 am. The cost is \$6.00/day for this service. All fees for BeforeCare will be paid through the FACTS Management System on a monthly basis.

### **AfterCare**

AfterCare hours are from 3:00 p.m. until 6:00 p.m. Each year, families will be charged a one-time \$25.00 registration fee per family once the service is used for the first time. They will then be billed according to the time used at the rate of \$10.00 per hour. All fees for AfterCare will be paid through the FACTS Management System on a monthly basis. AfterCare fees must be paid within 30 days of the statement date. Any delinquency greater than 60 days will result in suspension of services until the delinquent balance is paid in full. Please note, AfterCare is **NOT** designed for play dates.

**AfterCare Phone Number: 201-647-1060**

### **Attendance**

Prompt, regular attendance is absolutely essential in order to maximize our students' opportunity for success. Home and school must work together to ensure regular attendance. The attendance requirement includes a maximum of 20 days absent. A conference with parents will be required when a student exceeds 20 absent days. Students exceeding the 20-day limit without an extended illness or emergency excuse may be subject to loss of extra-curricular privileges, summer school, or grade retention. An extended illness requires a doctor's clearance note. Family emergencies are considered on a case to case basis.

### **ACADEMY HOURS**

**PRE-K AND KINDERGARTEN FULL DAY: 8:10 am - 2:45 pm**  
**HALF DAY: 8:10 am - 12:05 pm**

**GRADES 1 - 5 FULL DAY: 8:10 am - 2:55 pm**  
**HALF DAY: 8:10 am - 12:10 pm**

**GRADES 6 - 8 FULL DAY: 8:10 am - 3:00 pm**  
**HALF DAY: 8:10 am - 12:15 pm**

## **ACADEMY'S RESPONSIBILITY FOR SUPERVISION OF STUDENTS**

The Academy is responsible for supervision of students from 7:50 am to 3:00 pm. For students enrolled in the AfterCare Program, supervision responsibilities begin at your child's dismissal time and end at 6:00 pm or when your child is picked up. It is unlawful for your child to leave the school property. If a child is enrolled in the AfterCare Program, that child is not to leave the school building at 3:00 pm, but is to meet at the assigned, designated AfterCare Program area. The AfterCare Program students will be released only to their parent/guardian when they arrive inside the Academy building.

## **POLICY REGARDING REPORTING STUDENT ABSENCE**

Parents/Guardians must call the Academy office no later than 9:00 am to report a student's absence. If no call has been received, the Administrative Assistant or nurse will make a reasonable effort to contact the parent/guardian by phone to verify absence. Upon return to school, students must present the teacher with a written excuse from the parent/guardian. The note must include the student's name and grade, along with the dates and reason for absence. An absence of three or more consecutive days requires a doctor's note.

- In the case of a prolonged absence the parent/guardian should contact the school's office.
- Children must be fever free for 24 hours before returning to school.

## **LATENESS/TARDINESS**

The Academy's doors officially open at 7:50 am. The administration cannot assume responsibility for children who are brought to school before this time unless they are in our BeforeCare program.

A child is considered tardy if he or she is not present in their respective homerooms by the first bell (8:10 am). Cases of continued tardiness will result in a parent meeting with the Principal. Excessive tardiness impacts your child's daily learning experience and disrupts the learning environment for all students. Honor Roll eligibility may be affected.

## **LEAVING THE CAMPUS DURING SCHOOL HOURS**

No student is permitted to leave the building during Academy hours unless he or she is signed out by a parent/guardian or a responsible adult designated by the parent/guardian in writing. A sign-out book is located in the lobby office for this purpose. Medical and dental appointments should be made so that they do not conflict with Academy hours.

## **FAMILY VACATIONS**

Parents/Guardians should notify the Academy at least two weeks prior to any family trips or high school visits. Students WILL NOT receive work prior to family vacations. All missed tests, classwork, and projects must be completed within 10 days after the child's return. Vacations outside of the Academy's scheduled breaks are strongly discouraged. These

vacations are disruptive to student growth and learning, and missed days will be counted as unexcused absences.

### HIGH SCHOOL VISITS

Eighth graders who wish to visit more than three high schools during the academic year will be considered absent.

### STUDENT ABSENCES AND PARTICIPATION IN ACADEMY ACTIVITIES

Any student who is absent because of illness or disciplinary action will not be permitted to take part in or attend extracurricular or athletic activities that afternoon or evening. If a student is absent for a reason other than illness or disciplinary action, the principal reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

### TRUANCY

A student who deliberately avoids coming to the Academy, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the principal and local law enforcement agency. A student who is chronically truant will be subject to suspension or expulsion. Honor Roll eligibility will be affected.

### EARLY DISMISSALS

Early dismissals are noted on the school calendar. Early dismissal time is 12:05 pm for Pre-K and Kindergarten, 12:10 pm for Grades 1- 5 and 12:15 pm for Grades 6- 8. Any student who is not picked up at his time will automatically be sent to AfterCare and will be charged accordingly. AfterCare fees begin 5 minutes after dismissal.

### EMERGENCY CLOSING

An **EMERGENCY CLOSING** may occur due to inclement weather, facilities concerns, etc.

Notification of an emergency closing will be given in several ways.

- School Website and Academy Social Media
- Digital Newsletter
- E-mail - direct to parents
- School Messenger

In case it is necessary to have a **DELAYED OPENING**, notification will be given in the same manners as above. The Academy will open at 10:00 am. There will be no Before Care on these days. Supervision begins at 10:00 am.

In case of an unplanned, **EMERGENCY EARLY DISMISSAL**, notification will be given in the same manner. Parents/guardians are responsible for keeping communication

channels open so that they can come pick up their child(ren) at the adjusted dismissal time. Extra-curricular activities will be suspended.

### **APPOINTMENTS WITH ACADEMY STAFF**

Parents/guardians who wish to meet with the principal or a teacher must contact the office to arrange a mutually convenient time, or must send a note/email requesting an appointment. For the sake of good order in the Academy and at drop off and dismissal, parents/guardians should not approach faculty or staff members during the day without having arranged an appointment beforehand.

Faculty and staff members who wish to communicate with a student's parents/guardians may do so by phone, email, letter, or by arranging a mutually convenient appointment. Teachers will not schedule appointments at times which will conflict with their teaching, supervisory, or other duties.

When appointments are made, all parties should be clearly aware of the purpose of the conference so that all concerned parties may be prepared before they meet.

### **CHILDREN BRINGING CASH OR CHECKS TO SCHOOL**

Money that is sent to school should be placed in a sealed envelope identified with the child's name and grade, the amount enclosed and its purpose. Any cash missing is not the responsibility of the Academy.

### **MORNING DROP OFF**

Students should be dropped off in the North Parking Lot starting at 7:50 a.m. *Prior to this time, the parking lot is not supervised*, and the Academy will NOT assume responsibility for any student left unattended. A BeforeCare program is available for early arrivals, which is held in our main lobby. Students attending BeforeCare should enter the building through the main entrance by the South Parking Lot. There will be a nominal fee charged per day for these students.

When dropping off your students, enter the North Parking Lot via the County Road entrance closest to the rectory. Follow cones straight through the parking lot, drop students off on the passenger side of the car, and exit on New Street. The Faculty/Staff on Morning Duty will help students in need of assistance. Please have students ready with their backpacks in hand.

Staff members will supervise the doors of the North Parking Lot until 8:10 a.m. At this time, the doors will be locked and students who arrive late **MUST** enter via the main doors at the South Parking Lot. ALL students arriving after 8:10 a.m. must report to the lobby to obtain a late pass before going to class.

**\*\*Please do not block any driveway for any reason on New Street. Our neighbors need to use their driveways and should not be inconvenienced. Any car blocking a driveway at this time will be ticketed by the Tenafly Police Department.**

## DISMISSAL

Dismissal times are staggered to reduce congestion in the parking lots:

**PRE-K AND KINDERGARTEN FULL DAY: 2:45 pm**  
**HALF DAY: 12:05 pm**

**GRADES 1 - 5 FULL DAY: 2:55 pm**  
**HALF DAY: 12:10 pm**

**GRADES 6 - 8 FULL DAY: 3:00 pm**  
**HALF DAY: 12:15 pm**

Please do not congregate in the parking lots . As soon as your child is dismissed you should leave the parking lot to make room for the other classes to be dismissed.

*Parents/Guardians are expected to be prompt and ready to pick up students at the designated dismissal time. Furthermore, early dismissal days are well-documented in our Academy calendar. It is important to make note of these days so that all children are picked up on time and no one is inconvenienced.*

Students not picked up at dismissal will automatically be sent to AfterCare.

***\*\* DO NOT block residential driveways on New Street for any reason. \*\****

## BEING PREPARED FOR CLASS

Being prepared for class each day is the student's responsibility. The daily schedule is clearly outlined at the beginning of the school year. **Students will not be permitted to call home to have gym clothes, art smocks, books, homework, projects, reports, etc. delivered to them at school.** If a parent delivers any of the above, the student will not be summoned from class. Parents can help by reminding their children about what they need for school on a particular day.

## PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings, especially articles of clothing, are to be clearly marked with students' names. The Academy reserves the right to search all closets, bags, and/or personal items on school property. All unclaimed items left at the end of each trimester will be donated to those in need.

## VISITORS

**Safety is of utmost importance.** Care and concern for each other are hallmarks of the Academy. To further ensure the safety and protection of our children, all VISITORS to the school or school grounds must first report to the Reception Desk to receive a Visitor Pass. When the school day begins, the school accepts its responsibility for the safety and care of the students. Therefore, the school will supervise all interactions between visitors and students. No one may re-enter the building once the school day has ended to get forgotten items (i.e., homework, books, lunch boxes, jackets). No one is permitted to open any door for a parent or visitor. All parents and visitors must enter through the Main Lobby. When a Pre-K or Kindergarten child comes to school late, someone from the Main Office/Lobby will escort the child to his or her classroom, or a Teacher's Assistant will come get the child in the main lobby.

### NON CUSTODIAL PARENTS

In the event that there are restrictions for a parent of a child due to divorce, court orders, restraining orders, etc., the Academy must be informed so as to act in a manner that best serves the student. Any and all restrictions must be given to the Main Office in writing from an official authority on company letterhead.

### TRANSFER PROCEDURES

Parents/Guardians are to notify the Academy's Administrative Assistant in advance of the date of a student's transferring out of the Academy. They will be required to present the following information:

- Name and grade of child
- Age of child
- Reason for transfer
- New home address, if transfer is due to change of residence
- Name and address - including ZIP code - of the school the child will attend
- Last date the child will attend this school

Following receipt of the above information, the Academy's Administrative Assistant will mail out the transfer, transcript of academic records and standardized test results, and the original health record to the new school provided.

### COMMUNICATION

A monthly calendar listing all upcoming school activities is located on the Academy website. Letters and notices from the principal, teachers, PG, and miscellaneous flyers are sent home with students as needed and will also be posted on the school website. Parents are reminded to regularly check their children's backpacks for notices and messages. The "**Warrior Weekly**" (Sunday) and "**Warrior Update**" (Wednesday) communications are sent out each week as reminders for dates and events. Please make sure you are receiving these communications as they are a main source of communication from the Academy.

## ACADEMICS

### Curriculum

The Academy of Our Lady of Mount Carmel carries out its curriculum in a religious atmosphere. Religion is taught formally in the classroom, but finds its most fruitful expression as it permeates the entire curriculum. The following subjects are included in the curriculum:

Religion	Art
Reading	Technology
Language Arts	Family Life
Vocabulary	Performing Arts
Spelling	Music
Mathematics	World Language
Science/Lab	Physical Education/Health & Wellness
Social Studies	Resource/Supplementary Education

### CURRICULUM - PRE-K

The Creative Curriculum objective is to build self-confidence, expand understanding of math and science concepts, teach responsibility, support language and literacy development and increase motor skills. The students will learn through play at the different learning centers in the classroom.

- Block
- Dramatic Play
- Toys and Games
- Art
- Book Nook
- Sand and Water Table
- Music and Movement
- Technology
- Outdoor Play
- Foreign Language (Spanish)

Activities are designed to foster:

1. a positive self-concept
2. individuality
3. creativity
4. language development
5. social skills
6. large and small muscle coordination

7. appreciation of the world around them
8. self-expression through dramatic play, rhythm and movement

## **RELIGION**

Our religion program is designed to help children on the PreK level to discover their special qualities and their importance of God's creation. The primary focus of the program is to assist them in developing self-concept through an awareness that God has made each child someone very special. Their positive self-concept is a supportive foundation for developing the Christian attitude of loving, helping, and sharing.

## **READING**

Reading readiness is an important part of our program. Each child is provided with a rich variety of prerequisite skills to prepare a foundation for reading.

## **MATH**

Our Math program, like our Reading program, is based on giving the children an awareness of basic geometric shapes, use of related Math terms and opportunities to categorize according to color, shape, and size. They will also have recognition of the basic numerals 0 - 100

## **CLOTHING**

Pre-K students are required to wear official school uniforms furnished by Flynn O'Hara. Students in grade PreK should wear sneakers. Boots are not to be worn in class. If they are worn, please send in a pair of sneakers to change into when your child arrives in class.

Please send in a complete set of clothes for your child - including socks and underwear. Put them in a large plastic zip-lock bag with your child's name on it. Accidents can and do happen and this change of clothes will keep your child comfortable and we will not have to call you at home or at work. Provide easy to manage clothing for your child. This will encourage your child to work toward dressing and undressing without help. Please make sure emergency clothes are clothes that are practical for activities of a Preschool.

## **TOYS**

Please DO NOT send in toys from home. We have plenty of toys to share.

## **CURRICULUM GRADES K - 8**

Curriculum maps can be found on the school website. The Administration will maintain the responsibility to ensure that teachers are following the curriculum maps and that appropriate teaching is being conducted. This will be ongoing through a combination of classroom observations, faculty meetings, professional development opportunities and teacher

evaluations, as well as using various measurement tools, including but not limited to, in-class and standardized testing.

The process of developing and implementing curriculum maps is detailed and designed to enhance the high standards currently in place in the schools throughout the Archdiocese of Newark. The school's office staff will continually evaluate the process to see if and where it may be improved. The Academy of Our Lady of Mount Carmel has always had a program in place to review and update subject curriculum, and we look forward to this opportunity to further enhance our educational programs. In doing so, we will also reinforce the fact that Catholic school education in the Archdiocese of Newark is faith-centered and second to none.

### **Major Subject Areas**

- Religion
- Mathematics
- Reading
- Language Arts (includes Spelling and Phonics)
- Social Studies
- Science

### **Additional Areas**

- Art
- Physical Education
- Technology
- Music
- Spanish
- Performing Arts

### **Middle School (Grades 6 - 8) Accelerated Track for Math/Reading**

Maintain the following in both Math and Reading

- 85 or higher on report card
- Honor Roll Status
- Teacher Recommendation Concerning: Work Ethic, Study Skills, Behavior and Responsibility

## **RELIGIOUS EDUCATION**

The Non-Catholic students are welcome at OLMC. The Non-Catholic students are expected to understand and agree that the Academy exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled during the school year.

## **RELIGIOUS FORMATION**

The primary purpose of our Academy is to enrich and encourage the spiritual development of our students which you, the parents/guardians, have begun in the home. It is expected that parents/guardians send their children to our Academy because they wish their children to be encouraged in the practice of the Catholic faith. Regular participation in Mass on Sunday is expected of all of our Catholic students. There is no better teacher of the practice of our faith

than the example of the parents/guardians. Parents/guardians are the first teachers of the children in such things as good manners, correct speech, neat appearance, diligent study habits, but especially in attitudes regarding the practice of religion.

### **Homework**

Homework is important at every level for developing good study skills, for practicing newly developed skills, for learning to work well independently, and for encouraging a sense of responsibility. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed. Teachers at each grade level will advise students and parents concerning homework expectations. These expectations include not only written homework, but also study time, independent reading time, and time needed for projects and research. Hours of homework are dependent on what they learned that day.

Parents and guardians should review homework assignments by checking their child's assignment pad and by **going onto the appropriate grade level and/or subject area on our school website [www.academyolmc.org](http://www.academyolmc.org) or on google classroom.**

Suggested time frame for homework is as follows:

Grades K-1: approximately 15 - 30 minutes

Grades 2 -3: approximately 130 - 45 minutes

Grades 4 -5: approximately 1 hour

Grades 6 - 8: approximately 1 - 1 ½ hours

Students may vary in their ability to complete the homework in the suggested time frame. Students are reminded that homework is their responsibility. Study and reading homework assignments are as essential as written assignments in fulfilling homework obligations. Additionally, class notes should be reviewed daily.

### **Grading**

Students in grades Pre-K 3 through Kindergarten will be evaluated on their progress through an original evaluation system that focuses on the needs of early childhood students. Student grades (Grades 1 - 8) can be viewed on the Archdiocesan PowerSchool Portal at any time. This tool should only serve to monitor progress and grades of individual graded items. The trimester grades will not begin to reflect a true picture of the final grade until the end of the trimester. Teachers will update PowerSchool in a timely fashion. If there are any questions regarding a child's grade, please contact the teacher directly. Family Usernames and Passwords are given out at the start of the school year.

Students in Grades 1 through 3 are assessed on their developmental growth based on the Archdiocesan coding system listed below:

E Exceeds (High Understanding)

S Secure (Understanding Demonstrated)

D Developing (Growth Demonstrated)

B Beginning (Beginning Stages)

N Not Yet Performing (Assistance Required)

The letter grades and numerical equivalents below are used for the evaluation of a student's work in Grades 4 through 8.

A+ 97 - 100      C+ 78 - 82

A 92 - 96      C 73 - 77

B+ 88 - 91      D 70 - 72

B 83 - 87      U Below 70 - Failure

Subcategory Code:

+ Area of Strength

✓ Satisfactory Performance

- Area of Weakness

Rubric Code for Written Communication (Holistic Scoring):

6 = Very Good

5 = Good

4 = Acceptable

3 = Below Average

2 = Poor

1 = Unacceptable

The following codes will be used for Art, Intro to World Language (Grades 1 to 5), Music, Physical Education, Technology, and Personal Development.

O = Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Any grade below 70 is considered a failing grade. In Grades 4 through 8, a Rubric Code for Written Communication is used. Annual final exams are administered in Grades 6 through 8. These exams are 20% of the Third Trimester. Report cards will be released on a trimester cycle. The Academy of Our Lady of Mount Carmel issues the Archdiocesan Report Cards that show letter grade codes rather than numerical averages.

### **Standardized Testing**

The NWEA MapGrowth tests are the adopted standardized tests in the Archdiocese of Newark. These tests are administered to students in Grades 2 through 8 three times a year (Fall, Winter, and Spring).

HSPT (High School Placement Test) is given to all 8th graders in early November.

1-92 - 1-93: The State Education Department provides assistance in meeting the educational needs of students who score low on testing in Reading, Math, and Language Arts. Services are also provided in the area of Occupational Therapy and Speech Therapy.

### **Honor Roll**

All students are encouraged to achieve excellence and, to this end, incentives are offered. If a student is tardy more than three times in a trimester or has an "I" in any section of Personal Development, it will result in loss of any honors placement. Grades 4 through 8 are eligible for the Honor Roll according to the following criteria:

#### Principal's List

A+ or A in all Academic Subjects

O or S in all Specials

O or S in Personal Development

No minuses in any subcategory

No detentions or discipline slips

#### High Honors

No less than three A's in Academic Subjects  
(Religion, Reading/Literature, Language Arts, Math, Social Studies and Science)

No grade less than B

O or S in all Specials

O or S in Personal Development

No minuses in any subcategory

No detentions or discipline slips

### Honors

B or above in all Academic Subjects

O or S in all Specials

O or S in Personal Development

No minuses in any subcategory

No detentions or discipline slips

## REPORT CARDS FOR PRE-K AND KINDERGARTEN

Report Cards will be distributed two times a year - January and June.

## REPORT CARDS AND CONFERENCES

Report cards will be released on a trimester schedule and your child's progress can be monitored throughout the school year on PowerSchool. There are two unique leveled report cards: one for Grades 1 to 3 and another for Grades 4 to 8.

Mandatory parent-teacher conferences for students in Pre-K 3 through Grade 6 are held in October. For Grades 7 and 8, conferences are mandatory for new students, and otherwise are scheduled as needed.

Parents/Guardians may request a conference with a teacher (or vice versa) at any time during the school year. School policy requires that a parent address an academic or a classroom behavioral issue first with the teacher before addressing it with the Administration.

## PROMOTION AND RETENTION

Promotion and retention are based upon an evaluation of academic, physical, social, and emotional growth.

Any student that fails a core subject for the year may be required to attend summer school to be promoted. Any student that fails two or more core subjects for the year may be retained.

Parents/guardians will be notified at the time of the second report card if there is a possibility that their child might fail. A conference with the principal, teacher, and the parents/guardians will be held to discuss a plan to help the student and to determine if retention is in the child's best interest,

## TEXTBOOKS

Textbooks and other classroom books are the property of the Academy. Students are responsible for the proper care of these materials while using them during the school year. Students must pay for any lost or damaged books. **All textbooks must be covered. Students in middle school are expected to provide their own copies of novels.**

## GRADUATION

Grade 8 students who have successfully completed state and Archdiocesan requirements are awarded a diploma at graduation. In the case of failure in any major subject, the student will receive a diploma only after he/she successfully completes the subject(s). However, if he/she fails three or more major subjects, the student will not receive a diploma. Also, all tuition and fees for the graduating student must be paid in full by May 15<sup>th</sup>. Failure to do so may result in the student not participating in commencement activities and exercises.

## RECORDS AND TRANSCRIPTS

Viewing Records - A parent/guardian has the right to view his/her child's academic record, academic standardized test results, health records, and emergency card. These records will be made available upon request.

Government Records: Records attached to publicly funded services provided through the local Board of Education (BOE), Child Study Teams, Speech, etc. are the property of the BOE. A parent/guardian who wishes to examine these records or procure additional copies for his/her own use must apply to the Board. The Academy is not permitted to distribute this information to anyone, not even to the parent.

Transcripts: Transcripts of academic or health records may not be given directly to the parent/guardian even in a transfer. A request for transfer must be submitted in writing by the parent/guardian. Transcripts will be sent directly from school to school when the Academy receives an official written request from the receiving school.

## ATTENDANCE

### Attendance

Students are responsible for daily attendance at school as per state and federal law.

Unless prior written notification is received, the Academy will contact the parent if a student is absent more than three consecutive days in a trimester.

**Students may not miss school for outside activities.** If this becomes a recurring problem, the student may be asked to withdraw from the Academy.

Excessive absence (20 days or more) and tardiness can be cause for a student to be retained in the current grade for another year.

## Reporting an Absence

When a child is absent, it is the responsibility of the Parents/Guardians to notify the homeroom teacher and the school office by 9:00 a.m. Please include the information regarding the child's illness so that the nurse can be aware of any specific illnesses in the Academy. A doctor's note is required if students are absent for three or more consecutive days.

## Homework Request

During a period of absence due to illness, homework may be requested. This request should be made at the time the absence is reported (by 9:00 a.m.) and all homework will be sent to the Main Office and will be ready for pick-up at dismissal time.

It is the responsibility of the student to arrange with his or her teachers to make up missed classwork, homework, quizzes and tests. In the event of a long-term absence, it may be necessary for the student to receive an Incomplete on the report card until all missed work is made up.

It hinders a student's learning when instructional time is missed; therefore, **family vacations should be scheduled during school breaks and summer recess.** The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** The Administration will meet with parents/guardians of students who are frequently absent due to participation in "travel teams" and other activities not sponsored by the Academy to review the student's status.

## Tardiness

The Academy's doors officially open at 7:50 am. The administration cannot assume responsibility for children who are brought to school before this time unless they are in our BeforeCare program.

A child is considered tardy if he or she is not present in their respective homerooms by the first bell (8:10 am). Cases of continued tardiness will result in a parent meeting with the Principal. Excessive tardiness impacts your child's daily learning experience and disrupts the learning environment for all students.

*Remember, a student cannot be on any Honors lists if tardy more than three times a trimester.*

## Early Release

Students who become ill or who submit a written request from a parent for an early release from school will be released only after the parent or authorized person has signed the Official

Release Book in the Main Office. At no time will the student be permitted to leave the school building alone.

## EMERGENCY PROCEDURES

### Drills

The safety of the children is always of primary concern. Mandatory Security/Fire Drills will be held at least once per month. Students will practice the routines and procedures for each appropriate drill to ensure their preparedness in the case of an emergency.

The Academy of Our Lady of Mount Carmel maintains an excellent relationship with the Tenaflly Police Department. Police officers conduct regular walk-throughs of the Academy and meet with the principal to discuss safety procedures. They may also periodically observe emergency drills.

## HEALTH AND SAFETY POLICIES

### WHY SCHOOL HEALTH?

Health and learning go hand-in-hand. Learning in school starts with being healthy. Children learn best when they are attentive, energetic, happy, and well. The school nurse helps identify special health needs and provides services for children with health problems that affect their academic functioning.

### SCHOOL EXCLUSION POLICY

To help prevent the spread of germs we would like to remind you of the following guidelines. If your child has any of the following symptoms, he or she must remain home until symptom free for 24 hours:

- Persistent cough
- Fever of 100 or higher
- Diarrhea
- Difficulty breathing
- Vomiting
- Unusual rash
- Extreme pain
- Strep throat
- Pink eye

This will help protect your child from exposure to more infection before he/she is able to build resistance. It will also protect the other children and staff from any communicable diseases that your child may transmit.

### FOOD ALLERGIES

Please notify the main office of any food allergies your child has. If your physician has prescribed emergency medications such as epinephrine and/or Benadryl, please fill out medication forms and send in meds to the main office by the first day of the school year.

## LICE POLICY

OLMC, as of September 2022, will have a Nit Free Policy. A No Nit Policy is a treatment system recommended by health authorities in the USA to assist in the elimination of “head lice infestation”. This policy requires sending home and barring all children who have head lice, eggs, or nits on their hair from controlled settings such as school or day care facilities. Students will not be able to return to school until all lice and nits are removed.

## Medication Policy

Medication may ONLY be administered by the school nurse and/or a parent.

In most cases, a schedule can be devised whereby a prescribed medication (i.e., antibiotic or cold care medicine) can be given before school, at 3:00 p.m., and again at bedtime by the parent/guardian. In certain circumstances, however, it may be necessary to administer medications at school (i.e., certain medications that must be taken every three to four hours or on an as-needed basis such as asthma inhalers). Should it be necessary for a medication to be administered during school hours, a written permission notice must be given to the school nurse or the school office. No medication may be held by the child. All medications should be given to the school office or the school nurse immediately.

In these cases, medications must be:

- Brought to school by the parent or guardian in the original container
- Labeled with name of child, drug identity, dosage instructions, doctor’s name and current dates for administration
- Accompanied by a permission form (and directions) signed by both the student's physician and parent/guardian.

Please note that non-prescription medications (including cough drops and lozenges) are covered by the same guidelines and must be handled as above. Those parents whose children have a documented anaphylactic reaction to food or insect bites and must have access to an Epi-pen, or whose children have another serious medical condition, must supply specific information and an Individual Care Plan will be completed for that child. Parents must advise the principal and the school nurse of any medication that a child takes on a daily basis. This information will be kept confidential and only shared with other school personnel on a need-to-know basis.

## Policy on Administration of Epinephrine

As permitted by New Jersey law, the Academy shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### Administration of the Epi-Pen by the Academy

The nurse shall have primary responsibility for administration of the Epi-Pen. In the absence of the nurse, another Academy employee, designated and trained in administration of the Epi-Pen pursuant to New Jersey law, may administer the Epi-Pen.

### **PARENTS/GUARDIANS AUTHORIZATION AND AGREEMENT REGARDING LIABILITY**

Written authorization for administration of the Epi-Pen must be received from the parent/guardian of the student. The parents/guardians of the student shall be notified that upon administration of the Epi-Pen in accordance with procedure below as provided by law, the Academy and its employees or agents shall have no liability for any injury arising from administration of the Epi-Pen to the student. The parents/guardians of the student shall identify and hold harmless the Academy and its employees or agents for such an injury, as provided by law.

#### Physicals

All students entering OLMC as well as Kindergarteners, second graders, and fifth graders are required to hand in an up-to-date physical.

#### Immunizations

By making sure that your child gets immunized on time, you can provide the best available defense against many dangerous childhood diseases. State law requires immunizations for certain communicable diseases for every child entering and attending school. In compliance with Chapter 14 of the New Jersey State Sanitary Code, all school children will be required to show records from the doctor for the following immunizations:

#### **Pre-K 3 and Pre-K 4**

- 4 doses of DPT
- 3 doses of Polio
- 1 dose of Measles vaccine are required after first birthday
- 1 dose is required for Mumps and Rubella after first birthday
- Series of HIB conjugate vaccine with one dose given after first birthday
- 1 dose of Varicella (chicken pox) vaccine given on or after first birthday
- Pneumococcal vaccine is required, one dose after first birthday).
- \*\*Seasonal Flu vaccine is required for ALL Pre-K students, and must be administered before December 31st.

#### **Kindergarten and Grade 1**

- 4 doses of DPT – one dose given on or after fourth birthday or any five doses
- 3 doses of Polio vaccine with one dose given on or after fourth birthday or any four doses
- 2 doses of Mumps and Rubella vaccine given after first birthday

- 2 doses of Measles containing vaccine given after first birthday (2 doses of MMR)
- 3 doses of Hepatitis B vaccine
- \*\*If first school entry, Varicella, Pneumococcal, and Hib vaccines after first birthday.

### **Grade 6**

- Must have completed a series of Hepatitis B vaccinations – two or three doses depending on vaccine product.
- One dose of Meningococcal Vaccine
- One dose of Tdap (Tetanus, diphtheria, acellular pertussis) given AFTER the tenth birthday

### **Mandatory Physical Examinations**

An updated Physical Examination is required for the following students:

- Pre-K 3, Pre-K 4, or first year of school entry
- Kindergarten
- 3rd grade
- 6th grade

### Doctor's Appointments

Parents/Guardians should schedule all dental and doctor's appointments for their children after school hours. In cases of emergency or where appointment times are non-negotiable, you may sign your child out of school. Please inform the office of any appointments during school hours. Please report to the office to sign out your child.

## **MEDICAL REQUIREMENT FOR SCHOOL ENTRY**

Health history and physical exams are required prior to school entry, including documentation of TB skin test and results. A Mantoux intradermal skin test is the only acceptable method of testing. Multiple puncture tests are not accepted.

Any student from out of state must submit documentation of a Mantoux Test administered between ages four and six years old. Any student from out of the country must submit documentation stating that he or she has had a TB Mantoux test within six months. This must include the date and results of the test (in millimeters of induration).

## **SAFETY & SECURITY POLICIES SECURITY**

Parents will not be allowed to walk students to their classrooms. If a parent wishes to speak with a teacher please send a note with your child, leave a message within the school office, or email the teacher.

### **Emergency Forms**

Emergency Cards are sent home with our summer mailing. ALL information should be neatly completed (please print) and accurately filled in by the parents/guardians. If a child becomes ill or is hurt during the day, parents/guardians will be notified first. In case of illness or serious injury, the Academy cannot assume responsibility for the child without permission

from the parents/guardians. Every effort will be made to contact the parents/guardians, so please make sure we have the correct telephone numbers. Parents/Guardians must put a number where you can be reached at work. Please do not put your home telephone number for everything. Please give the name you use at work. Also, please check to make sure your voice mailbox is set up and cleared.

#### Suspected Child Abuse or Neglect

“New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the Division of Child Protection and Permanency. The teachers and administration of OLMC have legal responsibility to report to the Division of Child Protection and Permanency any reasonable suspicion that a student is either abused or neglected.

#### Arrival Procedure

Students should be dropped off in the North Parking Lot starting at 7:50 a.m. Prior to this time, the parking lot is not supervised, and the Academy will NOT assume responsibility for any student left unattended. A BeforeCare program is available for early arrivals, which is held in our main lobby. Students attending BeforeCare should enter the building through the main entrance by the South Parking Lot. There will be a nominal fee charged per day for these students.

When dropping off your students, enter the North Parking Lot via the County Road entrance closest to the rectory. Follow cones straight through the parking lot, drop students off on the passenger side of the car, and exit on New Street. The Faculty/Staff on Morning Duty will help students in need of assistance. Please have students ready with their backpacks in hand.

Staff members will supervise the doors of the North Parking Lot until 8:10 a.m. At this time, the doors will be locked and students who arrive late **MUST** enter via the main doors at the South Parking Lot. ALL students arriving after 8:10 a.m. must report to the lobby to obtain a late pass before going to class.

**\*\*Please do not block any driveway for any reason on New Street. Our neighbors need to use their driveways and should not be inconvenienced. Any car blocking a driveway at this time will be ticketed by the Tenafly Police Department.**

#### Dismissal Procedures

At dismissal time you must park legally for the safety of all. Please be respectful of our neighbors. Most importantly your cooperation and patience is necessary for this procedure to be successful. Students will not be permitted back into the school building once they have been dismissed. Teachers will give students ample time to gather and organize their belongings. Please encourage your child to thoroughly prepare for dismissal. Academy staff will not release any student to any person who they suspect is intoxicated or under the influence of any mood or mind altering substance. In this circumstance the Division of Child Protection and Permanency will be contacted.

Please do not congregate in the parking lots . As soon as your child is dismissed you should leave the parking lot to make room for the other classes to be dismissed.

*Parents/Guardians are expected to be prompt and ready to pick up students at the designated dismissal time.* Furthermore, early dismissal days are well-documented in our Academy calendar. It is important to make note of these days so that all children are picked up on time and no one is inconvenienced.

Students not picked up at dismissal will automatically be sent to AfterCare.

***\*\* DO NOT block residential driveways on New Street for any reason. \*\****

Lobby Procedure

All visitors should report to the Main Lobby.

## INTERNET USE AND SAFETY

Parents and students will be held responsible for monitoring the use of social websites including but not limited to blogging, Facebook, Instagram, Twitter, Snapchat, group chats, and Tumblr. Appropriate action will be taken against any OLMC family member that is found to partake in any of the following:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or OLMC.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself.
- Post comments under multiple names or using another person's name.
- Post images of identifying yourself or others as members of the OLMC community in a negative manner.
- Cannot use the OLMC mascot, symbols or any other images pertaining to the OLMC community.

With respect to these social media sites, we ask that all OLMC families do the following:

- Use Good Judgment. You are responsible for the material you post. Be courteous, respectful, and thoughtful about how others may perceive or be affected by postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others and the Academy.
- Think Before You Post. Anything you post is likely to be permanently connected to you through Internet and email archives. Future OLMC families can often have access to this information and may use it to evaluate OLMC.

Please remember that social media websites are considered real relationships, real conversations, and as such, they should be treated like they are real. It's not about a me, myself, and I mentality. It's about the respective school, parishes and the common good.

## CELL PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES

Cell phones and electronic devices including but not limited to any electronic device capable of transmitting information, iPods (including the iPod Touch), Media Players, Digital Cameras and Video Cameras are included in this policy. OLMC does not permit the use of cellular phones in school. However, students may carry a cellular phone (no other electronic devices will be permitted) if a parent/guardian feels it is necessary for their child to have one during school hours. All students and parents/guardians must understand this privilege and students must obey the following rules.

- The cellular phone is to be given to the student's respective teacher upon arrival in the morning. The cell phone will be given back to the student at dismissal time. This includes after school activities such as basketball practice, clubs and play rehearsal.
- Unauthorized use of cellular phones will result in disciplinary action which may include confiscation of the phone or loss of phone possession privileges.
- Cellular phones are to be powered off during school hours. If a student is in class or AfterCare and needs to use the cellular phone they must first get permission from a faculty or staff member.
- Students who have cellular phones with features including but not limited to text messaging, Facebook, Internet, camera/video, etc., may not use these features on the Academy's property.
- No pictures may be taken with a cellular phone on the Academy's property without permission of a teacher or administrative staff member. Distribution of images or content that is deemed to be offensive using a cellular phone (including but not limited to text messages, voice messages, e-mails, etc.) will be dealt with severely. Messaging of any type during a test or when the recipient of the message is in a test will be viewed as academic misconduct. Students should not be in possession of a cellular phone belonging to another student.
- If cellular phones or their usage become disruptive, their possession will be prohibited.

## SOCIAL MEDIA

Parents are personally responsible for the content of their Personal Online Activities, and the following guideline should be followed:

- 1) The content of Personal Online Activities may not contain:
  - (a) Any reference to confidential or privileged information or activities of Academy students or their families, whether by name or implication;
  - (b) Any reference to confidential Academy information;
  - (c) Any reference to Academy students, faculty, staff, administrators, or trustees whether by name or implication, that would in any manner defame such individual;
  - (d) Any reference to confidential or privileged information or activities of Academy faculty, staff, administrators, or trustees; or

(e) Any material that in the sole discretion of the Academy is considered obscene, defamatory, threatening, harassing, illegal or abusive to any person or entity associated with the Academy.

2) When posting classroom photos, please be respectful of the fact that other parents may not want their child's photograph posted to your Social Media.

**Do not post photos of your child's classmates or teachers without their permission.**

3) Remember to THINK before you post anything pertaining to OLMC:

T - is it true?

H - is it helpful?

I - is it inspiring?

N - is it necessary?

K - is it kind?

## SPORTS PROGRAM

### CODE OF CONDUCT

OLMC Sports Program provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. These activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in the Sports Program should not detract from the children's enjoyment of the sport.

**GOOD SPORTSMANSHIP** - Taunting, baiting and rough play will not be tolerated. In order to reflect Christian values, coaches must emphasize good sportsmanship. Coaches will set sportsmanship goals with their teams and discuss proper conduct. Coaches and players should never show disrespect to game officials.

**COACHES** - Acceptable standards of coaching behavior include:

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Respect the judgment of officials; abide by rules of the event.
- Treat opposing coaches, participants and fans with respect.
- Instruct participants in sportsmanship and demand they display good sportsmanship.
- Coach in a positive manner, reflecting Christian values.

**PLAYERS** - Acceptable standards of participating behavior include:

- Treat opponents with respect; shake hands after contests.
- Respect the judgment of officials and abide by the rules of the event.
- Accept seriously the responsibility of representing the school by displaying positive behavior at all times.
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

SPECTATORS – Acceptable standards of spectator behavior include:

- Remember that the players are children and are playing for their enjoyment.
- Remain seated in the spectator area during the games.
- Respect decisions made by contest officials.
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands.
- Make no derogatory comments or gestures to players, coaches, and parents of the opposing team, officials or league administrators.

## ENFORCEMENT

The parishes and leagues, under the supervision of OLMC and Our Lady of Mount Carmel parish, shall enforce this code. Complaints regarding violations of this code shall be first brought to the attention of the Official; the Official will contact the hosting school. Coaches, participants or spectators may be placed on probation or suspended from sport activities for their actions.

## THE PARENTS' GUILD

### Parents' Guild

The Academy of Our Lady of Mount Carmel Parents' Guild Executive Board is a group of volunteer parent leaders dedicated to supporting our school for the benefit of all our children. **All parents and/or guardians are considered members of the Parents' Guild** and are highly encouraged to attend monthly meetings and to actively participate in school functions.

**All volunteers must complete the Protecting God's Children  
Save Environment Training.**

### Protecting God's Children

Protecting God's Children is a mandatory training program for all adult Church and Academy volunteers who work with minors. "Working with minors" is defined as having direct, usual or frequent contact, or whose duties permit them to come into physical contact with minors. It is an educational program centered on sexual abuse, the means for creating a safe environment for children, and how to respond to any suspected child abuse.

Volunteers must complete the Protecting God's Children program within one month of commencing service. Parishioners, parents, and other interested persons are also welcome to attend these sessions. **The Protecting God's Children certification is valid for five years.** "*Keeping the Promise Alive*" is a new method for recertification, which can also be found on the Archdiocesan website [www.rcan.org](http://www.rcan.org) (Safe Environment link) or directly on [www.virtusonline.org](http://www.virtusonline.org) (Protecting God's Children direct link).

The following must be done for all adult volunteers who have direct contact with children:

1. Complete a Volunteer application which is kept on file at the Academy or Church. ([www.academyolmc.org](http://www.academyolmc.org) - found in the Resources – Class/Parent link)
2. Have a signed Code of Conduct on file.
3. Have a background check: Sign the Disclosure and Authorization form to authorize the screening; a letter is sent to indicate the individual passed the screening.
4. The Protecting God's Children certificate is then issued and is kept on file in the Academy or Church. \*\*Pre-registration is necessary to attend a workshop.

The list of Protecting God's Children workshops can also be found on the Archdiocesan website [www.rcan.org](http://www.rcan.org) (Safe Environment link) or directly on [www.virtusonline.org](http://www.virtusonline.org) (Protecting God's Children direct link).

\*\*New volunteers will be prompted to sign the Code of Conduct and submit information to *Verified Volunteers* for the background check when they register online for a Protecting God's Children workshop.

### Class Parents

Specific class parents are assigned for each grade. The duties of the class parents are:

- To welcome new families to our school community.
- To attend Parents' Guild meetings; see monthly calendar for dates and times.
- To work along with the Principal to keep communications open.
- To work cohesively with the homeroom teacher.

Please note: Being a class parent does not guarantee attendance on field trips. Teachers make every effort to be fair to all parents when it comes to chaperoning school trips. **All chaperones must have completed the Protecting God's Children Safe Environment Training Program.**

## UNIFORMS

### School Uniform

Students in Pre-Kindergarten through Grade 8 are to come to school dressed in full uniform each day. Each Homeroom teacher and/or the Principal will review proper attire for each day. Hats/caps/headphones must be taken off upon entering the building. Hats, makeup, tattoos, artificially tampered, bleached or dyed hair, bracelets, earrings larger than one inch in length or diameter, more than two earrings per ear, piercings, colored nail polish (only clear nail color is acceptable) and jewelry are not permitted with the school uniform. **Boys must have their hair cut so that it is above their shirt collars, above their eyebrows,**

**and above their ears. Boys and/or Girls may not have hair coloring, designs of any type, and/or eye coverings.** On days of Mass, church services, Open House or any days determined by the Administration, students must be in full formal uniform. It is the responsibility of the student and parents/guardians to read the monthly calendar and be aware of these dates; they are also listed on the Academy website.

***\*\*At the start of the Academic year, OLMC students are permitted to wear warm-weather uniforms (gym-uniform/formal-uniform shorts and short-sleeved uniform shirts) until October 15<sup>th</sup>. On October 16<sup>th</sup>, shorts are no longer a uniform option.***

*After May 15<sup>th</sup>, OLMC students are again permitted to wear warm-weather uniforms (gym-uniform/formal-uniform shorts and short-sleeved uniform shirts).*

*We are blessed at the Academy to keep our students, faculty, and staff comfortable with air conditioning units in each instructional space. Please adhere to this school policy.*

The dress code is as follows:

### **School Uniform**

Students in Pre-K (Girls and Boys):

- Pull-on elastic waist pants
- Long or short sleeve polo shirt with transferred logo
- Sweater with school emblem (optional)
- Sneakers

**Students Grades K-8:** Black dress shoes, (black soles, scuff-resistant - either tie or velcro) are required. Shoes are available from Flynn O'Hara Uniform Company. Students must wear black shoes every day. Sneakers are not permitted. Students have the responsibility of looking presentable at all times. Shirts and blouses must be tucked in at all times.

All OLMC uniforms must be purchased through the Flynn O'Hara Uniforms, 473 Old Hook Road, Emerson, New Jersey (201.634.0111) in the Emerson Plaza. Students may only wear hair bows or headbands that match the school uniform.

**Girls in Grades K-5:** There is only one uniform aside from the Physical Education uniform.

This uniform will be worn on all school days and formal uniform days.

- Plaid jumper with peter-pan collar blouse
- Black or navy blue bike shorts must be worn under jumper
- Navy blue knee-high socks or tights
- Any black dress shoe with a scuff-resistant, rubber sole, tie or velcro – these may be purchased at Flynn O'Hara Uniforms

**Girls in Grades 6-8:** There is a separate uniform for formal days as indicated below.

- Plaid skirt
- Black or navy blue bike shorts must be worn under skirt
- White or navy polo shirt with banded bottom and OLMC seal
- Navy blue knee-high socks or tights

- Any black dress shoe with a scuff-resistant, rubber sole, tie or velcro – these may be purchased at Flynn O’Hara Uniforms
- White blouse (formal uniform days only)
- Navy blazer with OLMC seal (formal uniform days only)

**Please note:**

Skirts worn by the girls should not be shorter than two inches above the back of the knee.

**Boys in Grades K-5:** There is a separate uniform for formal days as indicated below.

- Khaki pants
- White or navy polo shirt with OLMC seal
- Black belt (not required for Kindergarten)
- Black dress shoes with a scuff-resistant, rubber sole, tie or velcro – these may be purchased at Flynn O’Hara Uniforms. NO SNEAKERS
- Dress shirt (formal uniform days only)
- Blue and gold striped tie (formal uniform days only)
- Plain blue, tan or black socks

**Boys in Grades 6-8:** There is a separate uniform for formal days as indicated below.

- Khaki pants
- White or navy polo shirt with OLMC seal
- Black belt
- Black dress shoes with a scuff-resistant, rubber sole – these may be purchased at Flynn O’Hara Uniforms NO SNEAKERS
- Dress shirt (formal uniform days only)
- Blue and gold striped tie (formal uniform days only)
- Navy blazer with OLMC seal (formal uniform days only)
- Plain blue, tan or black socks

**\*\*Students must bring a pair of sneakers with them to wear in the gymnasium on formal uniform days. No student is permitted on the gym floor with school shoes for any reason. (PE class/recess/After Care/etc.)**

**Physical Education Uniform**

**Boys and Girls in Grades K-8:** The Physical Education attire is considered the school uniform on the day the students have Physical Education; however, if the Academy calendar indicates FORMAL UNIFORM, that will supersede the Physical Education attire. Students should wear their formal uniform/formal uniform shoes and bring in their sneakers that day. Gym uniforms may not be altered: no cut pants and/or sweatshirts. *Any OLMC t-shirts previously purchased through the School Store are allowed for Physical Education.*

**Boys and Girls in Grades K-2:** Navy sweat suits with Academy logo. Tie or velcro running or cross-training sneakers in blue, gray, black or white.

**Boys and Girls in Grades 3-8:** Navy track suit with Academy logo. Tie or velcro running or cross-training sneakers in blue, gray, black or white.

**STUDENT DISCIPLINE**

## **Code of Conduct**

Respect is the foundation of all interactions and relationships at the Academy of Our Lady of Mount Carmel. This respect is rooted in our belief that all persons are created by God who is continually calling us to grow in faith, caring, and compassion. As defined by the Administration, “disrespect” includes verbal, physical and emotional abuse. Therefore, any display of a disrespectful nature by a student toward a fellow student, faculty member, staff member or volunteer will be viewed as a serious violation and will result in disciplinary action.

## **Discipline**

While the Academy believes that minor infractions can be redirected or handled with a positive approach to and reinforcement of acceptable behavior, it is sometimes necessary to suspend or dismiss students for violations of school rules and regulations to ensure good order and to teach the consequences of disruptive and unacceptable behavior. A student who chooses to disrupt the good order of the Academy or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, denial of privileges, detention, in-school suspension, out of school suspension, or expulsion. The Administration, along with the Dean of Discipline, shall determine the level of such consequences.

This policy applies to student behavior at school, at co-curricular and extra-curricular programs, on school grounds, during school hours, at school-related functions on or off campus, on class trips/outings and in transit to and from school. This policy also applies to bullying of any type including cyberbullying.

## **OLMC POLICY ON BULLYING, HARASSMENT AND INTIMIDATION**

As a matter of both school policy and religious obligation, bullying is not tolerated at OLMC. OLMC seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students concerning respect. All members of the OLMC community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behavior. Any staff member may address a student in the area of discipline.

Bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective responses if and when it occurs.

Academy rules are discussed and defined by teachers and students in their homerooms.

### I. Policy

OLMC, as part of its mission as a Catholic Academy, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the Academy's ability to educate the students. They are counter to the philosophy of an academy as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

### II. Definitions:

Bullying may involve, but is not limited to these behaviors on or off school grounds:

- Unwanted teasing
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods
- False accusations

### III. Behavioral Expectations:

OLMC expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities. They must demonstrate respect for the rights and welfare of other students and school staff, as well as the care of the Academy's facilities and equipment. Students are expected to behave in the manner in which their parents would be proud.

### IV. Consequences:

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to including suspension or expulsion at the discretion of the principal.

### V. Reporting Guideline:

Any student being a victim of, having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, nurse or the principal. Any suspected behavior should be immediately reported to an adult.

#### VI. Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of academic records and/or communication with law enforcement officers.

#### VII. Staff Responsibilities:

The administration shall provide periodic training on the academy's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the principal.

### DETENTION POLICY

Detention is a means of fulfilling accountability for a classroom or school violation. Detention times will be announced at the beginning of each school year.

### USE, POSSESSION AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES

Any community member of OLMC suspected to be in possession of or under the influence of a controlled substance (including alcohol) will be referred to the local law enforcement officials.

### ARCHDIOCESAN STUDENT SEXUALITY POLICY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity." (§2393, Catechism of the Catholic Church). "Except within a valid marriage between a man and a woman (see, e.g. Sections 2360- 2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. (See, e.g. Sections 2392-2397, Catechism of the Catholic

Church).” If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School. As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from the Catholic school.

### FIELD TRIPS

The Academy of Our Lady of Mount Carmel will sponsor and conduct field trips for the educational enrichment of the students. *Participation in a field trip is a privilege, not a right.* No student may participate in a field trip unless a signed parental permission slip for the specific event is submitted. If no permission slip is provided, the student must remain home and be charged with an absence. Any student requiring special medical attention will need to have a parent/guardian accompany him/her on the trip. ***The parent/guardian must have fulfilled the Protecting God’s Children requirement in order to accompany their child.*** The supervision of field trips will be arranged in consultation with the classroom teacher in accordance with the rules and guidelines of the facility and those of the Archdiocese. Proper behavior is expected for every field trip. A field trip may be denied at the discretion of the Principal.

### CAFETERIA

Students are responsible for the proper clean up of their areas in the lunchroom. The throwing of food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom staff face disciplinary consequences including the possible loss of cafeteria privileges.

**The delivery of food to students from home, restaurants or fast food chains are not permitted.**

Students are not permitted to use the microwave (teachers do not prepare or heat food). The lunch period is scheduled to adequately seat all children. No one may leave the cafeteria without permission from a staff member.

The students are expected to:

- Always show respect to lunch aides, lunch servers, and teachers on duty
- Always wait their turn on lunch line; no cutting, pushing or saving spots
- Stay seated while eating, talk calmly; no screaming, loud or rude noises
- Always ask permission to use the bathroom and wash hands when done
- Throw away all garbage and scraps **when the announcement** is made
- Place recyclables in proper containers

- Make sure your area is clean before leaving cafeteria
- Never run, push, or shove
- Remain silent and respectful during lunch prayers
- Sit in assigned seating; no one is to sit alone.

*Infractions will warrant disciplinary action and/or detention.*

## PLAYGROUND GUIDELINES

Students must stay on the blacktop and play within the limits of their assigned areas of the North Parking Lot. The following are off-limits for play: rectory driveway, lawns, stairs, bike racks, streets, and steps. Games must be inclusive. Students must follow the direction of playground aides, teachers, and staff. All rough games or any type of action, which may result in bodily harm, are forbidden. No student is permitted beyond the gates. Never speak or approach a vehicle or person outside of the play area. Never speak to strangers.

## PLAYGROUND SUPERVISION

At least two adults will be supervising the play area at all designated times.

## COMPUTER AND INTERNET USAGE

Usage of the computers and the Internet is a privilege extended to responsible students at the Academy. **All usage must be exclusively for official schoolwork.** Any inappropriate use of the Internet or electronic devices at school will result in loss of technology privileges. Students and parents agree to these provisions through the signing of the Acceptable Use Policy for Technology Resources, which is given to all students. A copy of the signed contract is retained in each student's file.

## STUDENT LIFE

### School Liturgies

School liturgies are celebrated once a month. Please check the calendar for the dates. All students must be in their formal school uniform (wearing formal footwear). Students from various grade levels will participate in the Mass. Proper behavior in church is expected. Parents are encouraged to celebrate the Mass with us as a school community. All students are required to attend all school liturgies regardless of their own religion or religious beliefs.

### Extracurricular Activities

Students who are absent from school may not participate in extracurricular activities on the day of absence. This includes, but is not limited to, athletic activities, school concerts, school plays, school talent shows, clubs, and dances.

### Student Council

The purpose of the Student Council is to develop leadership and responsibility in our students. Officers are chosen from our eighth graders to serve a one-year term. In addition, classmates elect two representatives from Grades 4 through 8 each year. Rules are stated in the Student Council Constitution of the Association of Catholic Student Councils. The Student Council ordinarily meets every other week to plan and organize various activities. These meetings are held during lunchtime. An officer of the Student Council is expected to be a student of moral character and be in good academic standing. Any major school infraction will result in the loss of the Student Council position. If a student has been suspended during his or her stay at OLMC, he or she will not be eligible to run for an officer's position on the Student Council.

### **National Junior Honor Society**

The National Junior Honor Society (NJHS) elevates a school's commitment to the values of scholarship, service, leadership, character, and citizenship. These five pillars have been associated with membership in the organization since its inception in 1929. Students in grades 7 and 8 may be eligible for the NJHS. Information regarding this Society is available on our school website.

### **Altar Servers**

Students in Grades 4 through 8 who are members of Our Lady of Mount Carmel Parish are encouraged to begin their ministry of service as Altar Servers.

### **Community Service**

OLMC is focused on allowing children to experience our faith in a concrete way. Our yearly 15-hour community service requirement for students in grades 6-8 provides opportunities for the students to do this. OLMC will provide some opportunities for service, but students should look to serve outside the campus. While we certainly encourage all forms of service at all times, we would like the students to focus on these works of mercy for their service requirement.

### **Athletics**

The Academy of Our Lady of Mount Carmel has a deep tradition of athletic excellence. Providing a variety of club sports and competitive experiences allows OLMC students to engage and learn the necessary skills, good sportsmanship, and life-long lessons with OLMC schoolmates/parishioners, as well as individuals from neighboring schools. The OLMC Athletic Department offers experiences in the following sports:

- Basketball
- Track & Field
- Volleyball

The experiences that the OLMC children have each season are intended to be a learning experience for all individuals involved, while maintaining positive OLMC behaviors and having an enjoyable time. Every athlete, coach, and observer must follow the guidelines posted in the Archdiocesan handbook. The signed Code of Conduct will remain on file for the duration of the school year. If a situation should arise, the Pastor and School

Administration will be notified and asked to rectify the situation with an appropriate course of action.

### **Basketball**

Basketball is open to students in grades 3-8. Basketball runs from November through March. Home games will be played in the OLMC gymnasium. This team sport is open to both OLMC students and parishioners.

### **Cheerleading**

Cheerleading is open to students in Grades 1-5. Students cheer at basketball games (home and away) throughout the season, all pep rallies and sporting events, and also during the annual Basketball Tournaments. This team sport is open to both OLMC students and parishioners.

### **Track and Field**

In the spring, students in Grades K - 8 can compete in running, jumping and throwing events at parochial track meets. Technique, training and proper warm-ups are emphasized in practices. This team sport is open to both OLMC students and parishioners.

### **Volleyball**

OLMC volleyball is open to female students in Grades 4-8 for the Fall season and Grades 4-7 students in the Spring season. This team sport is open to both OLMC students and parishioners. Teams are created based on student registration and age cut off dates.

### **Afterschool Programs**

We offer programs intended to enrich the lives of our students by providing opportunities for them to become well rounded, refine special skills and knowledge, discover new areas of interest and develop character. If a parent/guardian does not pick their child up on time, the child goes to the AfterCare Program and the family will be billed accordingly.

### **Theatrical Season**

Every year students in Grades 5 through 8 can audition for the Fall Drama, Winter Comedy. All rehearsal and performance times will be posted on the website and a schedule will go home with the student actor. In the case of performing a licensed show where vocal parts, prompt books and scripts are used, the family of the student actor takes on financial responsibility for all theater materials as these are rented by the various licensing companies. It is possible for a student to be removed from a cast if behavioral or academic regulations are not being met.

## **TUITION AND PAYMENTS**

### **Payments, Tuition, and Fees**

The Academy of Our Lady of Mount Carmel provides parents with an alternative educational program for their children. The community especially demonstrates its

commitment by its financial support of the school. Tuition payments are due the first of each month, beginning July 1<sup>st</sup> and ending May 1<sup>st</sup>. A late fee of \$25 will be charged for payments received after the 10<sup>th</sup> of the month. **\*\*Tuition is not refundable unless specifically approved by the Principal for extenuating circumstances.**

**\*\*Non-refundable Registration fees and Parents' Guild dues are paid at the time of registration.**

The tuition is spread over eleven months (July through May). There is also a graduation fee (\$150) for Grade 8.

Under Archdiocesan Policy, all elementary schools are required to collect tuition utilizing an online tuition management provider. Our Lady of Mount Carmel utilizes FACTS Tuition Management System. All families (PK-8) are required to register with FACTS by May 15<sup>th</sup> in order to have their tuition set and to have proper payments begin on July 1<sup>st</sup>. There is a one-time fee of \$40.00.

- **Returning Families**, FACTS will automatically roll over the family agreement from one year to the next and the tuition will be set up by school business finance personnel.
  - Eighth grade graduates will automatically be removed.
- **Eighth Grade Graduate Family (only child)** – will automatically be removed from FACTS.
- **Non-Returning Families**, it is **the responsibility of the family** to notify the Main Office **and** the FACTS coordinator to terminate your agreement with FACTS.

In order for the Academy of Our Lady of Mount Carmel to continue to achieve its academic excellence and meet its high costs, it is imperative that all payments be made promptly. ***Upon missing your second tuition payment, services will be immediately suspended and the student will not be permitted to attend school until all accounts are settled. Services may also be suspended if you owe any other fees, such as, but not limited to, AfterCare payments and Scrip.*** If your payments are not current, you will not be permitted to re-register your child(ren) for the following school year. Tuition rates and payment schedules are established by the Administration in collaboration with the School Advisory Board.

## ACCEPTABLE USE POLICY

## FOR INFORMATION TECHNOLOGY RESOURCES

Dear Parents and Guardians,

Technology is an integral part of the educational experience at the Academy of Our Lady of Mount Carmel. It provides us with unprecedented access to information and the ability to create more stimulating and effective learning experiences. At the same time, Technology presents a dilemma that offers users the potential to engage in behavior that is inconsistent with the values and morals we believe in so strongly.

The goal of our Acceptable Use Policy for Information Technology Resources is to guide our students in the respectful and responsible use of technology. Please discuss these rules with your child to ensure that he/she understands them.

After reading and discussing the Handbook with your child(ren), please sign and return the agreement no later than **Friday, September 9, 2022**. No student will be allowed to use the Academy's technological resources unless this acknowledgment page has been returned. The acknowledgment page will be kept on file for as long as your child attends the Academy of Our Lady of Mount Carmel.

Thank you for your cooperation.

Sincerely,

Nikki O'Farrill  
*Technology Integrator*

## ACCEPTABLE USE POLICY

This policy addresses the use of computers, as well as other devices and technologies by students. Such devices include those provided by the Academy for use by students as well as any personal device that a student may bring to school.

### **Use of Personal Devices**

Students may:

- Bring a cell phone to school, provided they comply with the rules as outlined in the Parent/Student Handbook.
- Bring portable storage devices (such as USB flash drives) to school, provided they ask permission from the technology coordinator before using this device with a school computer.
- Use assistive technology devices, provided they receive prior approval from the principal or vice principal.

### **Use of Photographic/Video Devices**

Photographs and videos taken at the Academy for personal use or academic purposes help preserve important memories. However, the safety and privacy of other students and staff must be respected, particularly since modern technologies allow such images to be easily shared.

When using photographic or video devices students must:

- Ask permission from the teacher before taking pictures or videos. This includes photos taken in the classroom as well as common areas of the Academy, such as hallways, the cafeteria and playground.
- Ask permission from their subjects before taking pictures or video recordings. Students must respect the decision by a classmate, teacher or staff member to decline being photographed or recorded.
- Respect requests by a classmate, teacher or staff member that their image not be posted online or otherwise distributed electronically.

**When using photographic or video devices students must not:**

- Post online any video, image or text that clearly identifies the location as the Academy of Our Lady of Mount Carmel, Tenafly, N.J.\*
- Post online any video or image that clearly shows students wearing the Academy's uniform.\*
- Post a video or image that is used in a way that embarrasses, harasses, or otherwise threatens another student, teacher or administrator.\*

\* Please refer to the Parent/Student Handbook for further guidelines on these matters.

**Use of the Academy's Technological Resources**

The Academy's information technology resources, including Internet access, are provided for educational purposes only. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices..
- Refrain from cyberbullying.
- Not access or create profane, obscene, unlawful, discriminatory, violent, or hateful material.
- Report security risks or violations to a teacher or network administrator.
- Not destroy, damage or otherwise intentionally tamper with data, networks, or other resources that do not belong to them.
- Not willfully attempt to bypass content filters.
- Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the Academy's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Not eat or drink in the immediate vicinity of any computer or network asset.

**Consequences for Violation.**

Violations of these rules will result in disciplinary action, which could include the loss of a student's privileges to use the Academy's information technology resources, suspension or expulsion, depending upon the seriousness of the violation.

First Infraction: removal from the computer network for one week (five school days). Second Infraction: removal from the computer network for one calendar month (i.e.: from the 14th of September to the 14th of October). Third Infraction: removal from the computer network for ninety (90) school days. All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Some infractions may require reporting to law enforcement. School administrators reserve the right to modify the consequences outlined above if deemed appropriate.

**Supervision and Monitoring.**

Academy and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the Academy's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**School Sharing Accounts**

Students in grades K-8 are given Google Accounts for OLMC school use ONLY. These accounts are used for OLMC purposes, not personal purposes. Parents should not personally communicate with their child via this account. The accounts will be active until a student transfers out of the school or graduates. All accounts will be removed within 30 days of the student's departure. If there are important documents, assignments, or other information you would like to keep for a personal portfolio, students should download and store them in another location within that 30 day time period. The Administration and the Technology Integrator have the right to delete these school accounts at any time for any reason.

**Copyright and Plagiarism**

a. Violation of copyright and/or software agreement is considered a violation of this policy. b. Explicitly copyrighted materials will often have conditions describing how they may or may not be used, and users shall abide by these. c. Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.) d. Proper citations will be used when citing electronic information.

**Cyberbullying:**

OLMC recognizes that there are growing occurrences of "cyberbullying" and threatening language being used by individuals on the internet, both in school and while off-campus. Any form of cyberbullying by students upon any other students or staff, or any such conduct that materially or substantially interferes or disrupts the school's mission or any activities is prohibited and will not be tolerated.

DEFINITION: Cyberbullying includes, but is not limited to, the following actions: harassing, teasing, defaming, intimidating, threatening, stalking or terrorizing another person by sending or posting through the internet or other electronic devices inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings, including "blogs" or other use of technology.

OLMC recognizes that this definition may not be all-inclusive. Therefore, OLMC reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this policy. Students who believe they have been victims of cyberbullying should report their concerns to a teacher or to the principal. Any staff member who believes they have been a victim or learns of an occurrence of cyberbullying and/or

internet threats shall report the same to the principal. The administration will promptly investigate reports of cyberbullying and take the necessary action, including reporting to local law enforcement if necessary. A student whose behavior is found to be in violation of this policy will be subject to disciplinary action.

**Both parent/guardian and student must sign. Please sign this form no later than Friday, September 9, 2022. No student will be allowed to access the Internet without having this form on file.**

**ACADEMY OF OUR LADY OF MOUNT CARMEL  
ACCEPTABLE USE POLICY  
ACKNOWLEDGEMENT FORM  
2022-2023**



**FAMILY NAME:** \_\_\_\_\_

**I ACKNOWLEDGE AND UNDERSTAND THE SCHOOL TECHNOLOGY POLICIES, PROCEDURES, AND OBLIGATIONS:**

**STUDENTS:**

\_\_\_\_\_  
Print Student Name          Student Signature          Grade

\_\_\_\_\_  
Print Student Name          Student Signature          Grade

\_\_\_\_\_

Print Student Name          Student Signature          Grade

\_\_\_\_\_  
Print Student Name          Student Signature          Grade

**PARENTS:**

\_\_\_\_\_  
**Print** Parent/Guardian Name    Parent/Guardian **Signature**          **Date**

\_\_\_\_\_  
**Print** Parent/Guardian Name    Parent/Guardian **Signature**          **Date**

**2022-2023 PHOTO RELEASE FORM**

Dear Parents,

Throughout the school year, pictures are taken of students at various events. This is a release form allowing us to submit these photos to various media such as newspapers, publications and the OLMC website. Please read the form carefully, sign and return it no later than **Friday, September 9 2022**. Your cooperation is greatly appreciated.

**RELEASE MATERIAL: Student Photograph(s)**

I hereby grant to Academy of Our Lady of Mount Carmel, Tenafly, New Jersey (“OLMC”), its successors and assigns, for good and valuable consideration, the receipt of which is hereby acknowledged, the absolute and irrevocable right and license with respect to the above-referenced material, in whole or in part, and any and all material based upon such material (collectively, the “Material”): to use, publish and distribute the Material in any and all media now known or hereafter developed, published by or under OLMC’s authority, including, without limitation, the OLMC website, in whole or in part, individually or in conjunction with other materials, images or text, and for any purpose whatsoever, including without limitation illustration, promotion, advertising and publicity; to copyright the Material in OLMC’s name or any name that it may choose; to use my name or any other name alone or in connection with the Material; to provide the Material and my name to third-party publications for the purpose of publishing the Material in newspapers, magazines, newsletters and similar print materials.

I hereby waive all rights of ownership, inspection or approval of the Material. I hereby release, discharge and agree to hold harmless OLMC and those acting under its permission or authority, from any and all claims, demands or liabilities arising out of or in connection with the use, production or reproduction of the Material, including without limitation any claims for invasion of privacy or publicity.

**FAMILY NAME:** \_\_\_\_\_

\_\_\_\_\_  
Print Student Name          Student Signature          Grade

\_\_\_\_\_  
Print Student Name      Student Signature      Grade

\_\_\_\_\_  
Print Student Name      Student Signature      Grade

\_\_\_\_\_ *NO, I DO NOT WANT MY CHILD/CHILDREN PHOTOGRAPHED.*

Parent/Legal Guardian Name \_\_\_\_\_

Address \_\_\_\_\_  
(street, city, state, zip)

Phone # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return this form no later than **Friday, September 9, 2022.**

**PARENT/STUDENT AGREEMENT FORM**  
**2022-2023**

In order for any student in Grades 1 through 8 to be validly enrolled at the Academy of Our Lady of Mount Carmel, both the student and his or her parent(s) MUST sign the following agreement; the family should sign and return the form no later than **Friday, September 9, 2022**. Students may not continue to attend classes if this agreement is not signed and returned to the Main Office.

**Acknowledgement of receipt of the**  
**Academy of Our Lady of Mount Carmel Parent/Student Handbook**

We, the undersigned, acknowledge that we have received, read and agree to all of the policies and guidelines contained in the Academy of Our Lady of Mount Carmel Parent/Student Handbook. These policies include, but are not limited to, those pertaining to academics, attendance, student discipline, acceptable use of computers and photographic consent. We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement of those rules for the safety and well-being of the students.

FAMILY NAME: \_\_\_\_\_

\_\_\_\_\_  
**Print Student Name      Student Signature      Grade**

\_\_\_\_\_  
**Print Student Name      Student Signature      Grade**

\_\_\_\_\_  
**Print Student Name      Student Signature      Grade**

I acknowledge and understand my financial obligations as set forth in the *After Care* and *Tuition and Payment* sections of the Academy of Our Lady of Mount Carmel Parent Handbook.

\_\_\_\_\_  
**Print Parent/Guardian Name      Parent/Guardian Signature      Date**

\_\_\_\_\_  
**Print Parent/Guardian Name      Parent/Guardian Signature      Date**

Please sign and return this form no later than **Friday, September 9, 2022**.



(To Be Completed by Physician or Advanced Practice Nurse)

The Student named above requires administration of epinephrine for anaphylaxis, and does not have the capability to self-administer the medication.

Dosage: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Description of Emergency Situation: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician/Advanced Practice Nurse      Date

\_\_\_\_\_  
Address                      Phone

*PARENT/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT*

*I/We hereby authorize OLMC to administer epinephrine via epi-pen to the student named above, in accordance with New Jersey law and the Academy policy stated below, as stated in the orders of the physician/advanced practice nurse above. This authorization includes the Nurse or, in the absence of the Nurse, another Academy employee designated and trained by the Nurse in accordance with New Jersey law. I/We acknowledge receipt of written notice from the Academy that, provided the procedures set forth in New Jersey law and Academy policy are followed, the Academy and its employees or agents shall have no liability as a result of any injury arising from administration of the epi-pen to the Student. I/We understand and agree that to indemnify and hold harmless the Academy and its employees or agents against any claims arising out of administration of the epi-pen to the Student. I/We understand this authorization and these agreements are effective for the duration of the current academic year.*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*