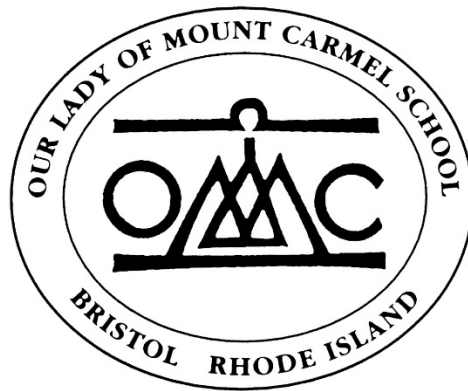


Our Lady of Mount Carmel School

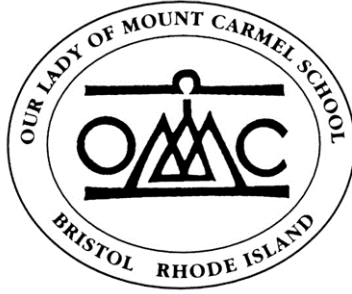
Student & Family Handbook

2018 - 2019



Our SPIRIT will MOVE you!

Our Lady of Mount Carmel School
127 State Street, Bristol, RI 02809
(401) 253-8455



Dear Parents and Students,

Welcome to a new school year at Our Lady of Mount Carmel School!

Our school strives to promote Gospel values in a mutually respectful environment where we believe strongly in compassion and love for one another. These Gospel values are woven throughout our day both in and out of the classroom. Ultimately, it is our mission to help OLMC students grow in faith as intentional Disciples of Christ.

This Student & Family Handbook contributes to this mission by helping to promote a safe, educational and Christ-centric environment for our students and their families. Please review this handbook to become acquainted with the policies and procedures of our school and feel free to contact me if you have any questions.

Best wishes for continued success as we embark on a new school year.

Yours in Christ,

Miss Jessica Walters

Principal

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SECTION 1 - DIRECTORY

Contacts

School Office (401) 253-8455

Fax # (401) 254-8234

Mrs. Mary Ann Metivier, Secretary

Principal (401) 253-8455

Miss Jessica Walters

OLMC Rectory (401) 253-9449

Rev. Henry P. Zinno, Jr., Pastor

Rev. Stephen Battey

Mrs. Carol Viveiros, Parish Secretary / Bookkeeper

School Website www.olmcri.org

Faculty and Staff

Pre-Kindergarten 3 Teacher Mrs. Alisa Steadman

Pre-Kindergarten 3 Teacher Assistant Mrs. Cynthia Almeida, alumna

Pre-Kindergarten 3/4 Teacher Assistant Ms. Mary Jane Sales

Pre-Kindergarten 4 Teacher Mrs. Julie Vedro-Torres

Pre-Kindergarten 4 Teacher Assistant Mrs. Tanya Proulx, alumna

Kindergarten Teacher Mrs. Emily Pacheco, alumna

First Grade Teacher Mrs. Claire Forand

Second Grade Teacher Ms. Mary Armstrong

Third Grade Teacher Ms. Kayla McLaughlin

Fourth Grade Teacher Mrs. Felicia Turner, alumna

Fifth Grade Teacher Mrs. Jennifer Federico

Sixth Grade Teacher (Middle School English) Ms. Deborah Crepeault

Seventh Grade Teacher (Middle School Science) Mr. Eric Urban, alumna

Eighth Grade Teacher (Middle School Math) Mrs. Jessica Carlson

Art/Computer Teacher Mrs. Joy Southworth, alumna

Music Teacher Mrs. Marilyn Hewitt

Librarian Mrs. Mary Smith

Foreign Language Teacher Ms. Stephanie Quintin

Physical Education/Health Teacher Mrs. Amanda Read, alumna

Religion Teacher (Gr. 7 & 8) Rev. Henry P. Zinno, Jr.

Religion Teacher (Gr. 5 & 6) Rev. Stephen Battey

Extended Day Program:

Morning - Ms. Mary Jane Sales, Mrs. Alisa Steadman

Afternoon - Ms. Kayla McLaughlin, Ms. Mary Armstrong

SECTION 2 – Introduction to Our Lady of Mount Carmel School

Our Lady of Mount Carmel School Mission Statement

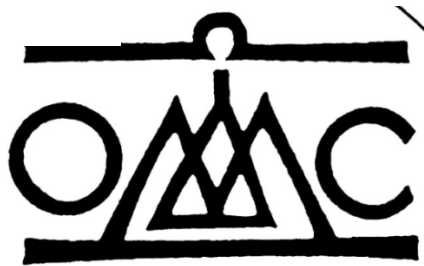
Our Lady of Mount Carmel School, a Catholic institution, is devoted to the development of the whole student. We integrate spiritual, intellectual, social, emotional, and physical growth with academic excellence. We encourage our students to serve God and others as part of a strong, socially responsible, Catholic community. We strive to provide our students with example and opportunity in order to help them become intentional Disciples of Christ.

Our Lady of Mount Carmel School's Motto is...

Our SPIRIT will MOVE you!

We strive to instill spirit in our students - school spirit and the spirit of the Word. The children are so rich in spirit that it spills over to faculty, family, parish and community, so that our children can truly touch the lives of everyone they meet!

The Meaning of Our Lady of Mount Carmel Symbol



The symbol is in the form of ancient cryptography and was designed especially for the occasion of the Golden Jubilee of Our Lady of Mount Carmel Parish in 1967.

The bar at the base of the symbol denotes “Earth” and the bar across the top is an ancient symbol meaning “Holiness”.

The “M” is a “Mount” attached to the earth and the triangle topped with a vertical line is a cryptic symbol for “Woman”. The “O” and “C” are Roman letters.

SECTION 3 – PARENT RESPONSIBILITIES

Standards for Parents of Children Attending Our Lady of Mount Carmel School

As parents, you are integral members of the Our Lady of Mount Carmel School community. You are making the financial sacrifices necessary to send your children to our school and we rely heavily on your sharing of time and talents in helping our school operate and providing the “extras” that enhance the OLMC experience for our students. In fact, we often have parents who continue to assist the school long after their children have graduated – we love you for that! As part of our community, however, we ask that you remember there are certain standards we expect from parents – just as we have standards for our students, teachers and staff.

First, we share an abbreviated version of parental standards from the Catholic School Office of the Diocese of Providence:

- 1. The primary purpose of Catholic schools is to impart the Gospel of Christ and the teachings of the Catholic Church in the context of an academically rigorous and doctrinally sound program of education and faith formation. All Catholic and non-Catholic parents and guardians who wish to enroll their children in a Catholic school are expected to accept and support this mission, and to live in a way that is not inconsistent with this mission, especially in matters essential to the faith and morals of the Catholic Church.*
- 2. Catholic parents serve as the primary teachers and models of the faith for their children and are expected to participate actively in the life of their parish...*
- 3. It is a longstanding Church teaching that parents are the primary educators of their children. The school cooperates with the parents in this primary role as educators... Parents are obligated to support fully the school administration and the school staff in contributing to the spiritual, moral, academic and physical development and welfare of students.*

What we ask from parents is that you support the spiritual, moral and academic good of our school community and not engage in any action that would undermine our ability to effectively serve our students. We expect parents to advocate for their children, but we ask they do so in a productive and supportive fashion. Hopefully, a reading of this Student & Family Handbook will clarify most of our expectations at OLMC School. While a school has many constituencies including parents, students, teachers, etc., at the end of the day our goal is that each decision be guided by the basic question, “*What is in the best interest of our students?*”

OLMC Parent-Teacher Group (PTG)

The parent’s organization at Our Lady of Mount Carmel School is the ***OLMC Parent-Teacher Group (PTG)***, an organization made up of all parents, teachers, faculty and staff of OLMC. All OLMC School parents are automatically registered as members of the PTG.

We depend on the PTG to assist and support the school; most specifically we rely on it to:

- promote the school;
- create a sense of community among the parents and school children; and
- organize and conduct “fun” and fund raising activities.

The PTG sponsors the following fundraising events: a *Bingo Night* in the fall and winter, and a *Comedy Night* in the spring. It is hoped and expected that every OLMC School family will participate in each of these fundraisers in order to help support our school. More information will be available during the school year.

Achieving Effective Communication between Parents & Teachers

If you have a question regarding your child or a school or classroom policy please contact us. Parents should feel free to have open discussions with the OLMC School teachers and principal. It is in our combined best interest to do what we can to enhance your child's OLMC School experience and so we encourage open and civil communication.

Scheduled parent-teacher conferences will be held for each student at the close of the first trimester. If you would like to request a parent-teacher conference at another time, please send a written note to the teacher, or call the school office requesting a return call from the teacher. Just remember, our teachers are in class all day, so parents should not expect a call-back until after the school day.

One of a teacher's responsibilities at OLMC School is to meet with and communicate effectively with our OLMC parents, but we ask parents not to just "stop by" to chat with a teacher about your child. This raises a few concerns:

- When a parent just "stops in" to chat with a teacher about their child, the teacher may not be fully prepared for a meaningful conversation.
- In the mornings, teachers are either assigned to arrival duty and should not be distracted from their main concern, which is the safety of your children; or they are using the early morning time for curriculum planning and developing of lesson plans. As you can imagine, once the first bell rings our teachers are fully engaged with our students and have very little time for planning.
- Also, teachers will often use the early morning to conduct teacher meetings to discuss coordinating their curricula and addressing needs of specific students.

On a related note, parents who gain access to the school in the morning to drop off a younger (Pre-K) child, should not abuse this access by searching out teachers of other children they may have at the school. After dropping off the younger child, parents should exit the school. As noted on the previous page, mornings can be a busy, hectic time, so please allow our teachers a chance to do their jobs. Thanks!

In addition, there are a couple of other guidelines for appropriate parent – teacher contact:

- While teachers are expected to be available for meetings with parents and students at mutually convenient times, these meetings are to take place at the school.
- Our teachers have a right to personal space and privacy. Parents are asked not to call teachers at their homes or question teachers about school-related matters at locations other than school premises.

Communication between Students and OLMC Faculty/Staff

Parents are asked to recognize that for the safety of your children, the diocese has clearly articulated limits on the use of social media by school employees in communicating with your children. Specifically:

School employees may not personally contact or interact with students at their school through social media, such as Facebook posts/messages, Twitter, or instant messages. Employees must refrain from “friending”, “following”, “linking” or creating similar personal social media ties to any students from their school, regardless of who initiates this relationship. Employees who have personal social media ties with students must sever those ties immediately. This policy is inapplicable to employees who are family to the student with whom they are communicating. This policy does not pertain to social media sites maintained by the school for club or event related activities.

While we recognize a child may be disappointed if a teacher ignores a “friend” request on Facebook, parents may use these incidents as an opportunity to provide an age-appropriate

explanation to their children as to how the use of social media may lead to inappropriate contacts.

In addition, our school employees may not contact students by any means – including but not limited to texting, telephone (land line or cell), mail or email, etc. – except for educational or school-related reasons and only with the permission of the students’ parent or guardian.

We expect communications between school employees and students to be professional at all times and avoid any appearance of impropriety or fraternization. Obviously, this policy would be less applicable to employees who have a familial relationship with the student with whom they are communicating.

Again, the above policies are designed to help ensure the safety of our students.

Tuition

Tuition is the primary source of financial support for OLMC School. We use the FACTS Management Company to handle our tuition management (allowing for monthly tuition payments) and financial aid assessment. Information about FACTS is available at the school office.

While some parents opt to pay the tuition in full by June 1st (and receive a \$100 discount), most of our parents elect to pay tuition on a monthly basis, which means they will do so through FACTS. **Please note that the school/parish office does not process incremental tuition payments from parents; all such payments must be made through FACTS.** As many of you know, we operate with a limited office staff and it is an administrative challenge to process multiple streams of tuition payments.

We would also like to remind parents that you must complete the FACTS application in order to be considered for tuition assistance from the Diocese of Providence and/or OLMC

Parish. Additional sources of potential financial assistance for include:

- Your parish pastor (all parishes are expected to support Catholic education, whether or not they have a parish school), and;
- Fr. Zinno, the pastor at Our Lady of Mount Carmel, if you have first contacted your parish pastor for support.

While all parents are expected to honor their financial commitments, we realize families may suffer financial setbacks, in which case we ask you to contact Fr. Zinno to explore what accommodations we are able to consider within the constraints of our school budget.

Tuition in Arrears

While we make every effort to accommodate all legitimate and verifiable needs, as a tuition-driven institution, the failure of a family to meet its tuition obligations impacts on our ability to meet school financial requirements. Also, a failure to meet agreed upon obligations is unjust to those families who sacrifice to meet their obligations to OLMC School on a timely basis.

Accordingly, diocesan policy is very explicit on the matter of tuition in arrears and states ***“Missed payments must be paid within 14 days in order for the student to continue.”***

In addition, diocesan policies do not allow a student to enroll in **any** other Catholic school if there is a balance of tuition owed to the current Catholic school. Further, academic grades, transcripts and other academic records will be withheld until full payment has been made.

To underscore, all financial obligations to the school (or previous school) must be met on a timely basis. This includes, but is not limited to, tuition and fees, bank fees, library book fees, textbook replacement costs, lunch costs, and extended day fees.

Non-Custodial Parents

In the absence of a court order to the contrary, we will provide the non-custodial parent access to the child, his/her academic records, and other school-related information regarding the child. Please inform the school immediately regarding custodial issues. It is the responsibility of the parent to provide the school with an official copy of any court order.

Child Abuse Laws

Our Lady of Mount Carmel School abides by the Child Abuse laws of the State of Rhode Island. All cases of suspected abuse and/or neglect will be reported.

Volunteers – Parents Invited!

All OLMC parents are encouraged to be active volunteers in the school, either on a regular or an occasional basis.

Please note you must complete a background check and Safe Environment training if you wish to volunteer anywhere within the school or Parish Center at any time when students will be in the building. You must also have a background check and Safe Environment training if you wish to chaperone a field trip during the school year.

Background checks and Safe Environment training are valid for only three years. If you have completed both, but are unsure of the expiration date, please call the school to verify.

OLMC School will work with parents and other interested parties to help you complete this process. Thanks for helping us keep OLMC safe!

School Liturgies – Parents Invited!

School Liturgies are held on the First Friday of each month, and on Holy Days of obligation. Most Masses are held at 9:30 a.m., but please check your school calendar to be sure. Parents, grandparents, family and friends are welcome to attend Mass and share in our teachings of Christ.

Accreditation

Our Lady of Mount Carmel School is fully accredited by the New England Association of Schools and Colleges.

SECTION 4 – ADMISSION POLICIES

Notice of Nondiscriminatory Policy Regarding Students

Our school's nondiscriminatory policy is based on diocesan guidelines,

Our Lady of Mount Carmel School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements.

Parents should note that OLMC School does not have a full-time certified school nurse-teacher or other registered full-time nurse to administer medications to students.

Per state law and diocesan policies, principles, secretaries, and other school personnel may not distribute or administer medication to students (with an exception related to the administration of epinephrine).

Consequently, the “reasonable accommodation” we are able to extend may be unfortunately limited.

Parents are welcome to discuss any potential concerns with the school principal.

Age Requirements

Age requirements for admission to Our Lady of Mount Carmel School conform to the uniform entry qualifications stated in diocesan policy and are consistent with the Bristol/Warren school system.

- Children must turn five (5) on or before September 1st to be eligible to attend kindergarten that school year.
- Likewise, children entering the Pre-K 4 program must be four (4) by September 1st, and children entering the Pre-K 3 program must be three (3) by September 1st
 - In addition, all students entering the school must be toilet trained prior to arrival. If a three-year old needs extra time for toilet training, arrangements may be made to hold a place for that student at OLMC until the child is ready.

Please note no exceptions will be made to these age requirements. Current OLMC parents who may have had an older child admitted at an earlier age should not presume that such an exception will be forthcoming for a younger child. Our experience has shown that accepting children at younger ages has hindered the ability of classroom teachers to achieve stated educational objectives for the classes.

Required Documentation

A student attending Our Lady of Mount Carmel School must have the following documents complete and on file:

- Birth Certificate
- Baptismal Certificate
- Emergency Information Form (updated)
- Health records (updated)
- Medical and Immunization Forms (updated)
- Prior school records (if applicable)
- Tuition Contract (current year)
- Verification of Active Parish Affiliation

SECTION 5 – STUDENT POLICIES

Arrival Policy

Our arrival policy allows children an opportunity to play outside before reporting to the classroom and provides for a safe and orderly traffic flow.

- Parents (or guardians) of Pre-K 3 and Pre-K 4 students are expected to escort their children through the back (High Street) doors of the school, and bring their children to the appropriate classroom. Parents should not park in the designated drop-off zone.
- Children in grades K – 8 who arrive by school bus will be dropped off on High Street at the entrance to the schoolyard.
- Parents who drive their children to school should drop them off in the designated drop-off zone by the school gates on High Street (unless a student is tardy – see below).
- If you park on the opposite side of the street from the school to walk your child to the arrival area, parents and children must use the crosswalks at the corner of State Street and High Street to cross the street. This ensures the safety of our families while crossing the street.
- All K – 8 students who arrive on a timely basis will enter school property through the gates at the side of the school on High Street. Weather permitting, students will play outside in the enclosed area behind the school until the first bell at 8:45 a.m. In the event of inclement weather, students will gather in the Parish Center until the first bell.

- School employees are assigned arrival duty each day to direct and supervise the flow of students; beginning at 8:30 a.m. **Parents should note there is no adult supervision prior to 8:30 a.m.** (with the exception of the Extended Day Morning Program).
- K – 8 students who arrive after the first bell should enter the school through the High Street entrance until 8:50. After that time, students must enter the school by ringing the buzzer at the front door on State Street, and are subject to late arrival procedures explained below.
- For all grades, the school day begins at 8:50 a.m., at which point students should be in their classrooms for announcements and prayer. Classes begin at 9:00 a.m. Students are expected to arrive at school between 8:30 a.m. and 8:50 a.m., but in no case (except for students participating in the Extended Day Morning Program) should students arrive prior to 8:30 a.m.
- Students attending the Extended Day Morning Program are to enter the school through the Parish Center doors on State Street.

Tardy Arrivals

All exterior school doors will be locked at 8:50 a.m., upon the beginning of the school day. After the school doors are locked, students must enter by ringing the buzzer at the front door (State Street entrance) of the school.

- Students entering the building after 8:50 a.m. are considered tardy, except for those students whose bus arrives late.
- If a student is tardy, he or she must report to the office to check in and be issued a tardy slip. Students must present the teacher with a tardy slip when reporting to his/her classroom.

- Pre-Kindergarten students should be accompanied by their parent to the office, and a teacher's assistant will be called to bring them to class. **Parents are not to escort their child to the classroom.**

Dismissal Policies

Classes are dismissed at 3:20 p.m. With the exception of bus students and students enrolled in the Extended Day Afternoon Program, the school does not provide supervision after 3:40 p.m.

- Any student who is not picked up by 3:40 p.m. will be sent to our Extended Day Afternoon Program, at a charge of \$12 per day.

At dismissal, bus riders are to go to their respective lines in the parish center and wait in an orderly manner. No playing will be allowed at this time. No snacks, food, or drinks will be permitted at this time. Bussed students are to use the front parish center doors.

All students who are being picked up, or walkers, will use the side parish center doors for dismissal. Students will be called individually by faculty monitors to exit the building once their parent or designated person has been identified. Parents are to refrain from entering the parish center to pick up their child, as this disrupts the dismissal process. **All faculty and staff are expected to enforce strict procedures during dismissal to ensure the safety of our students.**

Vehicular traffic in the immediate vicinity of the side Parish Center doors will be prohibited at dismissal in order to ensure the safety of our students.

If on a particular day a student is not going home in his/her usual way, a **signed, dated note** from a parent must be sent in with the student in the morning, indicating the change.

If a student is to be dismissed early, parents are to send in a signed, dated note in the morning specifying the time of dismissal and the name of the person picking the student up. The designated person is required to report to the school office to sign the student out, and must be prepared to show identification.

Only in the event of an emergency, may parents call the office to effect a change in dismissal. However, in the interest of student safety, the school will follow defined protocols to establish the validity of any call prior to releasing a student in the absence of a signed note.

Inclement Weather

In the event of inclement weather, Our Lady of Mount Carmel School follows the Bristol/Warren Public School District in canceling or delaying classes. Please check your local television or radio station for announcements. We will also post cancellations on our Facebook page.

Attendance

If a student is to be absent on a given day, parents are asked to notify the school office before 9:00 a.m. If the secretary is not at his/her desk, please leave a voice message. If we do not receive a call, we will call parents to ensure the safety of the student.

If a student is absent from school, or misses more than two hours of the school day, he/she will not be allowed to attend any extracurricular activities scheduled that day.

On the day of the student's return, he/she must provide the teacher with a parental note explaining the student's absence.

Requests for homework assignments may be made by parents on the morning of your child's absence. Homework may then be picked up between 2:30 p.m. and 3:15 p.m.

Pre-kindergarten students on three-day, or half-day schedules are expected to attend school only on the days and times for which they are registered. Due to staffing mandates, pre-K students who miss a class may not then attend another class at an alternative day/time.

Vacations scheduled for times other than the ordinary school vacation periods are strongly discouraged. If a family vacation is to be taken outside of the scheduled school vacations, notes must be sent to both the principal and the teacher at least one week in advance, stating the dates of absence.

- Teachers are not expected to provide advance homework for those taking vacations on school days. Nor are teachers required to make any special provisions or arrangements or provide special instruction to students who miss school due to a vacation. Once a student returns from a vacation, all missed homework must be completed on a timely basis according to class policy.

All students are expected to attend school on a regular and timely basis. Parents of any student who is absent more than five days, or tardy more than five days may be asked to meet with the school principal to discuss the student's status. Students who are absent for more than ten days may jeopardize their advancement to the next grade level in the subsequent school year. Decisions pertaining to grade retention will be made by the principal, after consultation with the student's teacher(s) and parents.

Altar Servers

As a Catholic school, we encourage our students to contribute to the faith life of their communities by serving as an altar server.

OLMC students who are altar servers will have an opportunity to serve at funeral Masses or other Masses during the school day at OLMC Church. These assignments will be provided

on a rotating basis. If, as a parent, you would prefer your child not miss school to serve at a Mass, you may indicate this on the **Parental Consent / Acknowledgement Form** (see Appendix H).

Parents should note that the OLMC School community collectively attends the monthly First Friday Mass at OLMC Church. Since this is a school activity (and no classes are missed), any registered altar server may be asked to assist at the Mass.

Students' Health

Students who are ill should not be in school. While we recognize the challenges of the working parent, we ask that if a child is not well prior to the beginning of the school day, the child be allowed to miss school and recuperate. **If your child has had a fever, vomiting, and/or diarrhea, they should be kept home for 24 hours past the last bout and/or no longer need fever reducing medicine.**

Only a parent or a person designated by a parent may administer medication to a student at school during school hours. A parent-designee must be an adult family member or friend of the family and may not be an employee of the school. If you would like to designate a person to administer your child's medication, please complete the **Medication Dispensation Designee Form** (see Appendix A) and return it to the school office.

- **Note, per diocesan policy, principals, secretaries and teachers may not distribute or administer medication to students (with the exception of epinephrine).**

Except as noted below, students are not to have any prescription or over-the-counter drugs, including cough drops, in their possession. The two exceptions which may allow students to self-administer include:

- The self-administration of an epinephrine auto-injector. If your child carries an

epinephrine auto-injector, please fill out the **Authorization for Self-Medication Form** (see Appendix B).

- A child who needs to carry prescription inhalers. If your child carries a prescription inhaler, please fill out the **Authorization for Self-Medication Form** (see Appendix B).

Electronic Devices & Phone Usage

Cell phones and personal electronic devices (Kindle, hand-held games, MP3 player, iPad, etc.) are not allowed during school hours. Such devices are to be stored in a student's backpack and locker. Students found with a cell phone or other personal electronic device will have it taken away and will be subject to disciplinary action. The item will be returned at the end of the school day to a parent only. The school is not responsible for any damage to or loss of personal devices.

The school telephone is to be used in emergencies only, at the discretion of the principal. Any student wishing to place a call should go to the principal's office for permission.

Uniforms / Dress Code

Uniforms and a dress code are an important part of your child's experience at Our Lady of Mount Carmel School. In addition to helping every child feel a sense of community, parents find they are more convenient, and less expensive than a regular casual wardrobe.

Dress code policies will be strictly enforced and students in improper attire will be subject to disciplinary action. Teachers will be expected to check uniforms daily.

The following is a guide for students and parents to follow to ensure you have the proper uniforms. All OLMC attire is to be purchased from Donnelly's.

Dress Code - PreK-3 and PreK-4 students- Boys and Girls Everyday Uniform

- Plain navy blue sweat pants and/or plain navy blue knee-length gym shorts
- White polo shirt, long or short sleeve, with official OLMC logo from Donnelly's
- Navy blue long sleeve plain sweatshirt (no writing or logos)
- Low-cut sneakers (any color is acceptable; no high-tops)

Dress Code – Boys (K – 8) - Everyday Uniform

This uniform is required for every day excluding physical education days.

- Navy blue dress slacks or dress shorts with black or brown belt
 - No cargo style slacks or shorts allowed
- White polo shirt with official OLMC logo from Donnelly's, long or short sleeve
- Navy blue long sleeve sweater, cardigan sweater, or sweater vest (optional)
- Navy blue crew socks (no white socks allowed)
- See shoes below

Dress Code - Boys (K-8) – Physical Education Uniform

This uniform is required for physical education days only.

- Plain navy blue sweat pants and/or plain navy blue knee-length gym shorts
- Navy blue long sleeve sweatshirt with official OLMC logo from Donnelly's
- Blue t-shirt with official OLMC logo from Donnelly's
- White crew socks
- Low-cut sneakers (any color is acceptable; no high-tops)

Dress Code – Girls (K- 8) – Everyday Uniform

This uniform is required for every day excluding physical education days.

- Navy blue dress slacks or navy blue skort
 - Girls in grades K – 3 are also permitted to wear a navy blue OLMC jumper available at Donnelly's
 - No cargo style slacks allowed
- White polo, long or short sleeve with official OLMC logo from Donnelly's
- Navy blue crew socks, knee socks or tights

- Navy blue V-neck long sleeve sweater, cardigan sweater or sweater vest (optional)
- See shoes below

Dress Code – Girls (K-8) – Physical Education Uniform

This uniform is required for physical education days only.

- Plain navy blue sweat pants and/or plain navy blue knee-length gym shorts
 - No yoga style pants or leggings permitted
- Navy blue sweat shirt with official OLMC logo from Donnelly's
- Blue t-shirt with official OLMC logo from Donnelly's
- White crew socks
- Low-cut sneakers (any color is acceptable; no hi-tops)

Shoes – K-8

- All shoes for boys and girls must be black, brown or navy blue.
 - Shoes must be fully enclosed (no open toe and/or no open heel).
 - Shoes must be low-cut (may not cover ankle or above)
 - Boots of any type (dress, work, combat, UGG) are **not** allowed
 - Students in Grades Pre-K – Grade 2 must wear tie or Velcro shoe with rubber soles for safety reasons
 - Heels may not exceed 1" in height
- If your child has a shoe fit issue or an orthopedic problem and cannot wear these types of shoes, please consult with the principal.

In addition to the uniform policy, parents and students are asked to note:

- **Jewelry** is not allowed, except as otherwise noted.
 - Small earrings are allowed, with a maximum of one earring per ear and no dangling earrings. No body piercings allowed.
 - One item of fine chain religious jewelry is allowed for boys or girls.
 - One watch is allowed.

- ***Haircuts and hairstyles*** must be neat and within appropriate limits.
 - No unnatural looking colors may be worn.
 - Boy's hair should be kept short and well-groomed above the collar and ears.
 - Extreme hair styles such as Mohawks or spiked hair are not allowed

- ***Makeup*** is not allowed at any time.
 - Nail polish is not allowed
 - Lip gloss is not allowed

- Tattoos are not permitted – including permanent, temporary or sticker

- Dress Down Day attire must be appropriate. Tank tops, short shorts, and t-shirts with inappropriate language or slogans are never allowed.

Discipline

Discipline is essential to maintain a safe school community and support students' development in the areas of responsibility, accountability, and respectfulness. The central purpose for the consistent use of discipline is to create a community atmosphere of strong moral judgment and positive attitude towards others. This policy calls for formative training of moral and spiritual responsibility in accordance with Church teachings, which is shared between parents and the school community.

While we will strive to create a formative atmosphere to keep infractions to a minimum, there will be times when we need to take punitive action. Teachers and staff members will handle infractions and necessary consequences as appropriate using the following guidance.

Minor/Moderate Infractions

The following infractions will receive a punitive consequence (this list is not exhaustive):

- Rude or disrespectful behavior toward teachers, staff, or classmates
- Loud or boisterous behavior which is disruptive to others
- Leaving an assigned area without permission

- Failure to turn in all required homework
- Returning to the building without permission (e.g., during recess or gym class)
- Unauthorized eating during class
- Unauthorized possession of prescription and/or over-the-counter medications
- Gum chewing
- Possession of electronics such as a cell phone, iPad or electronic games
- Unsafe behavior such as running, pushing, or throwing objects
- Use of profane language, obscene gestures, racial or other slurs
- Threatening bodily harm on others
- Obtaining money or information from another student by coercion or intimidation
- Plagiarism including copying another student's notes, class work, or homework and presenting it as one's own
- Coming to school out of proper uniform
- Inappropriate Internet use, directed toward any student or staff member, in school or at home

Actions to be taken

Teachers and staff members will have discretionary use of the following courses of action depending upon the infraction and frequency.

Potential consequences for students in grades K-5:

- Written letter of apology to offended party
- Note and/or phone call to parents
- School community service time
- Loss of recess
- Student conference with teacher and parents
- Development of a behavior plan
- Student conference with teacher, parents, and principal
- In-school suspension

Potential consequences for students in grades 6-8:

- Note and/or phone call to parents
- School community service time
- Student conference with teacher and parents
- Student conference with teacher, parents and principal
- In-school suspension
- Development of behavior contract
- Out-of-school suspension

Major Infractions

Some infractions may be considered serious offenses, and require a different course of action from those listed above. The following may be considered major infractions (this list is not

exhaustive):

- Vandalism
- Unauthorized entry into the school building
- Truancy from class or school
- Smoking
- Bringing potentially dangerous objects or weapons to school
- Inflicting bodily harm on another person
- Stealing
- Cheating
- Lying
- Substance abuse
- Leaving the school property without permission
- Fighting
- Inappropriate touching
- Sexual harassment
- Bullying

Actions to be taken

When a student commits a major infraction, the principal and teachers will generally use the following disciplinary procedure:

- A student conference will take place with teacher, parents and principal
- Following the conference, a penalty of school community service time, suspension, or dismissal may be levied
- Student may be prohibited from participating or attending extracurricular activities for a defined period.
- A behavior contract may be developed

While we at OLMC School believe in the formative benefits of progressive discipline, the extreme nature of some offenses may dictate that we levy a penalty of suspension or dismissal, even if this may be the student's first offense. Cases of suspension or dismissal will be reported to the pastor, but the principal will remain as the final arbiter in disciplinary situations. Cases of dismissal must, per diocesan policy, also be reported to the diocesan Catholic School Office.

Alcohol, Drugs, and Tobacco

We are firmly committed to maintaining a school environment which is drug, alcohol and tobacco free. All members of the school community are accountable for their behavior and

are expected to abide by the policy set forth below. Violations of this policy will not be tolerated and may result in discipline up to and including expulsion for students. Students may not possess, sell, or buy unauthorized drugs, alcohol or controlled substances while under the jurisdiction of their school. The use, possession, sale or other distribution of drugs, including alcohol, as well as drug paraphernalia or tobacco products are prohibited on or near the school's campus, and/or at school functions. The use of tobacco in any form by students is prohibited on or in the vicinity of the campus and at any school function on or off campus. This includes the use of e-cigarettes (also known as "vaping" or "juuling").

Firearms and Dangerous Weapons

Firearms, dangerous weapons or realistic replicas of firearms are prohibited on school premises, school provided transportation, or any facilities used by our school.

Student Internet Acceptable Use Policy

The use of the internet is to enrich a student's learning experience, and should reflect the educational objectives of OLMC School. While we have taken precautions to ensure that students do not have access to inappropriate materials on the internet, it is possible that some students may find access to controversial materials. The school's expectations are outlined as follows:

- **Personal Responsibility**

Students at OLMC School must accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicates or suggests racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing or attempting to access any internet site deemed inappropriate by the faculty of OLMC School.

- **Acceptable Use**

Student use of the internet and e-mail should be in support of educational research and/or knowledge as defined by the teacher in charge. Students should understand that random "surfing" of the internet may result in congestion on our school network

and may lead to inappropriate sites.

- **Network Etiquette**

Students should be courteous in their online communications. Students should never send, or encourage others to send abusive messages at any place or time, **including at home**. As representatives of the school, students should always use appropriate language – refraining from the use of profanities, vulgarities, or any other inappropriate language.

- **Privacy**

Students should not reveal their home address or personal phone number or that of any members of our school to anyone on the internet at any time.

- **E-Mail**

Students should understand that e-mail is not guaranteed to be private.

- **Security**

Students should understand that security on our network is very important. Students should not attempt to guess any other user's password or access any restricted sites. If students identify a security problem, they should notify the teacher in charge immediately.

- **Vandalism**

Students should understand that vandalism is defined to include any malicious attempt to harm or destroy other people's data within OLMC School, and on the internet. This includes, but is not limited to the uploading/downloading or creation of computer viruses. Students should notify the teacher in charge if they encounter vandalism of any kind.

- **Copyright**

Students should understand that to copy another person's work on the internet and call

it their own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people’s work, students should ask permission when possible, and credit the author accordingly.

- **Cyber-bullying**

As defined by Rhode Island’s Safe School Act, “*Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.* Students are referred to Section 7 of this Student & Family Handbook for details on reporting cyber-bullying.

SECTION 6 – ACADEMIC/EDUCATIONAL POLICIES
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Report Cards

Report cards are received by students in grades 1-8 three times a year at the close of each trimester. There are three trimesters, which are approximately 60 school days each. Children in kindergarten will receive a report card at the end of the second and third trimesters. Report cards are designed and approved by the diocesan Catholic School Office.

Progress Reports or Deficiency Notices

Progress Reports are sent at the midpoint of each trimester. This report informs parents of their child’s progress as of that point in the trimester. They may also be sent any time a teacher feels that a student is not working up to potential. Students who appear to the parent or the teacher to be in need of monitoring for a short period of time may be issued weekly Progress Reports.

Standardized Testing

Students in grades 3-8 will participate in STAR Assessments, standardized testing developed by Renaissance Learning, in September, January, and May. Students in grades 5 & 8 will participate in the Assessment of Catechesis/Religious Education in February.

Homework

Homework is an essential part of the academic program. It is assigned to all K-8 students and includes written assignments, long and short-term projects, studying, and reading. Homework is given to develop initiative, responsibility, and self-direction. Written homework is typically given on school days; however, students may be required to keep up with outside reading, study or projects on weekends, holidays and over vacation periods. The **approximate** length of time devoted to homework each night is as follows:

Kindergarten & Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-45 minutes
Grades 4 & 5	45-60 minutes
Grades 6, 7 & 8	60-90 minutes

If a problem arises regarding homework, please contact your child's teacher. Failure to complete homework in a timely manner will affect a child's grade.

Make-up homework

Make-up homework may be given to absent students upon their return to school. Students will be responsible for getting any missed assignments from their teachers and completing missed assignments on a timely basis in accordance with class policy.

Promotion

Promotion to the next grade will be granted to a student who has successfully passed all major subjects (with a possible exception for students who have excessive absences – see “Attendance” section for details). Any student who fails a major subject will be required to attend summer school. Failing grades are any grade below 65. Promotion and/or continued attendance at Our Lady of Mount Carmel School will be in jeopardy if a student fails two or more major subjects.

Retention

Retention in the student’s current grade may be suggested if a student shows deficiency in certain areas, particularly reading. If the student’s teacher(s), in conjunction with the school principal, considers retaining a student, parents will be alerted as early as possible. The teacher will attempt to help the student make ambitious progress towards grade level expectations. Cooperation of parents and student is essential.

Honor Roll

Honor roll recognition begins in 6th grade and continues through 8th grade. The standards for achieving honors are listed below:

- High Honors with distinction = cumulative average of 96 -100
High Honors = cumulative average of 90 – 95
Honors = cumulative 85-89
- Honor roll cumulative averages include both major and special subjects. The major subjects include Religion, Language Arts (consisting of Grammar, Spelling and Composition), Science, Mathematics, Reading/Literature and Social Studies. The special subjects include Art, Music, Physical Education, Health, Foreign Language, and Computer.
- Honor students may have no failures in any subject areas, and may have no

marks against Christian values.

End of Year Recognition Awards

End of year recognition awards will be given to students in grade 8.

Academic Recognition Awards

The criteria for these awards are based on highest academic average for all three trimesters.

The Good Citizenship Award

The Good Citizenship award is given to a student who exemplifies the expectations of Our Lady of Mount Carmel School to the broader community.

The Growth Mindset Award

The Growth mindset is given to a student who has a way of thinking that creates a love of learning and a resiliency essential for accomplishment.

The Principal's Award

The Principal's Award will be given to the student who demonstrates qualities befitting the school's mission to become an intentional Disciple of Christ.

SECTION 7 - STUDENT BULLYING AND/OR CYBERBULLYING

OLMC School conforms with the statewide bullying policy promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes ***that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.*** A copy of this policy is provided in Appendix C.

Any incidents of bullying and/or cyber-bullying should be reported using the OLMC School Bullying and/or Cyber-Bullying Report Form (Appendix D). The victim of bullying, anyone

who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place is expected to file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to the principal.

Whoever observes or becomes aware of a substantial threat or act of bullying must report it immediately to the principal. A failure to report bullying will result in disciplinary action.

Our Lady of Mount Carmel School has no tolerance for bullying or cyber-bullying.

SECTION 8 – GENERAL POLICIES

Nut Free School

OLMC School is a tree nut/peanut free campus to protect the health and safety of our students. Food allergies and the potential consequences are serious. For some students, accidental ingestion or touching of even a tiny trace of nut (both tree nuts and peanuts) can cause an immediate and potentially fatal reaction. Foods containing these ingredients can be passed on by contact with hands, toys, and even pencils if another child brings these foods into the classroom.

Please take care to ensure your child does not bring any food items into the building for snack, lunch, or class parties, which contain tree nuts or peanuts. It is the responsibility of parents to read labels on all food items being sent into the school to ensure they are nut-free.

Any food items sent to the school for class parties and birthday celebrations must also be store bought, with a label indicating ingredients. Both parents and classroom teachers are responsible for checking ingredient labels before serving any food to any student. This means that home-made treats may not be served at the school.

We thank you in advance for your cooperation and understanding.

Party Invitations

Private party invitations are not to be distributed in school unless all members of the class are invited. We understand when it is necessary to limit your number of guests, but those who do not get invited feel left out. If necessary, please send invitations to the homes of the invited children to avoid any hurt feelings.

Birthday Snacks

Birthday snacks may be brought in on the day of your child's birthday for class recognition. Parents are to check with the teacher in advance if they plan to bring a snack so the teacher can decide the best time of day for the snack. Snacks are to be **brought to the office** and your child will be called down to collect the snacks at the appropriate time (parents are **not allowed** in the classroom to distribute birthday snacks).

In keeping with the school's nut-free policy (see above), all snacks must be store-bought and nut-free. Home-made treats may not be served at school.

Snacks with excessive sugar content are discouraged as well as snacks requiring plates, forks, spoons, etc. "Goodie bags" are not allowed.

Calendar

A monthly calendar of events will be emailed home each month and will also be posted on the school website. Parents are responsible for remaining informed of school events.

Weekly Email Reminder

An email will be sent to all school families on a weekly basis (typically on Friday afternoons) with an update on upcoming school activities for the following week. If a parent is not receiving these emails, the parent is asked to call the school office to verify the email address on file.

Field Trips

A Field Trip Student Permission Form (to be provided by teacher) must be signed for each student attending a field trip. Due to potential liability issues, verbal permission for a child to attend a field trip is inadequate and handwritten notes are also not sufficient. Students must submit a properly signed form to participate in the trip.

Parents who wish to chaperone a field trip during the school year must have a current background check (BCI) and Safe Environment training. Parents chaperoning a field trip will also be required to complete a Field Trip Adult Liability Waiver Form. If a parent is asked to drive on a field trip, the parent will also be required to complete a Field Trip Driver Information Form. While this process may appear to be a bit arduous, the protocols in place are designed to protect your children. Where possible, the school will provide guidance to help facilitate this process.

Fund-Raising – Eighth Grade

In support of our graduating eighth-grade class, OLMC School supports two special fund-raising activities. In conjunction with yearbook sales, these fundraisers help fund an eighth grade class trip. All OLMC families are encouraged to support the students and families of the eighth grade – some of these students have been at OLMC School for eleven years and they will be missed!

Lunch

Students may choose to bring their own lunch from home or purchase a prepared lunch at school. OLMC School uses Chartwells Food Service, which is the food service used by the Bristol/Warren Public Schools. Students choosing to purchase lunch should note the following:

- Lunch must be ordered weekly with lunch money due in the office on Friday morning for the following week's lunch. Lunch money must be in the school-provided envelope with all information clearly marked. Each student must submit his/her own envelope.
- Students may pay for lunch with cash or a check payable to OLMC School (a check is more secure).
- OLMC School will follow the public school elementary lunch menu, which is published in the Bristol Phoenix every week.
- If you have ordered lunch for the week and your child will be absent on a certain day, please be sure to call the school before 9:00 a.m. that day and request a lunch refund for the day.
- If a child needs to go home prior to lunch no refund can be made since that day's lunch has already been ordered.

Lunch drop-offs

If a child forgets his/her lunch a parent may drop it off at the school office. Students will be summoned to the office just prior to the lunch period to pick up lunch (i.e. they will not be called when you arrive with a lunch since this tends to be disruptive to the class).

Please note – any lunches brought into the school from a restaurant (such as a fast-food restaurant) must be nut-free and re-wrapped and packaged in plain materials prior to entering the school (whether the lunch is dropped off or brought in by the child). This is to minimize any “status” or “envy” issues among our student population. In any event, we ask that lunch drop-offs not be a regular occurrence.

Money

Money sent to the school for any purpose (lunch, raffles, etc.) must be in a sealed envelope with the student's name and the purpose of the money clearly stated. Collection of money by a student or parent (e.g. for a teacher's gift) must first be cleared with the principal, via a note to his/her attention. The school is not responsible for any money a student brings to school that is not in a marked sealed envelope and handed to a teacher.

School Supplies

Classroom teachers will provide students with a list of basic school supplies that will be needed for that class (e.g. paper, notebooks, pens, pencils, etc.). Parents are asked to help ensure their children have the required supplies on a timely basis.

PTG Family Fun Events

The PTG sponsors monthly Family Fun Events. These events are intended to bring our families together in a social environment to engage in fun activities. Family Fun Events are not chaperoned. For safety reasons, every student attending must be accompanied by a parent. If a student arrives without a parent, we reserve the right to call the parent to come and pick up their child.

Visitors

To help ensure the safety of our students, all visitors are required to report to the school

office to be checked in and receive a Visitor's Pass. Visitors without a pass will be escorted from the premises.

Visitors are not to go to the classrooms either during the day or during dismissal without authorization from the school principal.

No visitor, including parents, should open an exterior door for an individual seeking entrance. We have protocols in place for student safety that restrict access to the school.

Crisis/Emergency Situations

In the unlikely event of an emergency, we will follow the direction of emergency management officials. If school must be closed during the day (i.e. the power goes out), we will follow established procedures for school closings, which will involve calling a parent/guardian to pick up your child. How can you help?

1. Be sure your child's Emergency Care Card is complete and up-to-date with correct contact information, including telephone and cell numbers.
2. Please **do not** call the school during an emergency. School phone lines must remain open for communication with emergency officials and to contact other parents. We will contact you regarding procedures for dismissal as well as update you with information.
3. Tune in to local radio and television stations.

We routinely practice several types of emergency drills (fire, evacuation, lockdown) throughout the year.

SECTION 9 – EXTENDED DAY PROGRAM

To have your child enrolled in the Extended Day Program, please complete the Extended Day Enrollment Form (see Appendix E). *The program begins on the first day of school so for*

*planning purposes, please **mail your enrollment form to the office before the start of school.** However, you are able to join the program during the year if needed.*

- The OLMC Extended Day Program is a safe place where children of working parents may stay before or after school. When they stay after school, children receive a snack and a drink, must first complete their homework, and then are allowed supervised play time. If your child participates in other after-school activities at OLMC, they will attend that activity and then proceed to the extended day program.
- The program is held in the Our Lady of Mount Carmel Parish Center.
- The morning program will be held every day before school, starting at 7:00 a.m. The afternoon program will be held every day after school from dismissal until 5:30 p.m. It will not be held on school holidays or during school vacations.
- The charge for the morning program from 7:00 to 8:30 is \$45.00 per week or \$9.00 per morning. The charge for the afternoon program is \$60.00 per week or \$12.00 per afternoon.
A discounted charge of \$85.00 per week is available for both programs, with no refund for missed sessions.

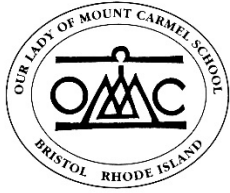
Once your child is enrolled, the applicable fee is payable in advance on Monday of each week. If a payment is not paid when due, your child may not participate in the extended day program until any payments in arrears are satisfied.

- **An additional late charge of \$6.00 for each increment of 15 minutes or less is assessed if a child is picked up past the 5:30 p.m. pickup time.**

APPENDICIES

- **Appendix A - Medication Dispensation Designee Form**
- **Appendix B - Authorization for Self-Medication Form**
- **Appendix C - Student Bullying and/or Cyberbullying Policy**
- **Appendix D - Student Bullying and/or Cyberbullying Report Form**
- **Appendix E - Extended Day Enrollment Form**
- **Appendix F - Walking Permission Slip**
- **Appendix G - Parental Consent/Acknowledgement Form**
- **Appendix H - Parent/Student Handbook Acknowledgement Form**

APPENDIX A – MEDICATION DISPENSATION DESIGNEE FORM



Medication Dispensation Designee Form

Please fill out and send to school if your child is on any ongoing medications. This form may also be copied in case your child is placed on antibiotics or other temporary medication that will require dispensation during school hours.

I, the undersigned, hereby authorize the below mentioned individual to dispense medication to my child during school hours. I understand this person must be an adult relative of the student or close friend of the family. I understand this person cannot be a member of the faculty or staff at Our Lady of Mount Carmel School. Any medication dispensed will be in the possession of this person, and NOT sent to school with my child. Likewise, I will not send the medication to the school office. This individual, and only this individual, or myself, is authorized to give medication to my child. I realize the designee must be prepared to show identification, and have informed them as such. The designee is to report to the office and follow the procedure of a visitor, at which point my child will be called to the office to receive his/her doses of medication. At no time is the designee to go to a classroom or to the playground with any medication.

Parent Signature

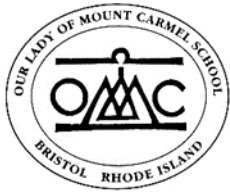
Date

Name of Student Receiving Medication

Name of Medication Dispensation Designee

Designee's Relationship to Student

APPENDIX B – AUTHORIZATION FOR SELF MEDICATION FORMS



Authorization for Epinephrine Auto Injector

Please fill out this form if your child is in possession of an epinephrine auto-injector and return it to the school.

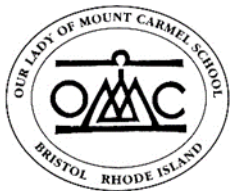
This is to inform you that my child is in the possession of an epinephrine auto-injector due to severe allergy. My child knows how to use this auto-injector, and understands when he/she needs to use it. I have informed my student's teacher of his/her severe allergy, for the sake of prevention. I do not hold Our Lady of Mount Carmel School responsible for administration of this medication, and I do not hold them liable for any complications, which should arise, from my child's allergy or non-administration of the medication.

Parent Signature

Date

Name of Student with Allergy

Type of Allergy Student Has



Authorization for Inhalant

Please fill out this form if your child is in possession of an inhaler and return it to the school.

This is to inform you that my child is in the possession of an inhaler due to a respiratory condition. My child knows how to use this inhaler, and understands when he/she needs to use it. I have informed my student's teacher of his/her condition. I do not hold Our Lady of Mount Carmel School responsible for administration of this medication, and I do not hold them liable for any complications, which should arise, from my child's condition or non-administration of the medication.

Parent Signature

Date

Name of Student

Type of Condition Student Has

APPENDIX C – STUDENT BULLYING AND/OR CYBERBULLYING POLICY

STATE OF RHODE ISLAND
Department of Elementary and Secondary Education
SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY
Effective: June 30, 2012

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: **Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. At an official school bus stop,
- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies.

School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities

- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

APPENDIX D – STUDENT BULLYING AND/OR CYBERBULLYING REPORT FORM

(Copies of the form are available from school secretary or principal.)



**BULLYING and/or CYBERBULLYING
REPORT FORM**

Name of Person Filing Report: _____

Student [] - Faculty [] - Parent [] - Other [] _____

Person filing report prefers to remain anonymous (note – no disciplinary action shall be taken based solely on an anonymous report): Yes [] No []

Please answer the following questions about this incident:

Date of Incident: _____ Time: _____

List the name of the perceived victim. If name is not known, provide any other identifiable information:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Provide any available information about the relationship between the victim and the alleged bully, and/or cyberbully:

Describe the incident: (attach additional pages as needed)

Where did it happen?

Were there any witnesses? Yes [] No [] If yes, who? _____

Other information, including previous incidents or threats:

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

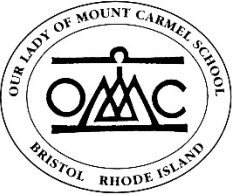
Person Filing Report: _____ Date: _____

School official receiving report: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

APPENDIX E – EXTENDED DAY ENROLLMENT FORM



OLMC School Extended Day Program Enrollment

Child's Name: _____ Grade: _____

Morning Program _____ Afternoon Program _____ Both _____
(Please check which program you are requesting.)

Parent's Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Emergency Contact Name: _____

Emergency Contact Phone(s): _____

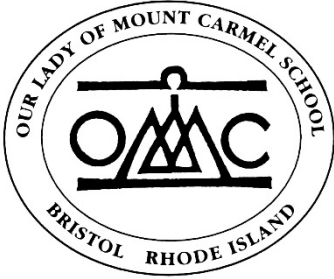
Any Known Allergies (food or otherwise): _____

I acknowledge that applicable fees for extended day are payable in advance on Monday of each week. If a payment is not paid when due, I recognize my child may not participate in the extended day program until any payments in arrears are satisfied.

Parent Signature

Date

APPENDIX F – WALKING PERMISSION SLIP



**Walking Permission Slip
School Year 2017-2018**

If my child's class goes on a walking field trip in Bristol, RI, I give him/her permission to walk with their class accompanied by their teacher.

Child # 1 Name: _____ Grade _____

Child # 2 Name: _____ Grade _____

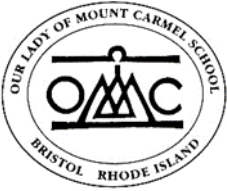
Child # 3 Name: _____ Grade _____

Child # 4 Name: _____ Grade _____

Parent's Signature: _____

Date: _____

APPENDIX G – PARENTAL CONSENT / ACKNOWLEDGEMENT FORM



Parental Consent 2017-2018

Parents of ALL children, grades Pre-K - 8, please check appropriate selections, sign each section & return to school.

PART 1 - Parent Photo Consent Form

I, undersigned, **DO / DO NOT (CIRCLE ONE)** hereby give permission to Our Lady of Mount Carmel School or the Catholic School Office of the Diocese of Providence to use photographs of my child in any published works such as school or alumni newsletters, or promotional materials such as advertisements, web-site or brochures. I understand and agree that any photo may be published and distributed for up to two years from the date below.

Student Name

Grade

Parent Signature

Date

Part 2 Parent Facebook Consent Form

I, the undersigned, **DO / DO NOT (CIRCLE ONE)** hereby give permission to Our Lady of Mount Carmel School to use photographs of my child in social media such as Facebook to publicize school activities or classroom events. I understand and agree that any photo may be posted during the academic year of the date below.

Student Name

Grade

Parent Signature

Date

Note: Students will not be tagged with their name in any posted photos. If a student's name is given in the body of a message, additional prior parent consent will be obtained.

PART 3 - Asbestos Acknowledgement Form

In compliance with regulations set forth by the Asbestos Hazard Emergency Response Act (AHERA) requiring every school be inspected for “friable” asbestos, please be informed that such an inspection was performed in 2014 by a representative for AHERA. This inspection confirmed that no serious health hazard due to asbestos exposure existed at Our Lady of Mount Carmel School. Please sign below to acknowledge this information.

Parent Signature

Date

Part 4 - Altar Server - Request Form (for parents of altar servers only)

I, the undersigned, **DO / DO NOT (CIRCLE ONE)** wish my child to serve Mass during school hours. This pertains to funerals and/or special Masses which require altar service. Since the entire school is at First Friday Masses, I realize my child may serve during these Masses.

Parent Signature

Date

Print Parent Name _____

Child #1 - Name _____

Grade _____

Child #2 - Name _____

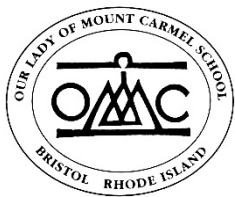
Grade _____

Child #3 - Name _____

Grade _____

Child #4 - Name _____

Grade _____



Parent/Student Handbook Acknowledgement Form 2018 - 2019

This form must be signed by the parent the student resides with and the student him/herself. For Pre-K and kindergarten students the parent's signature is all that is required. This signed page must be turned into the main office no later than the first day of class, August 29, 2018.

Parents of ALL children, grades Pre-K - 8, please sign & return to school.

I have read the Our Lady of Mount Carmel Handbook, and have discussed its policies with my child. I agree to accept the responsibility to ensure, to the best of my abilities, that these policies are followed and enforced. I understand that the school has the right to amend the policies and procedures of the handbook at any time.

Name of Student (Please Print)

Parent Signature

Date

*All children in **grades 1-8**, please sign & return to school.*

I know as a student of Our Lady of Mount Carmel School that there are rules I have to follow. I know these rules will help make school fun and safe for me. I have read the handbook, or have had my parents read it to me, and I understand these rules. I promise I will follow these rules at all times.

Student Signature

Grade

Date

Please complete one form for each child attending Our Lady of Mount Carmel School.