

Our Lady of   
Mount Carmel School

**Pre-Kindergarten - Eighth Grade**

**Parent – Student  
Handbook**

**2017 - 2018**

301 Grand Street | Redwood City, CA | 94062 | (650) 366-6127  
[www.mountcarmel.org](http://www.mountcarmel.org)

**MISSION**

Our Lady of Mount Carmel School's mission is to develop students with creative minds, a sense of purpose, compassion for others, and the courage to act on their Catholic beliefs.

*Our Lady of Mount Carmel School Parent-Student Handbook*

Our Lady of   
Mount Carmel School

In an ongoing effort to “go green” the 2017-2018 Parent Student Handbook is online. Please do your part and reference this document to familiarize your family with the policies, guidelines and expectations for parents and students of Our Lady of Mount Carmel School.

**(Please print, fill out and return this form).**

**Family Name:** \_\_\_\_\_  
**(PLEASE PRINT CLEARLY)**

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

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

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The family of:** \_\_\_\_\_, **grade(s)** \_\_\_\_\_  
does not have consistent, regular access to the internet and therefore requests a paper copy of the 2017-2018 Parent Student Handbook **at a cost of \$5.00 per book.**

**(Revised 8/17)**



Our Lady of  
Mount Carmel School

**MISSION, PHILOSOPHY & STUDENT LEARNING EXPECTATIONS**  
Over 100 Years of Enriching Lives through Catholic Education

**MISSION**

Our Lady of Mount Carmel School's mission is to develop students with creative minds, a sense of purpose, compassion for others, and the courage to act on their Catholic beliefs.

**PHILOSOPHY**

As part of a Roman Catholic parish, Our Lady of Mount Carmel School serves a diverse community. Our beliefs are rooted in the understanding that each child is a creation of God. In accordance with the Gospel message, students are challenged to grow spiritually, emotionally, intellectually, and physically.

With parents as primary educators and teachers as partners, we foster independent thinking, facilitate academic achievement and provide a quality Catholic education. We worship together and practice social justice in an environment that encourages our students to go forth with confidence and respect for themselves and the larger community.

**SCHOOL-WIDE LEARNING EXPECTATIONS**

As an Our Lady of Mount Carmel student,

**I am an Active Christian who:**

- † Uses formal and spontaneous prayer
- † Learns the teachings of the Catholic faith
- † Participates in liturgical celebrations
- † Engages in service projects to help others and the environment
- † Follows the "Golden Rule"

**I am a Socially Responsible person who:**

- † Takes responsibility for my actions
- † Understands and uses good health and safety habits
- † Works cooperatively
- † Applies conflict resolution skills
- † Practices respectful digital citizenship

**I am a Knowledge Seeker who:**

- † Implements the Step Up to Writing Process
- † Thinks critically and solve problems
- † Researches, interprets, and applies information
- † Works independently and collaboratively to achieve goals
- † Participates in the arts and humanities
- † Uses technology to enhance learning



Our Lady of  
Mount Carmel School  
**PARENT-STUDENT HANDBOOK**  
**2017 - 2018**

The Parent/Student Handbook has been prepared to help you understand how we, as a Christian faculty and staff, are committed to carrying out the ministry of Jesus Christ in the education of the children of Our Lady of Mount Carmel School.

ADDRESS:	301 Grand Street Redwood City, CA 94062
E-MAIL:	<a href="mailto:schoolinfo@mountcarmel.org">schoolinfo@mountcarmel.org</a>
WEBSITE:	<a href="http://school.mountcarmel.org">school.mountcarmel.org</a>
ANNOUNCEMENTS:	<a href="mailto:envelope@mountcarmel.org">envelope@mountcarmel.org</a>
REPORT ABSENCES:	<a href="mailto:attendance@mountcarmel.org">attendance@mountcarmel.org</a>
SCHOOL OFFICE:	366-6127
PRINCIPAL'S OFFICE:	366-6127
VICE-PRINCIPAL'S OFFICE:	363-1514
DISCIPLINE/CITIZENSHIP OFFICE:	366-6127
WEEKLY ANNOUNCEMENTS & WEBSITE:	366-1051
BOOKKEEPER'S OFFICE:	366-2238
DEVELOPMENT:	366-6127
LIBRARY:	366-5764
A KID'S PLACE:	366-6587
SCRIP COORDINATOR:	366-1051
SCHOOL FAX:	366-0902
PARISH CENTER:	366-3802

*Our Lady of Mount Carmel is accredited through the  
Western Association of Schools and Colleges.  
In the Summer of 2013, the school received  
a full six year term of accreditation.*



Our Lady of  
Mount Carmel School

*“What greater work is there than training the mind and forming the habits of young people.”  
- St. John Chrysostom*

Dear Families,

Although their approaches to teaching may differ, administrators, faculty, and staff at Our Lady of Mount Carmel School all share a common goal: to encourage the harmonious growth of the whole child. This handbook is created as a guide for reaching this goal, and it is essential that all members of the school community, parents, students, and teachers alike, have knowledge of and support the policies outlined herein.

Success in attaining our stated goal also requires a team approach; parents and teachers *must* work together to provide positive educational experiences. Communication from school to home is intended to help parents with the academic and moral development of their child. Should questions arise regarding curricula, classroom management, or school policy, parents can and should assume that teachers and administrators have used professional judgment to make thoughtful, caring decisions. They are asked to express any concerns with the intent of gaining information and eliciting support and suggestions from the teacher or principal. It is important to remember that the goal we *all* share is to enhance the children’s growth.

As parents and teachers, we serve as models for children. The positive or negative opinions and the respect that we demonstrate are mirrored in his or her own behavior. It is the desire and aim of our school to maintain a welcome feeling toward learning for all involved. In order to make this happen, we must communicate in a supportive, productive manner, both in and out of school, demonstrating to children *and* other adults our appreciation of Our Lady of Mount Carmel School’s commitment to education. *Positive attitudes are caught, not taught!*

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless You,  
Teresa Anthony  
Principal

# CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

***In accordance with the directive from the Archdiocese of San Francisco, we will follow the clear contractually binding policy that follows:***

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

# TABLE OF CONTENTS

## **Contact and Event Information Section**

Faculty and Staff.....	8
------------------------	---

## **School Policies and Procedures Section**

Academics.....	10
Admission Policies.....	17
Attendance.....	18
Communication.....	20
Dress Code Policy.....	21
Field Trips.....	25
Safe Environment for Children.....	27
Safety & School Discipline.....	28
School Hours.....	34
Student Safety.....	36
Student-to-Student harassment policy & Procedure (Archdiocese of San Francisco).....	39
Student Safety – Parent Expectations.....	41
Miscellaneous Information.....	43

## **Parent Information Section**

Transitional Kindergarten.....	49
Pre-Kindergarten Program (Pre-School & Pre-K).....	51
A Kid’s Place Extended Care.....	54
Parent Programs Information.....	57
Emergency Disaster Plan.....	60

*(The Administration retains the right to amend the Handbook for just cause. Parents will be given prompt notification and addendums will appear at the bottom of this document.)*

# FACULTY AND STAFF

<b>Pastor</b>	Rev. Ulysses D'Aquila	<a href="mailto:udaquila@mountcarmel.org">udaquila@mountcarmel.org</a>
<b>Principal</b>	Mrs. Teresa Anthony	<a href="mailto:tanthony@mountcarmel.org">tanthony@mountcarmel.org</a>
<b>Vice Principal</b>	Ms. Jennifer Bruzzone	<a href="mailto:jbruzzone@mountcarmel.org">jbruzzone@mountcarmel.org</a>
<b>Vice Principal</b>	Mrs. Laurin Toegemann	<a href="mailto:ltoegemann@mountcarmel.org">ltoegemann@mountcarmel.org</a>
<b>Extended Care Director</b>	Mrs. Maureen Arnott	<a href="mailto:marnott@mountcarmel.org">marnott@mountcarmel.org</a>
<b>Religion Coordinator</b>	Mrs. Laurin Toegemann	<a href="mailto:ltoegemann@mountcarmel.org">ltoegemann@mountcarmel.org</a>
<b>Office Manager</b>	Mrs. Aurora Mock	<a href="mailto:amock@mountcarmel.org">amock@mountcarmel.org</a>
<b>Scrip &amp; Website Manager</b>	Mrs. Mary McLinden	<a href="mailto:mmclinden@mountcarmel.org">mmclinden@mountcarmel.org</a>
<b>Business Manager</b>	Mrs. Beth Keelan	<a href="mailto:bkeelan@mountcarmel.org">bkeelan@mountcarmel.org</a>
<b>Facilities Manager</b>	Mr. Lou deMelo	<a href="mailto:ldemelo@mountcarmel.org">ldemelo@mountcarmel.org</a>
<b>Pre-K Program Director</b>	Mrs. Maureen Arnott	<a href="mailto:marnott@mountcarmel.org">marnott@mountcarmel.org</a>
<b>Asst. Pre-K Director</b>	Mrs. Karen Sammons	<a href="mailto:ksammons@mountcarmel.org">ksammons@mountcarmel.org</a>
<b>Pre-K Teacher</b>	Mrs. Maureen Arnott	<a href="mailto:marnott@mountcarmel.org">marnott@mountcarmel.org</a>
<b>Pre-K Teacher</b>	Mrs. Karen Sammons	<a href="mailto:ksammons@mountcarmel.org">ksammons@mountcarmel.org</a>
<b>TK Teacher</b>	Ms. Amanda Thomas	<a href="mailto:athomas@mountcarmel.org">athomas@mountcarmel.org</a>
<b>Kindergarten Teacher</b>	Mrs. Gina Malaspina	<a href="mailto:gmalaspina@mountcarmel.org">gmalaspina@mountcarmel.org</a>
<b>First Grade Teacher</b>	Ms. Shauna Hussey	<a href="mailto:shussey@mountcarmel.org">shussey@mountcarmel.org</a>
<b>Second Grade Teacher</b>	Mrs. Janice Scherba	<a href="mailto:jscherba@mountcarmel.org">jscherba@mountcarmel.org</a>
<b>Third Grade Teacher</b>	Ms. Sheila Ashtiani	<a href="mailto:sashtiani@mountcarmel.org">sashtiani@mountcarmel.org</a>
<b>Fourth Grade Teacher</b>	Mrs. Gabrielle Dumas	<a href="mailto:gdumas@mountcarmel.org">gdumas@mountcarmel.org</a>
<b>Fifth Grade Teacher</b>	Ms. Jessica Hernandez	<a href="mailto:jhernandez@mountcarmel.org">jhernandez@mountcarmel.org</a>
<b>Sixth Grade Homeroom Teacher</b>	Ms. Jennifer Bruzzone	<a href="mailto:jbruzzone@mountcarmel.org">jbruzzone@mountcarmel.org</a>
<b>Seventh Grade Homeroom Teacher</b>	Ms. Kalei Ching	<a href="mailto:kching@mountcarmel.org">kching@mountcarmel.org</a>
<b>Eighth Grade Homeroom Teacher</b>	Mrs. Gina Furrer	<a href="mailto:gfurrer@mountcarmel.org">gfurrer@mountcarmel.org</a>
<b>Junior High Science Teacher</b>	Mrs. Laurin Toegemann	<a href="mailto:ltoegemann@mountcarmel.org">ltoegemann@mountcarmel.org</a>
<b>Math Teachers</b>		
<b>Grade Six – Eight</b>	Ms. Jennifer Bruzzone	<a href="mailto:jbruzzone@mountcarmel.org">jbruzzone@mountcarmel.org</a>
<b>Grade Five – Eight</b>	Ms. Peggy Patterson	<a href="mailto:ppatterson@mountcarmel.org">ppatterson@mountcarmel.org</a>
<b>Grade - Seven</b>	Mrs. Teresa Anthony	<a href="mailto:tanthony@mountcarmel.org">tanthony@mountcarmel.org</a>
<b>Grade – Eight</b>	Ms. Kalei Ching	<a href="mailto:kching@moutncarmel.org">kching@moutncarmel.org</a>
<b>HISTORY Teachers</b>		
<b>US History – Grade 8</b>	Ms. Jessica Hernandez	<a href="mailto:jhernandez@mountcarmel.org">jhernandez@mountcarmel.org</a>
<b>History – Grade 6</b>	Ms. Peggy Patterson	<a href="mailto:ppatterson@mountcarmel.org">ppatterson@mountcarmel.org</a>

<b>Spanish Teacher (Grades Pre-K-8)</b>	Mrs. Pichi Mendoza	<a href="mailto:pmendoza@mountcarmel.org">pmendoza@mountcarmel.org</a>
<b>Art Teacher (Grades TK-8)</b>	Ms. K. O'Connor	<a href="mailto:koconnor@mountcarmel.org">koconnor@mountcarmel.org</a>
<b>Music Teacher (Grades TK-8)</b>	Mrs. Laurin Toegemann	<a href="mailto:ltoegemann@mountcarmel.org">ltoegemann@mountcarmel.org</a>
<b>PE (Rhythm &amp; Moves) Teacher</b>	Mr. Steve Foy	<a href="mailto:sfoy@mountcarmel.org">sfoy@mountcarmel.org</a>
<b>Librarian</b>	Mrs. Pichi Mendoza	<a href="mailto:pmendoza@mountcarmel.org">pmendoza@mountcarmel.org</a>
<b>K-5 Special Education Director</b>	Mrs. Ann Mercurio	<a href="mailto:amercurio@mountcarmel.org">amercurio@mountcarmel.org</a>
<b>Resource Specialist (Jr. High)</b>	Mrs. Pat Walsh	<a href="mailto:pwalsh@mountcarmel.org">pwalsh@mountcarmel.org</a>
<b>Discipline Coordinator</b>	Mrs. Maureen Arnott	<a href="mailto:marnott@mountcarmel.org">marnott@mountcarmel.org</a>
<b>Counselor</b>	Mrs. Lori Levitt	<a href="mailto:llevitt@mountcarmel.org">llevitt@mountcarmel.org</a>
<b>Technology Coordinator</b>	Mr. Christopher Lane	<a href="mailto:clane@mountcarmel.org">clane@mountcarmel.org</a>
<b>Title One Teacher</b>		

#### **Teacher Aides**

-Pre-School/Pre-Kindergarten	Mrs. Jackie Avila	<a href="mailto:javila@mountcarmel.org">javila@mountcarmel.org</a>
-Transitional Kindergarten	Ms. Erika Lyssand	<a href="mailto:elyssand@mountcarmel.org">elyssand@mountcarmel.org</a>
-Kindergarten	Ms. Christine Keelan	<a href="mailto:ckeelan@mountcarmel.org">ckeelan@mountcarmel.org</a>
-First Grade	Sister Linda Gonzales	<a href="mailto:lgonzales@mountcarmel.org">lgonzales@mountcarmel.org</a>
	Ms. Sofia Huibers	<a href="mailto:shuibers@mountcarmel.org">shuibers@mountcarmel.org</a>
-Second Grade	Mrs. Julie Griffith	<a href="mailto:jgriffith@mountcarmel.org">jgriffith@mountcarmel.org</a>
-Third Grade	Mrs. Kari Allegri	<a href="mailto:kallegri@mountcarmel.org">kallegri@mountcarmel.org</a>
-Fourth Grade	Mrs. Jenny Britt	<a href="mailto:jbritt@mountcarmel.org">jbritt@mountcarmel.org</a>
	Mrs. Diane Zell	<a href="mailto:dzell@mountcarmel.org">dzell@mountcarmel.org</a>
-Fifth Grade	Sofia Huibers	<a href="mailto:shuibers@mountcarmel.org">shuibers@mountcarmel.org</a>
	Ms. Donna Snyder	<a href="mailto:dsnyder@mountcarmel.org">dsnyder@mountcarmel.org</a>
	Mrs. Diane Zell	<a href="mailto:dzell@mountcarmel.org">dzell@mountcarmel.org</a>
-Science Program	Ms. Meg Winslow	<a href="mailto:mwinslow@mountcarmel.org">mwinslow@mountcarmel.org</a>

#### **A Kid's Place**

- Director	Mrs. Maureen Arnott	<a href="mailto:marnott@mountcarmel.org">marnott@mountcarmel.org</a>
- Assistant Director	Mrs. Karen Sammons	<a href="mailto:ksammons@mountcarmel.org">ksammons@mountcarmel.org</a>

# ACADEMICS

(Kindergarten – Eighth Grade)

## CURRICULUM

The purpose of the learning process at Our Lady of Mount Carmel School is to give each student an education which meets his/her needs spiritually, intellectually, socially, physically, and emotionally. Each subject has goals and objectives which follow a scope and sequence to ensure continuity and integration of learning experiences.

Students are expected to participate in the full curriculum, which follows standards set by the State of California and the Archdiocese of San Francisco.

## SUBJECT AREAS

### Religion

Students of all faiths are welcome at Our Lady of Mount Carmel School. All students are expected to respectfully participate daily in religious studies, which communicate the message of Christ and the Catholic Church doctrine, provide prayer experiences, and include scheduled liturgical celebrations.

Grades 1-5, use RCL/Benziger's *Be My Disciples* program. These center on the four pillars of the Catechism of the Catholic Church, builds students' understanding of faith concepts, and reinforces and extends content as children mature. Grades 6 uses RCL/Benziger's *Blest Are We*. The text guides students through the study of Old Testament. Grades 7 and 8 use RCL/Benziger's junior high program of *Be My Disciples*. This is a series of books which cover the New Testament, Liturgy, Revelation of God's Mystery, and Jesus Christ.

As part of the religion program, students are provided with an understanding of the nature and importance of human sexuality, family life, and relationships. Archdiocesan-approved materials are used and parental permission is required for students to participate in the Family Life and Safe Environment programs.

### Mathematics

Kindergarten through Grade 5 text is Pearson's *EnVision* program. Grade 2 will also use *Simple Solutions Common Core Math*. Grades 6-8 text is Pearson's (*Digit*) series. These Common Core Standards textbooks provide a clear vision of learning goals to help ensure students meet college and future work expectations. Advanced eighth grade math will study a high school approved algebra program.

### Language Arts

*SuperKids Literature Program for Grades TK-2* is a comprehensive core literacy program. The program's explicit systematic phonics-based instruction, paired with its engaging characters, follows the Common Core Standards. Leveled readers are an integral part of the *SuperKids* curriculum.

Grades 3-5 use SRA's core elementary reading program, *Imagine It!* This program encompasses reading, phonics, English, and spelling skills. The integrated approach helps students become logical thinkers, proficient readers, effective writers, confident speakers, and careful listeners.

Grades 6-8 use Prentice Hall's Literature series, along with supplemental novels, to further develop reading, writing, and critical thinking skills. (Sadlier's *Vocabulary Workshop* is also used in grades 6 and Educator's Publishing's (*Wordly Wise 3000*) is used in grade 7 and 8 to help increase work acquisition and improve spelling.

In grades K-2, grammar skills are taught in conjunction with the literature program. Grades 3-5 use Houghton Mifflin's English and/or the reading program's language component. Grades 6-8 use the Prentice Hall's Writing and Grammar.

Grades K-8 use "*Step Up to Writing*", an all-inclusive writing program. Strategies developed from this program are used throughout the curriculum.

## **Social Studies**

Grades K-5 use Scott-Foresman's *History-Social Science for California*. This series is a California-Standards-based program, which engages students using text, digital content, and activities.

Grades 6 use McDougal-Littel's *World History*. Grades 7 uses Pearson's *My World History* and grade 8 uses Pearson's *American History*. Stories are combined with research-based instruction, which help students with reading and social science skills as they discover the past.

## **Science**

Grades K - 5 use Nancy Larson Science, Grades 6-8 CK-12's online *Flexbook* textbooks as well as StemScopes, an online science program. These programs reflect content that is aligned with California State Standards, as well as the New Generation Science Standards. Lab investigations enable students to construct science concepts in active and meaningful ways. All programs have an online component. Grade K-2 investigations and experiments will be in the classroom, while grades 3-8 use the science center.

## **Penmanship**

Penmanship is integrated with the Grades K-2 *SuperKids Comprehensive Literature Program*. Grade-3 uses Carmen-Dellosa Publishing's *Beginning Modern Cursive Program* which offers a transition from printing to cursive. Grades 4 and 5 continue practice of cursive, and grades are given at all of these levels.

## **Physical Education**

TK-8 students participate in two PE classes weekly, taught by Rhythm and Moves, an outside company contracted by the school. The activities and games are grade- appropriate and follow the State Standards for this subject. Upper grade students may also be expected to complete writing activities that support the health and physical activity component of this subject.

## **Technology Education**

Technology Education is integrated throughout the curriculum and is coordinated by classroom teachers. The learning of technology skills through activities, lessons, practices, and discussion forms a full scope-and-sequence technology curriculum and is aligned with the National Educational Technology Standards. Apple computers, Chromebooks and iPads are used as tools to practice skills, do research, and produce projects and presentations. SMARTboards and document readers are in all the classrooms and support the TK-8 curriculum.

## **Foreign Language**

All students participate in Spanish language class. Grades TK-4 experience the language and culture through direct instruction, once a week, for 30 minutes. This program introduces basic vocabulary, salutations, and phrases, using a multi-sensory approach to learning. No letter grades are given in grades TK-2.

In grades 5-8, Spanish is taught for 70 minutes a week. This is a more formal program; books are used and students receive a letter grade. Emphasis is placed on developing vocabulary, learning salutations, action verbs, numbers, holidays, months, etc. Through a multi-sensory approach, students begin to speak, read, and write Spanish. Native speakers and students with a strong grasp of the language are challenged, and their learning expectations are geared more towards the reading and writing of the language. In addition, customs, traditions, and geography of Spain and Spanish-speaking countries are explored.

### **Music**

TK-8 students have weekly music classes, which include lessons on singing, rhythm, and note recognition. Liturgical music is practiced to prepare for monthly school Masses. Students also participate in a grade-appropriate stage productions.

### **Art**

Skills such as drawing, painting and coloring are used across the curriculum to enhance learning. In addition, the Art in Action visual arts curriculum will be taught to all grades by a dedicated art teacher and parent volunteers. Art in Action is based on historically-significant works of art, is aligned with Common Core standards, and is designed to develop creativity and critical-thinking skills.

### **Video**

Videos may be shown in school and at A Kid's Place to support the curriculum or to entertain during rainy day lunch and special occasions. Any viewing with a rating of PG or PG-13 will only be shown with administration approval.

### **ADDITIONAL PROGRAMS**

In keeping with the philosophy of Catholic schools, where differences are recognized, Our Lady of Mount Carmel School recognizes the value of meeting the needs of all students and offers three additional programs.

#### **Title I:**

This federally-funded program assists students in the curricular areas of need. Qualifications for the program are determined by the federal government. The length of the program and the students involved are determined by the existing federal guidelines. The school will notify families whose children qualify for this support.

#### **Resource Program:**

The goal of the program is to ensure that each child in the school community will experience the most successful, self-affirming learning environment in listening, speaking, reading, writing, and spelling. This balanced instructional program affords students the opportunity to speak, ask questions, and listen in a small-group setting. Students are expected to always do their best work and to achieve to their highest potential. This instruction supports the students' successful participation in the regular classroom. Specific guidelines for the program are available in the school office. A credentialed resource specialist provides this instruction for students who qualify, in grades 1-5, four days a week. The program is limited to a maximum of six students per grade level.

Families of students in the Resource Program are given documents that clearly define the program and the process by which a student begins and exits the program. Students in the program are reviewed at least once a year through the Student Success Team approach. Students may only move in and out of the program at the recommendation of the Student

Success Team members, which may include the classroom teacher(s), resource specialist, tutors, principal, and school counselor. As professionals, they best understand the needs of the student in light of testing, performance, and expectations within the regular classroom of all students. In addition, credentialed resource specialists are available to do academic testing for students at all grade levels.

A Resource Specialist also monitors students in grades 6-8 who were part of the Resource Program in early grades or have been identified with specific learning differences. The Resource Specialist is also available to help upper grade teachers acquire testing or special services for students needing additional support. Junior high students identified with learning differences may be given support with study skills, note taking, test preparation, organizational strategies, or project/assignment differentiation.

## **STUDY HABITS**

Students should have a specific time and place to study. Activities on weeknights which interfere with schoolwork should be limited.

The amount of time which different students in the same grade spend doing homework will vary. Approximate homework time suggested by the Archdiocese:

- Grades 1 and 2 - 20 minutes
- Grades 3 and 4 - 30 to 45 minutes
- Grades 5 and 6 - 45 to 60 minutes
- Grades 7 and 8 - 60 to 90 minutes

Homework is seen as an extension of the school day and as reinforcement of learning. It is also used to foster creativity, to spark curiosity, and to develop hidden potential for each student. It is also a means to train a student to work independently and to accept responsibility for completing a task.

All students are expected to complete and submit their homework on time. Encourage, assist, but do not pressure or do your child's work. In grades 6-8 a number grade is given for Behavioral Expectations and Learning Skills by each teacher for each subject taught. It is the general policy of the faculty not to assign homework on Friday due the following Monday. Each child is to have all required school supplies each day. Students are responsible for the care of all school textbooks. Textbooks are to be covered in the color assigned for each subject. Books that are damaged or lost will be charged to the student/family.

## **TESTING**

The Archdiocesan testing program for grades 2-8 is Renaissance STAR Math and Reading and is measured with scaled scores, GE's and percentile metrics. In grades TK-1 Renaissance Early Literacy is used to monitor student reading proficiency. The reasons for adopting STAR:

- Adaptive and provides items within a student's ability level, increasing or decreasing the difficulty of items from previous student responses.
- Provides multiple testing opportunities, charting student growth.
- Provides both criterion reference and norm reference allowing for a greater array of students reports, including lexile (reading level scores) and common core achievement.
- Directly aligns and measures grade level standards in math and ELA.

## **REPORT CARDS**

Report Cards are given out four times a year for grades K-8. Our Lady of Mount Carmel School uses the Archdiocesan Report Card. Parent/Teacher conferences are held in early November and all families are expected to attend. First quarter report cards and STAR test results are discussed at this conference.

A report card as an integral part of the educational process has several important functions:

- To record student achievement
- To inform the parent/guardian about student's progress.
- To assist the teacher in assessing student's needs
- To motivate the student.

Report cards in grades K-8 are designed to report student achievement, behavioral expectations and learning skills. Primary grades also include an insert indicating student progress on Common Core Standards.

The achievement grade is based on the student's academic performance.

Supplemental Report Cards are completed for all students receiving interventions and/or students with documented learning accommodations.

### GRADING:

Each subject receives a grade. A subject sub-category may receive an (x) for an area that needs improvement or a plus (+) for an area of strength. No mark in a sub-category indicates the student meets expectation. An asterisk (\*) next to the subject title indicates the student also receives a Supplemental Report for interventions. Co-curricular subjects will be graded using the marking code listed below.

<b>KINDERGARTEN</b>		
<b>Behavioral Expectations / Learning Skills Code:</b>	<b>Marking Code:</b>	<b>Co-Curricular Subjects:</b>
1 – Exceeds Expectations 2 – Meets Expectations 3 – Improvement Needed 4 – Unsatisfactory	E – Exceeds Standard M – Meets Standard W – Working toward Standard N – Not at Grade Level Standard No Mark – Standard not addressed during current marking period	P – Participates NP – Does Not Participate
<b>GRADES 1 – 2:</b>		
<b>Behavioral Expectations / Learning Skills Code:</b>	<b>Marking Code:</b>	<b>Co-Curricular Subjects:</b>
1 – Exceeds Expectations 2 – Meets Expectations 3 – Improvement Needed 4 – Unsatisfactory	E – Exceeds Standard M – Meets Standard W – Working toward Standard N – Not at Grade Level Standard	P – Participates NP – Does Not Participate
<b>GRADES 3 – 8:</b>		

<b>Behavioral Expectations / Learning Skills Code:</b>	<b>Marking Code:</b>	<b>Co-Curricular Subjects:</b>
1 – Exceeds Expectations 2 – Meets Expectations 3 – Improvement Needed 4 – Unsatisfactory	A 96-100    C 74-80 A- 93-95    C- 70-73 B+ 91-92    D+ 67-69 B 87-90    D 63-66 B- 84-86    D- 60-62 C+ 81-83    F 59-below	P – Participates NP – Does Not Participate

### **Grades and Progress, Online Grades and Assignments:**

Parents/students may access grades through the website. Grades are posted regularly and grades 4-8 may view grades through Beehively and is a means to keep informed of progress to date. All grades, assignments, progress reports, and report cards can be accessed through the parent-student portal on the school website.

### **Mid-Quarter Progress**

At mid-quarter families will be reminded through announcements and class home pages to review current grades. Teachers in grades K to 3 will notify parents as needed.

### **Promotion/Retention**

Promotion occurs annually and usually indicates achievement of minimum grade level expectations.

Retention of a student at Our Lady of Mount Carmel School is considered on an individual basis. Any decision concerning retention will be made after reviewing all facts related to the child's development, emotional, physical, social, intellectual and academic. This information will be gathered from a range of sources including but not limited to teachers', parents', counselor's, and/or resource teacher's input, Student Success Team Meetings, and test results. To retain a student the following will occur:

- Consultation between teacher(s) and administration
- Conference and/or Student Success Team Meeting with parents no later than the beginning of the second semester
- Follow-up conference(s) to evaluate progress
- Evaluation and reports for academic retention must clearly show failure to meet minimum objectives in at least two basic academic subjects

### **Graduation**

Graduation from elementary school is actually a promotion to the next grade level. In order to qualify for graduation with a Mount Carmel School diploma, a student must have at least a cumulative 1.7 grade point average in academic subject areas in both 7th and 8th grades. Diplomas will be issued to students whose families have met all financial obligations including, but not limited to, tuition, fees, and SCRIP commitments.

## **STUDENT RECOGNITION PROGRAM**

### **Attendance**

At the end of each quarter students in grades 1-8 are recognized for perfect attendance. At the end of the year, perfect attendance for the entire year is acknowledged. Perfect attendance is defined as not missing any part of any school day. As defined by Archdiocesan guidelines,

medical appointments during a school day are not marked as an absence when verified by a doctor's appointment slip will qualify a student for perfect attendance.

### **Our Lady of Mount Carmel School Awards\***

These awards are given quarterly to students in grades 4-8 (8<sup>th</sup> grade students may earn these awards in the first, second, and third quarters only). In grades 4-5 the subjects include: religion, math, English, reading, spelling, penmanship, science and social studies. In grades 6-8 the subjects include: religion, math, English, spelling, literature, science and social studies. In addition, all students in grades 4-8 must earn a 2 or higher in behavioral expectations and learning skills. a B or higher in Spanish and a P in co-curricular subjects. \*Please note that suspensions and/or serious misconduct may disqualify a student from receiving any of the following awards.

#### **High Honors\***

This award is given to students in grades 4-8 who have an earned grade-point average of 3.60 or higher.

#### **Honors\***

This award is given to students in grades 4-8 who have an earned grade-point average of 3.30 to 3.59.

#### **Academic Improvement Award\***

This award is given at the end of the second, third and fourth quarters to all students in grades 3-8 whose academic grade point average has improved from the previous quarter. In addition, students must earn a grade of C or higher in Spanish. Eighth grade students may earn this award during the second and third quarters only.

Academic subjects include religion, math, English, reading/literature, science, social studies and spelling. Penmanship is also included for grades 3-5.

#### **Padre Pride Program\***

Our staff would like to acknowledge and celebrate students who are displaying our school values through exceptional use of our Schoolwide Learning Expectations. Teachers and support staff carry around Padre Pride tickets. When they observe a student going out of their way to be a great Padre, they will reward them with a Padre Pride ticket. These tickets may be turned in to the office for weekly drawings. On Friday, at morning assembly, Mrs. Anthony will draw a random number of names from the Padre Pride basket. Winners will receive free dress the following Monday and be recognized in the weekly announcements the following week. Tickets earned will remain in the basket throughout the year.

# ADMISSION POLICIES

## NON-DISCRIMINATION POLICY

Our Lady of Mount Carmel School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Our Lady of Mount Carmel School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

## OUR LADY OF MOUNT CARMEL SCHOOL ACCEPTANCE POLICY

Parents are the primary and most effective teachers of their children. As a Catholic school, we seek to collaborate with parents in fulfilling the responsibility they assumed when they brought their child to be baptized in the Church. We can't substitute for the role of a parent in sharing the Christian faith with a child. Without word and example from you, a child will not make religion part of his or her life. Your role is vital to your child's development of a spiritual life.

For this reason, participation in the faith life of the parish is a fundamental criterion for acceptance into our school. Since the center of our community's life is the Eucharist, joining the parish at Sunday Mass is the **primary means of participation**. You and your child's attendance at **Sunday Mass is thus the primary prerequisite for acceptance** into the school.

In addition to this criterion, it is crucial that your child has the academic ability to participate in our program. Once it is determined that a child has met the academic requirements, the following criteria will be used in our acceptance procedure:

- Parental registration in Our Lady of Mount Carmel Parish and active participation in the parish through regular attendance at Sunday Mass, regular use of Sunday envelopes, and other activities.
- Catholic brothers and sisters currently enrolled at Our Lady of Mount Carmel School.
- Non-Catholic brothers and sisters currently enrolled.
- Students enrolled in Our Lady of Mount Carmel Pre-Kindergarten or Transitional Kindergarten program.
- Parental registration in another Catholic parish and active participation in that parish through regular attendance at Sunday Mass, regular use of Sunday envelopes, and other activities.
- Non-Catholic children who have no siblings currently enrolled.

## SPECIAL NEEDS POLICY

Our Lady of Mount Carmel School, mindful of its mission to educate the whole child accepts children who meet our academic requirements. The school is not legally obligated to accept children with disabilities, physical or academic. Our Lady of Mount Carmel School may attempt to work with children with special needs but may in fact fail in its attempt, to meet the needs of children with special needs.

Furthermore, Our Lady of Mount Carmel School follows the guidelines as further stated in the children with Disabilities Release form as signed annually by all school families.

# ATTENDANCE

Daily, attendance is taken on the school yard when the 7:55 a.m. bell rings and recorded in Beehively the online attendance program by 9:00 a.m. Students who are absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's immediate family will be allowed to make up the work missed.

Parents are urged to keep medical and dental appointments during the school day to a minimum. Absences (except medical or dental appointments confirmed with a doctor's note) are recorded on the permanent transcript. Keep in mind that absences, tardies, and early dismissals affect a child's grades as valuable instruction time is missed.

## ABSENCE

If your child is absent, parents **must** notify the school. Please phone the school office by 8:45 a.m., leave a message, send an email to [attendance@mountcarmel.org](mailto:attendance@mountcarmel.org), or send written notice with another child in your family to inform the office. This courtesy will make it unnecessary for the school to phone home. Such a procedure has been adopted as a precautionary safety measure. Families failing to notify the office of an absence will be called.

When a child returns from an absence, a note from the parent or guardian is required. This note must be brought to the school office where your child will receive a re-entry slip. The note should be turned into the office before class. No child may return to class after an absence without a re-entry slip.

Absence from school for vacation purposes is not encouraged. Students miss valuable learning time, which no amount of independent study can replace, and this may affect your child's grades. The decision to take children out of school is, however, the responsibility of parents. **Please keep in mind that faculty members do not give assignments in advance, nor is the school obliged to provide tutoring, make up work, or special testing for periods of absence resulting from vacation.**

It is a student's responsibility to contact the teacher, check the portal, acquire, complete and turn in missed assignments.

If a student misses 15 or more days in a quarter teachers have the option to not give a grade for the subject(s) missed. When one-third (1/3) or more days of a quarter are missed, valuable classroom learning can not be made up.

## APPOINTMENTS

If a student is to be excused during the school day for an appointment, he/she must bring a note to the office in the morning, before class, stating: 1) reason for excuse, 2) what time he/she is to be excused, and 3) who is coming to pick-up. It is the school policy to call a student to the office when the adult checks into the office. No student is allowed to leave the grounds without written permission. No child may be taken from a room without the parent/guardian first coming to the office and signing the child out. Upon returning to school, the child must receive a re-entry slip. Parents, guardians or other adults must sign the student out and in upon returning to school. Students will not be released without a signature, and, if being picked up by someone other than their parent/guardian, will only be released to the individual named in the note received from the parent/guardian.

## ILLNESS AT SCHOOL

When a student becomes ill or injured at school he/she will be sent to the office for evaluation and if necessary, emergency first aid. If a child needs to be sent home from school, only those people indicated on the emergency card will be allowed to take the student off campus.

## **TARDIES**

Children are considered tardy to morning assembly if they are not IN LINE when the second bell rings at 7:55 am. Students tardy to morning assembly need to check in with yard duty supervisor and then proceed to class line. Students who arrive after morning assembly must go to the office for a tardy slip. Students are considered tardy up until 10:05 am. Students leaving school before 1:00 pm are marked as "half-day absences." Students leaving any time from 1:00 pm to 3:00 pm will be noted as "Tardy" with an explanation, which affects attendance records. A Detention Slip will be issued each time a student (grades 1-8) is tardy FOUR TIMES in a quarter. Following Archdiocesan guidelines the only "excused" tardy or partial-day absence is one caused by a medical appointment with a signed note from the doctor. These do not affect attendance records.

# COMMUNICATION

Communication among parents, guardians, teachers, and administration is to assist in fostering an open Christian community.

- First, contact child's teacher, yard supervisor or extended care personnel in the form of a note, phone call, or e-mail first. Contact the principal if there is concern about the general administration of the school or if communication with a teacher, yard supervisor, etc., is not satisfactory.
- Contact the pastor if communication with the principal is not satisfactory.
- Follow grievance procedure as outlined in the Athletic Board's Handbook.

**Please do not come to school unannounced to meet with your child's teacher.**

Unannounced and unplanned visits are not productive. Personnel want to work with you, and this can only happen when the staff is not teaching, supervising or preparing lessons. Please contact your child's teacher to schedule an appointment during school hours. **Please do not call school personnel at home or request their personal email addresses or cell phone numbers.**

## **BUILDING CHRISTIAN COMMUNITY**

Recognizing that schooling at Our Lady of Mount Carmel School is a process over a nine-year period of time, we present grade appropriate information, to our students from a Christian perspective, building on the knowledge acquired in previous years. Some children progress more rapidly than others. Our goal is that by graduation all our students will be active Christians able to look at life from that perspective.

### **At Our Lady of Mount Carmel School:**

The classroom teachers will:

- Design lessons and activities that emphasize Christian behavior expectations and support the Schoolwide Learning Expectations.
- Respond to individual student needs as much as possible.
- Encourage students to accept people with differences.
- Use "Talk It Out" or other conflict resolution strategies whenever appropriate.

The administration will:

- Listen to students' concerns and needs.
- Analyze situations that may require action and determine appropriate response.
- Follow procedures as outlined in the Parent/Student Handbook.
- Inform families as necessary of appropriate actions and responses.

The counselor will:

- Work with classes or groups having difficulty getting along, being respectful, etc.
- Work with individual students who may feel alienated or left out of the group.
- Work with families as needed.

The parents will:

- Encourage children to tell personnel in an appropriate voice, their questions, concerns, or of incidents that happen at school and to remind them that the only way the school can help them is by knowing what is going on.
- Work with and support teachers and administration.

# DRESS CODE POLICY

Our Lady of Mount Carmel School uniforms are to be purchased through Dennis Uniform Company\*. Students must wear approved school uniforms. We have allowed options to the school uniform for variety. However, any variance from the approved list of requirements will result in disciplinary action. Students will be well groomed at all times, with clean uniforms that fit properly and are in good repair. Shirts **shall be tucked in**. Skirt and jumper length shall not be shorter than 4 inches above the crease at the back of the knee. Boys pants and girls skirts must be worn at waist level. Crew socks may not be folded or rolled down. Please be aware of these stipulations as you purchase or acquire skirts, jumpers, pants and/or socks. Uniforms are washable, so there should be no child out of uniform. If an emergency arises, please send a written note to your child's teacher. All uniform clothing should always be labeled with a laundry pen/permanent marker for identification.

## GIRLS:

- Blue plaid skirt (Grades 4-8)\*
- Blue plaid jumper (Grades TK-3), also called shifts\*
- White short sleeved polo with school logo\*
- Royal blue school sweatshirt (Grades TK-6)\*
- Junior High school sweatshirt (Grades 7 & 8) purchased at school
- Socks must be white, above the ankle and below the knee.

## BOYS:

- Navy blue twill pants\*
- White short sleeved polo shirt with logo\*
- Royal blue school sweatshirt (Grades TK-6)\*
- Junior High school sweatshirt (grades 7 & 8) purchased at school
- Socks must be white, above the ankle and below the knee.

## OPTIONS:

- Peter Pan blouse (Grades TK-3)\* (To be worn only under jumper).
- Navy blue twill slacks for girls\* TK-8
- Navy blue walking shorts for girls\* (#040500-965) TK-8
- Navy blue walking shorts for boys\* (#040600-964) TK-8
- Navy blue corduroy pants for boys\*
- White bobby socks for girls
- White long sleeved polo shirts with logo\*
- White long sleeved t-shirt (to be worn under blouse or polo)
- White, black or navy blue footed tights (to be worn without socks)
- Royal Blue Micro fleece jacket with school logo
- Plain, unadorned, navy blue or black belt for shorts, pants, or slacks
- Royal Blue Cardigan Sweater (Mount Carmel Blue)

## SHOES (boys & girls):

- Sturdy tie or Velcro, tennis, sport, or Ked style shoes (no slip-on shoes) in solid (black, white, navy blue or royal blue). Velcro T-strap plain (no decorations) Mary Jane type shoes with plastic buckles are acceptable for grades TK-3 only. Shoes must remain tied with the bow showing at the top of the shoe. All shoes must be cut below the anklebone-no high tops or midcuts. (Laces must be the color of the shoe or white).

Shoes must be one color, including stripes, designs or embellishments. Shoes may be purchased through Dennis Uniform Company.

- Students who have a doctor's note to wear corrective shoes to school should adhere to the school policy as much as possible. To wear corrective shoes, a doctor's note must be submitted annually.

\*May be purchased only at Dennis Uniform Store.

\*School code for online purchases – M37MTC

Remember to use Scrip for both online and in-store purchases.

Our Uniform Bank is also an option for acquiring used (in good repair) uniforms.

## **UNIFORM BANK**

As a service to our school families, a Uniform Bank of donated uniforms is maintained. Families may visit the bank to look for previously used uniforms, in good condition, in sizes suitable for their children. Families are encouraged to donate Dennis uniform clothing, in good condition, in an effort to help keep uniform costs reasonable for all families. Please note that only Dennis Uniform clothing is accepted for donation to the Uniform Bank. Please contact the office for access to the uniform bank during school hours.

## **GENERAL INFORMATION**

The school uniform is purchased from Dennis Uniform Company. Uniforms may be purchased throughout the school year in Redwood City located at 1282 Oddstadt Drive (off Veteran's Blvd.); the phone number is 299-9623. Dennis Uniform Company also carries school-approved shoes, thus there is no excuse for not being able to find uniform shoes. Uniforms are washable, so there should be no child out of uniform. If an emergency arises, please send a written note to your child's teacher. All uniform clothing should be labeled for identification and always be in good repair. Parents will be notified and expected to replace torn, stained or non uniform clothing.

## **HAIR**

Hair is to be neat, clean and combed. Hair color must be natural and styles reasonable rather than extreme, including but not limited to corn rows, shaved heads, faux hawks, excessive braids, tails, etc. The faculty and staff of Our Lady of Mount Carmel School reserve the right to make a determination about whether a student's hair style or adornment is appropriate or not. Consequences: students who choose to ignore the hair policy will receive disciplinary action beginning the first day of school.

- **Girls** - Long hair should be held in place and out of the face. Extreme or faddish hairstyles and adornments are not permitted. Bangs need to be above the eyebrows.
- **Boys** - Hair shall be around the ears above the shirt collar, and above the eyebrows. Curls shall be cut short enough so they are not flipping out. Sideburns, tails or extreme spiked hair styles are not allowed. Nothing less than a blade cut of two (2). (When using different blades the hair length differences must blend). Hair may not extend more than 1¼ inches above the scalp.
- **Boys** - No facial hair is allowed.

## **TATTOOS (BODY GRAFFITI)**

Tattoos of any type are not allowed on any part of a student's body. This includes the use of ball point pens, markers, etc.

## JEWELRY

Reasonable articles of jewelry such as a watch, a ring, or a simple chain with a religious symbol may be worn. Only one bracelet may be worn at a time, and those that support a cause must carry a positive message.

- **Girls** - For safety reasons, simple small post style earrings of single color or plain silver or gold loops that hug the earlobe are acceptable. No dangle earrings are allowed, and only one earring may be worn in each ear. (Earrings may only be worn on the ear lobe.)
- **Boys** - Earrings are not permitted.

## NAILS

Acrylic nails, French manicures or any other type of nail treatment including markers that can be distracting to the student or classmates are not acceptable and not part of the school uniform. Only clear nail polish is acceptable.

## MAKE-UP

Make-up is not allowed. Make-up, nail polish, hair products, lip gloss, excessive perfumes, etc., are not to be brought or worn to school. (Residual eye make-up must be totally removed.) Students are not allowed to wear colored contacts. If prescription contacts are to be worn, they must be clear.

## UNDERGARMENTS

- Boys' t-shirts must be solid white with no markings or patterns.
- Girls' bras must be a solid neutral color.

## GUIDELINES FOR OUT-OF-UNIFORM DAYS

- All school rules regarding the wearing of jewelry and make up apply to out-of-uniform days as well.
- Students involved in scouting may wear their scout uniforms on days when meetings are scheduled. If only a partial uniform (i.e., Girl Scout vest or sash, Cub Scout shirt, etc.) is worn, it must be worn in conjunction with the regular school uniform. School uniform shoes, unless replaced with shoes that are part of the official Scout uniform, must be worn as well.
- Out-of-uniform attire should conform to the standards of good taste and gender and be appropriate for an elementary school environment. Some guidelines include but are not limited to:
  - **Shirts** will be in good taste with no spaghetti straps, tank tops, "muscle shirts", cropped tops, extremely low neck, off the shoulder, or one shoulder, etc. Sleeveless shirts must have at least a "3 finger" width at the shoulder. Bra straps must not show. (No bare backs)
  - **Jeans**, pants, shorts, capris, etc. may be worn if they are in good condition, with no tears, rips, patches, ragged hems, or ragged edging, and fit properly. Extremely baggy pants are not acceptable.
  - **Tightfitting (form fitting) leggings, "jeggings", tight fitting jeans, or yoga pants** may only be worn with tunic length tops or dresses
  - **Sweat outfits** (pants and tops as a set) for grades TK-3 are acceptable.
  - **The bottom edge** of all garments must be finished. No frayed hems or cuffs. All pants, shirt sleeves, shirt bottoms, skirts, shorts or skorts will be hemmed.
  - **No article of clothing** may have writing across the buttocks.
  - **Shirts/tops** must be **long** enough so that there is no bare midriff showing at any time. Shirts may not be clipped or tied to form fit the body.
  - **Shoes** can be uniform or casual. (No wheels or lights on shoes.)

- **Boots** are acceptable, but tennis shoes must be worn to participate in P.E.
- **Sandals** may not be worn, for safety reasons.
- **Shorts/Skort**s must have an inseam of at least 5 inches
- **Skirts/Dresses** may not be more than 5 inches above the crease at the back of the knee.

The faculty and staff of Our Lady of Mount Carmel School reserve the right to make a determination about whether a student's uniform, adornments, or out of uniform attire meets the guidelines given. Please check your child's choice of clothing before he or she leaves for school to insure that it meets the guidelines and is appropriate for an elementary school environment, as students who are not in compliance of the guidelines will be asked to call home, change into appropriate attire or given T-shirts or clothes from the uniform bank to wear over, or instead of the clothing worn upon arrival at school.

# FIELD TRIPS

Field trips are planned for educational or cultural value and are approved in advance by the principal. Field trips are planned and carried out as an extension of, or supplement to the instructional program. Parents must sign permission slips in advance and each field trip must have a separate permission slip.

**NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN A SCHOOL SPONSORED FIELD TRIP UNLESS HE/SHE HAS A SIGNED AND COMPLETED MOUNT CARMEL SCHOOL FIELD TRIP FORM TURNED IN TO THE TEACHER.** (If the original form is lost or misplaced, a blank form may be printed from the web, filled in and signed. Go to <http://school.mountcarmel.org/quicklinks/parents/forms> to download a copy of the form.

## FIELD TRIP DRIVERS

To comply with Archdiocesan regulations all field trip drivers must follow the rules listed below:

1. Drivers must always be over 21 and preferably over 25 and must have a valid, current, unrestricted driver's license and a "clean" driving record for the past three years, including but not limited to: no fault accidents, no tickets for speeding, reckless driving, DUI, etc.
2. Vehicle, must carry \$100,000/\$300,000 of comprehensive, general liability insurance.
3. Drivers must be compliant by having completed Shield The Vulnerable. Certificate of completion must be on file in the school office, drivers must have completed an Archdiocesan background check or have LIVESCAN fingerprint clearance.
4. Each passenger must wear a seat belt. Children under the age of 12, due to their small stature and the resulting possibility of injury or death in the case of an accident, are not allowed to sit in the front seat of vehicles with passenger side airbags. Children under legal weight requirements must be in a car seat or other type of restraint for small children. Young children in a booster seat must sit in a seat with a shoulder strap. Middle seats or seats with only a lap belt may not be used
5. No private vehicle with more than 9 seats will be used. (Different laws apply to larger vehicles.)
6. Unscheduled stops, including gas, drive-thru restaurants, home, etc. are not allowed. (Please make sure the vehicle has enough fuel to complete the field trip).
7. Children in the car are not to be treated to something special or extra. There is to be no TV/DVD watching to or from the destination. Please do not bring snacks, drinks, etc. for car travel. This eliminates hurt feelings or the possibility of children getting sick.
8. Children will be assigned to a driver who will be responsible for supervising these children for the entire field trip, unless drivers are instructed differently. Car assignments are made on the discretion of the teacher and may not be changed.
9. When returning from a field trip, drivers and children should remain in a location on the school yard designated by the teacher until the teacher has returned.
10. All field trips begin and end at school. School office is to be notified upon car's return to school.
11. Only students registered in grades TK-8 at Mount Carmel School may participate in school-sponsored field trips.
12. Drivers/Chaperones are asked not to use cell phone unless it is an emergency. Teachers expect chaperones support in the supervision of students.

**Prior to driving on a field trip, a chaperone must provide:**

- A copy of a Declaration of Coverage of their insurance that shows the amount of general liability/comprehensive as stated in item #2. This should be done at the beginning of the school year and when the policy expires, please send a new copy of the valid insurance to the office.
- A signed Field Trip Driver Information Form. Download a copy of the form here - <http://school.mountcarmel.org/quicklinks/parents/forms>

Drivers and chaperones are requested to assist the teacher in the supervision and responsibility of the students in the non-classroom environment. It is because of this role siblings are not allowed on field trips and that there must be one adult to eight students.

Faculty work extremely hard with room parents and parents to ensure that all families wishing to participate on a field trip may do so. Ticket requirements and/or space requirements may limit the number of adults that may attend a given field trip and so we ask that all parents respect the field trip coordinators who are working in conjunction with the classroom teacher. Parents are asked not to “just come along” because they want to participate in the experience or are uncomfortable with child’s attendance at a learning experience away from school. Please talk to the classroom teacher, prior to the field trip, if you have concerns.

# SAFE ENVIRONMENT FOR CHILDREN

THE ARCHDIOCESE OF SAN FRANCISCO  
OFFICE OF THE ARCHBISHOP  
ONE PETER YORKE WAY  
SAN FRANCISCO, CA 94109-6602  
TEL: (415) 614-5500



My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"*Talking about Touching*", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at Shield the Vulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

<i>Course</i>	<i>Grade</i>
Safety Smarts for Kids	4
Block the Bully	5
Be Safe, Stay Safe	6
Bullying, Not Cool	7
Digital Citizenship	8
Teen Safety	9
Dating Abuse	10
CyberSafety	11
You're Legal, What Now?	12

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at [norrisj@sfarchdiocese.org](mailto:norrisj@sfarchdiocese.org).

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

A handwritten signature in black ink, reading "Salvatore J. Cordileone".

Most Reverend Salvatore J. Cordileone  
Archbishop of San Francisco

# SAFETY AND SCHOOL DISCIPLINE

## POLICY AND RULES

Discipline is defined as the training that molds or strengthens moral or intellectual character. Rules and regulations exist so that many personalities can work together in a constructive manner. Consequences are set to assure that all can fully participate in acquiring the fullest elementary education possible. It is assumed that parents choosing Our Lady of Mount Carmel School to fulfill their children's educational needs understand and support the school's disciplinary policy. By working with the faculty, staff and administration in disciplinary matters, parents ensure that students understand the importance of behaving in a Christian manner.

A student at Our Lady of Mount Carmel School assumes the personal responsibility for his or her conduct. As part of the school community, students are expected to be considerate of fellow students and respectful of teachers, staff, parents, other adults, and school and parish equipment and property. This discipline policy applies to before school, during school, after the school day and at school related activities.

Therefore, each student is expected to conduct himself/herself according to the principles of Christian and civil behavior:

1. To be honest in all dealings with fellow students, teachers, and school personnel.
2. To always respect the rights and the value of each individual person on the school premises, on the way to and from school, and/or at school-sponsored events.
3. To obtain permission from the proper authority for use of the facilities or materials.
4. To comply promptly with the directives of school officials.
5. To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes, or the assembled student body.
6. To be responsible for the care of all materials loaned over the course of the year.
7. To use technology as directed by faculty or staff for academic purposes or programs.

Since there may be times when an individual student finds it difficult to meet his/her personal responsibilities for good conduct, it is necessary for the school to indicate specific inappropriate behavior which include:

1. Fighting, harassing, provoking a fight between other individuals, or participating in activities that include physical violence or emotional harm to any person.
2. Not proceeding directly onto the school grounds in the morning before school (whether dropped off, riding bike or scooters or walking to school), and not leaving the school area immediately following afternoon dismissal, unless properly supervised.
3. Using vulgar or unacceptable language, verbal or written.
4. Leaving the campus during the day without permission.
5. Disturbing classes in such a way that others are hindered from learning.
6. Submitting work done by another student. Plagiarism, forgery, cheating, copying etc. is unacceptable, as is assisting other students in these activities.
7. Play fighting, pushing, shoving, hitting, daring others, betting, etc. as is encouraging other students to take part in such activities.
8. Inappropriately using technology. This includes and is not limited to cell phones, e-mails, social network sites, etc., to harass, intimidate or threaten others.
9. Any and all other violations of good order and discipline which, in the evaluation of a member of the school staff, results in misconduct.
10. Using words, phrases, gestures or implied gestures, etc. that hurt, embarrass or belittle someone.

Disregard of this conduct policy may result in one more consequences such as a meeting with administration, school counselor, phone call home, parent advisory, detention, community service, home study, a serious misconduct notice, probation, suspension or expulsion of the student at the discretion of the principal as outlined in the Archdiocesan Handbook of Regulations.

The actions stated below will also receive consequences, and when extreme in nature, may be grounds for expulsion from Our Lady of Mount Carmel School:

1. Possessing, selling, giving away, using or being under the influence of drugs and/or other substances on the school premises, at school functions or at a time and place that directly involves school. State law prohibits possession and/or use of cigarettes by a minor.
2. Possessing any of the following items: Firearms, knives or other dangerous weapons, firecrackers, fireworks, poppers, snaps, handcuffs, etc.
3. Fighting, harassing, provoking a fight between other individuals, or participating in activities that include physical violence or emotional harm to any person.
4. Inappropriately using technological communication. This includes and is not limited to cell phones, IPads, e-mails, text messages, Face Book, etc., to harass, intimidate or threaten others.
5. Habitual or persistent violation of school regulations.
6. Gang related conduct or activity including but not limited to symbols, graffiti, apparel, colors, hazing/initiations and signals commonly associated with gangs.
7. Habitual truancy.
8. Violation of Student to Student Harassment Policy and/or Code of Christian Conduct.
9. Incurable or disruptive behavior which impedes the progress of others academically, spiritually, and/or morally.
10. Theft or damage to property of the school/parish or of other students, visitors, or school personnel.

## **PARENT ADVISORY**

A Parent Advisory Slip may be issued to inform parents of academic or behavioral improvement or regression. The student is expected to return the Parent Advisory Slip to the teacher who issued it with his/her parent or guardian's signature. If the student does not return the signed slip the next day, a detention may be issued.

## **ACADEMIC ADVISORY**

The Academic Advisory is designed to help students complete assignments, improve grades and enhance learning. The Academic Advisory will be used in grades 3-8. Teachers use these advisories on a discretionary basis and are grade/subject specific.

- If an assignment is not turned in on time, the teacher may issue an Academic Advisory.
- The work listed on the Academic Advisory needs to be completed and turned in with the Academic Advisory by the start of the next day.
- The Academic Advisory slip must be signed once issued.
- If the Academic Advisory slip is not signed and returned, a conduct detention will be issued for not following school expectations.
- The completed work will receive some credit as determined by the individual teacher.
- If a student chooses not to take advantage of this learning opportunity, **NO CREDIT WILL BE GIVEN FOR THE ASSIGNMENT**, and there will be **NO OTHER OPPORTUNITIES** to complete the particular assigned work.

## DETENTION

A detention may be issued for not following school or classroom rules. A Detention Slip must be taken home and signed by a parent or guardian, and returned when a student reports to Detention. Detentions will be served the day, time and location indicated on the Detention Slip, unless a valid reason for postponement is given in **an email sent to [marnott@mountcarmel.org](mailto:marnott@mountcarmel.org) or a written note submitted to the office in the morning by a parent/guardian.** Participation in school and non-school athletic activities are not considered a valid excuse. Detentions are usually 30 minutes unless otherwise stated. Should a student receive **five (5)** Detention Slips (**for BEHAVIOR**) in a single semester, the student's parents/guardian will be notified. If the student's citizenship does not improve, and **three (3)** additional Detention Slip(s) (**for BEHAVIOR**) are received, one or more of the following consequences may result:

- The student will receive an in-school suspension
- The student will be suspended from school
- The student will be placed on conduct probation

Additional Detention Slips may be issued for failure to return the original Detention Slip on time. Failure to report for detention entirely will result in further disciplinary action including, but not limited to, suspension from school activities.

A student will not be excused from detention in order to participate in athletics, cheerleading, after school clubs, or any other extracurricular school activity.

## SERIOUS MISCONDUCT

A Serious Misconduct Notice will be issued to a student for grave misconduct. His or her parent or guardian will be contacted by phone regarding the situation and/or to schedule an appointment for a conference. All Serious Misconduct Notices will be signed by a parent or guardian.

The following consequences may occur as a result of a Serious Misconduct Notice:

1. The student may serve in-school service hours.
2. The student may, as a result of the first instance of serious misconduct, receive two (2) or more detentions, in-school suspension, an at-home suspension, and/or exclusion from extra curricular activities. Students may not participate in school activities or functions while serving a suspension. This includes activities that fall on weekends and/or holidays.
3. The student who receives further Serious Misconducts may receive a one to three day suspension depending on the situation. Students may not participate in school activities or functions while serving a suspension. This includes activities that fall on weekends and/or holidays.
4. The student may be asked to leave school if he or she does not, on a continual basis, abide by Our Lady of Mount Carmel School's discipline standards.

Each individual offense or problem will be considered as such - individual. Therefore, no case can be compared to any other; the circumstances surrounding the offense is unique to the case or situation.

## PROBATION

A student may be placed on probation when she/he is having difficulty following class/school rules and expectations. During probation, a contract will be issued. The intent of the contract is to improve the academics and/or citizenship of the student. In all cases, parents/guardians,

student and teachers will be made fully aware of the seriousness of the action and the reason(s) for probation.

## **SUSPENSION**

A pupil may be placed on suspension for serious misconduct or continued misconduct. This suspension may be on campus or off, and/or during school-related activities. Official suspension may assume various forms and listed below are examples of suspension.

- The student may attend class but lose the right to participate in any school activity on or off campus
- The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- A student may be sent home for the entire period of suspension and assigned academic work to make up the loss of class time. A student on suspension may not participate in school related activities.

## **HOME STUDY**

In certain cases a student may be sent home on a home study suspension. This type of suspension will be given when the school feels the student is having a difficult time accepting reasonable disciplinary rules and regulations that would be beneficial to him or her as well as to the overall positive school environment. During this period of time the student will be assigned academic work to make up for the loss of regular class and school time.

## **EXPULSION**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal, without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion is the permanent termination of a student's enrollment at Our Lady of Mount Carmel School. Expulsion procedures will be followed as outlined in the Archdiocese of San Francisco Department of Catholic Schools Administrative Handbook.

## **SPECIFIC RULES**

### **Backpacks**

Students in grades 4-8 are required to have a shoulder book-bag or backpack with or without wheels as outlined by each classroom teachers. If purchasing a backpack with wheels, the following rules apply:

1. Backpacks must have small wheels.
2. Backpacks must have retractable handles.
3. They may be wheeled on school grounds before and after school. Handles must be retracted on stairs to ensure student safety.

No key chains, or other adornments may be attached to backpacks. They are noisy and may be easily lost or taken, as well as being dangerous to students, as they swing from side to side.

### **Binders**

Binders, folders, and book covers are to be kept free of markings, writing, etc., and should be labeled on the outside only with the original brand name and/or the student's name. Binders may only be used in classes deemed OK by teacher.

### **Cell Phones**

In the event that student has/uses a cell phone at school during school hours, or during Extended Care, it will be taken away and kept in the school office until claimed by a parent. If it

is taken away a second time, it will be kept in the office and returned at a later date as deemed appropriate by the Administration.

Administrators are responsible for ensuring a safe environment at school and they have a responsibility, as well as a right, to investigate items and situations that may provide evidence of wrongdoing. When a child violates the school's rules regarding cell phone use, he/she loses the right to privacy with regard to what is on their cell phone.

### **Gum, sunflower seeds, etc.**

Gum, sunflower seeds, nuts with shells, etc. may not be on campus or at any school function.

### **Online Communication**

Engagement in online communications will result in disciplinary actions if the content includes defamatory comments regarding the school, the parish, the faculty or staff, and/or other students and/or their families.

### **Roller Blades, etc.**

Roller blades, skate boards, roller skates, wheelies, scooters, etc., are not to be used on the school grounds or premises at any time.

### **School Phone**

The school phone MAY NOT be used by children except for emergencies. Children may not call home for forgotten lunches, homework, clothing, instruments, athletic equipment, etc. Please remind your children to respect this rule. Also, the office will not pass messages along to children that are not considered urgent. An urgent message to a child would be something such as a change in after-school pick-up plans, a family emergency, etc.

## **YARD EXPECTATIONS**

### **Behavior**

Students are not permitted to:

- Participate in ball activities or running games before or after school.
- Participate in games or activities or rough play such as tackle football, dodge ball, chicken fights, pegging, hitting, capture type games, etc.
- Run dangerously or play recklessly around, through, or near organized games.
- Use unacceptable language or harass others.
- Leave school grounds without permission. Students in grades 5-8 with permission and supervision are allowed to leave the yard to retrieve balls. Crosswalks must be used. (Normally yard supervisors retrieve balls.)
- Congregate, play, or eat in or around bathrooms, church, or Parish Center
- Bring play equipment from home.
- Bring cell phones, i-pods, tablets, electronic games or devices, etc. on the yard during the school day.
- Climb or sit on fences or stand or jump on benches.
- Return to classroom during lunch or recess.
- Play or be on play structures before or after school.

By being considerate of others, respecting yard personnel and equipment, following school rules, and sharing with fellow classmates, recess and lunch time can be fun for all. Students not adhering to yard expectations will be spoken to by yard supervisor and appropriate consequences will be given. Incidents will be documented.

### **Injuries on the Yard**

When a student is injured, a yard supervisor is notified immediately. The adult will then determine whether the student should remain on the yard, or go to the school office for treatment. All students must notify yard personnel if they need to leave the yard. (See head injuries on page 42)

### **Bell Procedure at Recess and Lunch**

At the end of recess and lunch a bell will ring to indicate that recess is over. Students have two minutes to get a drink or use the restrooms. When the second bell rings, students are expected to be in line.

### **Lunch Time**

Thirty-five minutes are scheduled for each lunch period. Forgotten lunches, brought to the school by parents, should be plainly marked with the child's name and grade and left on the table outside the school office. Lunches may not be handed over the fence. Parents are asked not to disrupt the classes by bringing such items to the classroom. Lunches should be brought to the school office prior to the start of the lunch period. Remind your child(ren) where to look for a forgotten lunch. The office will not disrupt classes to let students know their lunch has arrived. The school phone may not be used to call about forgotten lunches. Our students are good about sharing lunches and no child is expected to eat nothing. On rare occasions we will acquire food for a child from Extended Care.

Students must remain seated at their designated lunch areas until dismissed by a yard supervisor. All wrappings, beverage containers, food, etc. must be deposited in the appropriate bins provided. Students who litter or walk around while eating at lunch may be assigned a time to pick up litter.

# SCHOOL HOURS

## GRADES K-8

(SEE PAGE 50 FOR TK SCHEDULE)

The school office is open on all school days from 7:30 a.m. to 3:45 p.m. Faculty meetings are Mondays at 1:15 p.m. All Mondays are Minimum Days and dismissal is at 12:50 p.m. There is no lunch period on minimum days.

<b>Grades One – Eight</b>		
<b>School Hours:</b>	7:53am – 12:50pm 7:53am – 3:00pm	Monday Tuesday – Friday
<b>Recess Period:</b>	10:05am – 10:25am 10:30am – 10:48am	Grades 1 – 4 Grades 5 – 8
<b>Lunch Period:</b>	12:00pm – 12:35pm 12:40pm – 1:15pm	Grades 1 – 4 Grades 5 – 8
<b>Kindergarten</b>		
<b>School Hours:</b>	7:53am – 12:50pm 7:53am – 3:00pm	Monday and Friday Tuesday – Thursday
<b>Recess Period:</b>	10:30am – 11:00am	Monday – Friday
<b>Lunch Period:</b>	12:50pm – 1:30 pm	Tuesday – Thursday
<b>Extended Care Hours</b>		
<b>Grades K – 8:</b>	7:00am – 7:45am 12:50pm – 6:00pm	Monday – Friday Monday
<b>Grades K – 8:</b>	3:00pm – 6:00pm	Tuesday – Thursday
<b>Kindergarten:</b>	12:50pm – 6:00pm	Friday
<b>Grades 1 – 8:</b>	3:00pm – 6:00pm	Friday

There is no supervision at school before 7:40 a.m. Please do not drop your child off to an unsupervised schoolyard.

When the 7:53 a.m. warning bell rings, students proceed to their class lines for morning prayer, flag salute and announcements. Students are considered tardy if they are not in line when the 7:55 a.m. bell rings, and when the final recess and lunch bell ring.

Students must leave the school grounds promptly if they are not involved in after school programs. Kid's Place students are to go to extended care immediately following dismissal.

Students are not to congregate by the doorways, on the schoolyard, on the lawn by Parish Center, or Church steps. These areas cannot be supervised and loitering is prohibited. Children not picked up by 3:15 p.m. will be asked to sit on the bench until their ride arrives. For the safety of your children, please pick up promptly. Students not picked up by 1:15 p.m. on Mondays and 3:25 p.m. on Tuesday-Friday will be sent to Extended Care and families will be billed according to guidelines for part-time care as described in the Extended Care section of this handbook.

# STUDENT SAFETY

The safety of our students is paramount. To insure that our school remains a safe and secure environment for our students all adults wishing to interact in any capacity with students will complete Shield the Vulnerable every three years. All adults and students are to adhere to the following guidelines.

- Parents or guests who come to school to assist in the classroom, serve hot lunch, supervise the yard, meet with a teacher (during the school day), etc., must first come to the school office through the front door, sign-in and receive and wear a visitor's badge the entire time on campus. Faculty and staff will direct all visitors to sign in and obtain a visitor's badge at the office. Children are directed to tell a teacher or staff member if they see someone on campus that is not wearing a badge.
- For insurance reasons, and for the safety of all children, adults assisting with field trips, school programs or events may not bring siblings or other children.
- All students, whether they are dropped off, walk or ride their bikes to school in the morning, are expected to go directly onto the school grounds and to remain on campus until school begins. Students should be mindful that the yard is occupied by many people at this time. Therefore to ensure safety, there will be no running or playing with equipment. Students may not congregate on street corners to await the first bell. Students may not leave campus at any time during the school day without written permission from a parent/guardian and must be signed out of school by an adult.
- Students should notify the school office if they have not been picked up after school by the usual time. **Please make sure that children know exactly where, when and by whom they will be picked up each day, and that they know to notify the office immediately if there is a problem.** Students shall wait for a parent/guardian on campus and not congregate on street corners, Parish Center or Church entrances.
- Parents and guardians, are asked to drive cautiously around the school campus at all times. By monitoring your speed, and being on the lookout for pedestrians and bicyclists, you will help to ensure the safety of our students as they enter and leave the school. Please do not double park, make u-turns or three-point turns on any of the streets surrounding the school, or park in the school yard driveways.

## BICYCLES/SCOOTERS

- The school takes no responsibility for stolen or damaged bicycles or non-electrical scooters. We recommend that all bicycles be registered with the Police department, and that bicycles/scooters be locked at all times when not in use.
- The bike rack on the school grounds is available for a limited number of bicycles/scooters. This area is off limits to all students during school hours.
- Students riding bicycles/scooters to and from school are responsible for knowing and following all applicable traffic laws and regulations, and must allow safety patrol officers, when on duty, to assist them in crossing the street.
- Bicycles/Scooters are not to be ridden on the school campus at any time, or on the sidewalks on Fulton, Grand, Katherine or James Streets, which immediately surround the school and church grounds. Students must walk their bikes in these areas.

**All students riding bicycles/scooters to and from school must wear a helmet.**

## **PLAY STRUCTURES**

- Students, siblings and other children are not to play on or congregate around the play structures before or after school. This is to ensure the safety of students. To ensure the students' safety while on the play structure at the far end of the yard (near the church), students will use the hamster wheel for sitting only.

## **PLAY AREAS**

- To help ensure the safety of the children, classes will be informed as to what games may be played on the schoolyard during recess and lunchtime.

## **TRAFFIC FLOW**

- Fulton and Grand Streets have NO PARKING signs in designated areas closest to the school entrances. These signs indicate that parking will not be allowed daily between 7:30 and 8:30am, Mondays 12:30pm and 1:30pm, and Tuesday through Friday 2:30 and 3:30pm. During these time periods the areas are to be used to drop off or pick up a waiting student; they are NOT to be used as a waiting area.
- Do not Double Park on Fulton or Grand Streets to wait for students. If your child is not ready and/or waiting to be picked up, circle the block, or park in an allowed area. Double parking encourages students to walk between parked cars and/or jay walk to waiting cars across the street. These are both dangerous habits for children to learn.
- Drivers may also be asked to move forward for better traffic flow when space is available.
- Do not park in the school yard driveways.
- Parents dropping off or picking-up students on Fulton St. or Grand St. will use the designated drop off/pick-up zone.

## **RAINY DAY PROCEDURES**

### **Drop-off**

- CARS ARE ONLY ALLOWED ON THE SCHOOL GROUNDS FOR STUDENT DROP OFF BEGINNING AT 7:40AM WHEN SCHOOL PERSONNEL ARE PRESENT IN THE YARD. PLEASE FOLLOW DIRECTIONS OF SCHOOL PERSONNEL.
- On rainy days, cars are allowed on the school grounds for student drop off. Cars enter in the Fulton Street gate (north) and exit by way of the Fulton Street gate (south). Please enter, and drive cautiously on the schoolyard. Staff will ensure the safety of children, who will be directed to classrooms.
- Students walking will enter through the Grand Street gate.
- Students will not be marked tardy, unless they arrive after personnel have left the yard and the gates are closed.
- Note: For safety reasons, parents and/or students are not to walk into campus via the gate on Fulton Street.

### **Pick-up**

- Students who walk or are being escorted home will exit by the front door of school. Adults will wait in the Office/Rotunda area.
- Bicyclists will exit via the gate by the side entrance church and will be escorted to their bike.
- Kid's Place students are escorted to Extended Care through the arcade by the Large Hall.

- Students leaving school by car will be picked up at the arcade outside the girls' bathroom, adjacent to the Large Hall.
- **For safety reasons**, cars will enter the yard on Fulton Street, pick-up students and exit by way of Fulton Street. Cars may not park on the schoolyard and wait for students unless directed by school personnel.
- Families may be asked to circle the school and re-enter on Fulton Street, when children are not present to be picked up. Note: For safety reasons, parents and/or students are not allowed to walk into campus via the gates on Fulton or Grand.

# **STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES (ARCHDIOCESE OF SAN FRANCISCO)**

## **HARASSMENT IN GENERAL**

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

## **SEXUAL HARASSMENT**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- Written Harassment: Suggestive or obscene letters, notes, or invitations.
- Physical Harassment: Unkind, immoral and /or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

## **DISCIPLINARY ACTION**

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period whether on or off campus;
- During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and /or written warnings and reprimands, counseling, suspension, and expulsion.

## **NOTE:**

- Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

## **STUDENT'S RESPONSIBILITY**

It is the student's responsibility to conduct him or herself in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade,

disgrace, or threaten the safety, privacy, and respect of other students, parents, teachers, or staff members.

### **ADMINISTRATION'S RESPONSIBILITY**

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

### **COMPLAINT PROCEDURE**

Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.

If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.

The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

A complete copy of the comprehensive Policy Against Harassment, including detailed policies on child abuse and student-to-student harassment, is available in the principal's office.

(Revised 8/13)

# STUDENT SAFETY – PARENT EXPECTATIONS

## PARENT INVOLVEMENT

Parents who come to school to assist in the classroom, serve hot lunch, supervise the yard, eat lunch with their child, drop something off, meet with a teacher etc. must sign in at the office and wear a visitor's badge the entire time on campus. Faculty and staff will direct all visitors, regardless of the length of stay, to sign in and obtain a visitor's badge at the office. Children are directed to tell a teacher or staff member if they see someone on campus that is not wearing a badge.

To keep children safe all volunteers within the Archdiocese of San Francisco interacting with children must complete the online training Shield the Vulnerable (STV). In addition, depending on the degree of involvement with students, volunteers may need to complete a fingerprint clearance.

TYPE OF VOLUNTEER INVOLVEMENT	TYPE OF SCREENING
· Coach / Assistant Coach	Lifescan (fingerprint) and Shield the Vulnerable
· Library Aide, Yard Duty Parent, or Classroom Aide	Lifescan (fingerprint) and Shield the Vulnerable
· Classroom Helper with Supervision	Shield the Vulnerable
· Field Trip Driver / Chaperone	Shield the Vulnerable

A Lifescan fingerprint clearance is a higher degree of screening and allows volunteers to interact with all programs where parent volunteers are needed. Parents with fingerprint clearance may be in a volunteer position where school personnel are not in direct observation (supervision), such as after-school coaches. All volunteers assisting in a position where fingerprint clearance is required must have completed clearance after August 31, 2003.

## STUDENT-CENTERED ACTIVITIES

Alcohol is not to be consumed or present at any school-sanctioned activity whose purpose is child centered. These events include activities such as the Butterfly Ball, end-of-year BBQ, roller-skating night, PPSL practices, games/meets, etc. Not following this expectation may result in immediate removal from the event, discussion with administration, and/or inability to attend future events.

## SUPERVISION RESPONSIBILITIES – (YARD, CLASSROOM, FIELD TRIPS)

Volunteers need to sign in at the office, obtain a penny, whistle, and a visitor's badge before reporting to the yard supervisor. Please notify the school as soon as possible if unable to meet your assigned yard duty. It is your responsibility to find a substitute. While on duty, please follow these procedures:

1. Be responsible for the children while they play. Try to anticipate and defuse problems. Report all unacceptable behavior to yard supervisor.
2. Students are to eat their lunches while seated. Play or dismissal may not begin until the bell has rung, the eating area is clean, and students have been dismissed.
3. Expect courtesy and respect from all students. Any child who does not extend this courtesy and respect, who plays inappropriately or uses inappropriate language, will be reported to the yard supervisor.
4. Keep your undivided attention focused on the children as you circulate about the yard. Socialize only after your yard duty responsibilities are over. Please do not station

yourself in a particular spot or area. It is important that all areas of the yard are continuously monitored.

5. Minor first aid injuries should be reported to the yard supervisor. A seriously injured child is not to be moved, and must be reported immediately to the yard supervisor and office.
6. All head injuries must be reported to the Yard Supervisor and School Office.
7. Contact sports, as well as rough play or games with excessive physical contact, are not allowed. Students may not stand or jump on benches or tables. Balls and/or other equipment may be taken from students for inappropriate use.
8. Report any stranger on the yard or along the fence to the yard supervisor and/or office immediately.
9. When a ball is hit or thrown over the fence and the yard has coverage, a parent may retrieve the ball for students in grades 1-4. Grades 5-8 may retrieve the ball if a yard duty supervisor is monitoring the situation. All crossing of the street will take place at the corners, in crosswalks.
10. Due to insurance concerns, parent volunteers may not be accompanied by younger children during yard supervision and while helping in the classroom or at hot lunch. Undivided attention must be given to students; the additional responsibility of younger children makes this extremely difficult and may put students or the child at risk.
11. Play equipment is to be gathered by students.
12. Please do not use cell phone while supervising students on the yard, field trips, classroom support, etc.
13. Make sure gates are closed at all times.
14. Play structure rules are consistently followed.

# MISCELLANEOUS INFORMATION

## **ALLERGIES**

If your child is allergic to specific foods, etc. please supply that information to the classroom teacher at the beginning of the school year. If your child is prone to a serious allergic reaction, please supply the office, the classroom teacher, and Extended Care if needed, with the necessary medication to counteract the reaction along with written details as to what must be done for the child. Please include contact information. Signs will be posted in all classrooms indicating any specific food allergies.

## **ALTAR SERVERS**

Students in grades six, seven and eight have an opportunity to be altar servers. Students serve weekend and weekday Masses and funerals throughout the year. This is a year long commitment and students are expected to show up at church for all their assigned Masses. Consequences for not serving are clearly explained to students at the beginning of the school year.

## **ANNOUNCEMENTS (WEDNESDAY E-MAIL)**

In an on-going effort to “go green” and save money all announcements, flyers, principal’s message, etc. will be sent electronically on Wednesdays. (Additional blasts may be sent if deemed necessary by the administration.) If you cannot receive information electronically please contact the office.

To help ensure that all information going home reaches all families, publications must be sent electronically to Mary McLinden at [mmclinden@mountcarmel.org](mailto:mmclinden@mountcarmel.org) In your communication include the audience your information must reach. Please have information to the office by noon on Monday - if Monday is a holiday then by noon on Friday. All school-related announcements must be approved before insertion.

## **BIRTHDAYS**

Birthday telegrams, balloons, flowers, etc. will not be delivered to classrooms. The school discourages the delivery of such items to school. Families wishing to provide birthday treats should make arrangements with the teacher prior to the designated day, and provide any necessary plates, utensils, cups, napkins, etc. If treats are provided, there should be enough for all children in the class, small in size, healthy and limited in the amount of sugar.

To help prevent hurt feelings, party invitations delivered at school must include the entire class, all the boys or all the girls. Students should refrain from talking about birthday celebrations that do not include the entire class, all the boys, or all the girls.

## **CELL PHONES**

Cell phones may only be used after school. During the school day, which begins once a student steps onto the campus, phones and other electronic devices are to remain turned off and in student backpacks or as determined by the classroom teacher for safekeeping. Consequences for using or displaying phones or having phones in desks, pockets, etc., will include confiscation of the phone, parent conference, and other disciplinary action. At the end of the school day phones may be removed from the backpack and used on the schoolyard. After the 1:00 p.m. bell on minimum days and the 3:10 p.m. bell on regular school days.

Administrators are responsible for ensuring a safe environment at school and they have a responsibility, as well as a right, to investigate items and situations that may provide evidence of wrongdoing. When a child violates the school's rules regarding cell phone use, he/she loses the right to privacy with regard to what is on their cell phone.

## **CHILD ABUSE**

Under the mandatory child abuse law, California Penal Code Section 11161.5, personnel of Mount Carmel School are subject to a fine if they do not report cases of suspected child abuse. Personnel take this very seriously and will do all they can to secure the safety of all students.

## **CHILD CUSTODY**

Our Lady of Mount Carmel School will show compassion to all parties involved in child custody issues. This requires divorced or separated parents to file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. Our Lady of Mount Carmel School will not be held responsible for failing to honor arrangements requested by parents that have not been made known by certified documents.

To help school officials we also ask responsible parties to:

- Recognize that the Buckley Amendment requires non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary.
- Understand that school personnel will not release children into an individual's custody until we have reached someone in authority who can give us clear directives.
- Remember that a new custody order will be verified and acted upon when directions are clearly given.
- Inform school personnel immediately if and when custody issues change or are modified.

## **ELECTRONIC DEVICES**

Electronic devices such as phones, tablets etc. are not allowed on the yard during the school day or on field trips unless directed by the teacher. Consequences for misuse may include confiscation, detention, parent conference, and/or suspension. (Note: Electronic devices may be used for class with permission from the teacher. The school takes no responsibility if these items are broken, lost or stolen.)

## **HEAD INJURIES**

In an effort to take a proactive stance on youth head injuries the following will occur:

- Parent/Guardians will be called if a child sustains any type of head injury at school, in after school sports, or on a field trip.
- 911 will be called if warranted. Details of the injury will be shared with the parent.
- All head injuries will be reported to the office. Written documentation will be kept on all injuries to the head.
- PPSL related head injuries will also be reported to the principal, and Sports Commissioner.

## **HEALTH AND MEDICATION**

Health records must be kept up to date. Hearing and vision screenings are given to children in Grades K, 2, 5 & 8. Additional grades may be screened if time and/or funds are available.

Should your child need any special medication (including over-the-counter medications) during school hours, please discuss this with office personnel. It is a State law that no medication will be distributed or administered without written permission from the parent. Minor

scrapes or cuts will be treated with only water and a bandage. **No** antiseptic, anti-itch or over the counter medication will be administered by school personnel. If any further treatment is deemed necessary, a phone call will be made. Advil or Tylenol will be distributed if noted on the child's Universal Medical Information/Emergency Contact Release and Consent Form.

Parents wanting to have their child excused from Physical Education, or to participate in P.E. in a limited manner, must submit a note. A doctor's note must be submitted for a student to miss P.E. for a chronic condition (i.e. asthma, heart problems, etc.). Parents or guardians should notify the school of any health problems that may hinder or limit students' school or extra-curricular activities.

## **INSURANCE COVERAGE FOR ACCIDENTS AT SCHOOL**

The students are covered by insurance for injuries incurred on the school grounds, as well as at supervised activities. Insurance information is sent home during the first weeks of school. The following procedure must be followed to benefit from the Archdiocesan School Insurance:

- As soon as an accident occurs, it must be reported to a teacher, yard duty supervisor, coach or moderator. All details of the accident should then be reported to the school office personnel.
- Parents must request an accident form from the school office within 24 hours of the accident. These forms are to be completed by their own doctor. The form is then mailed to the address provided.

## **JAYWALKING**

Students and parents are expected to follow traffic safety laws and cross the street at corners in crosswalks. The school office and/or the Safety Patrol Coordinator will notify parents whose children do not cross at the corner. Consequences for jaywalking will be given.

## **ONLINE ACCESS TO GRADES**

Families in Grades 4-8 have the opportunity to regularly follow their children's academic progress online. Grades are updated regularly and may be accessed once a family acquires a secure user code and password. Grades are accessible through **Beehively**.

## **PENINSULA PARISH SCHOOL LEAGUE (SPORTS)**

**Students:** After school sports are an optional extracurricular activity in which students at Our Lady of Mount Carmel School may participate. Boys and girls in grades four through eight participate in the Peninsula Parish School League.

**Coaches:** The Sports Board and school staff work together to provide athletic team opportunities for all students wishing to participate. All coaches must be fingerprinted, complete a Coaching Application, and complete Shield the Vulnerable. All coaches are volunteers.

**Parents:** Any parent wishing to assist with an after school sports team in the capacity of "team parent" or extra helper or supervisor at practices must complete the online course, Shield the Vulnerable and complete a LIVESCAN (fingerprint clearance). Information on these requirements are available in the school office.

**Administration:** "Pastor and Principal retain responsibility over all school teams. The athletic program must not interfere with the normal routine of school nor should it encourage practices contrary to good sportsmanship." (Archdiocesan Board of Education)

## **ROSTERS**

Each year, families are invited to have their name, address, phone number and email included in the school Roster. The Roster is created as a service to our families, to assist them

in finding numbers and addresses of other school families. The roster is not to be used for personal purposes, to promote a product or to solicit services from other school families.

### **SAFETY PATROL PROGRAM**

Students in Grade 5 may volunteer to be traffic crossing guards. Crossing guards perform duties before and after school. Students and adults encountering them in the performance of these duties should be courteous and respectful. School personnel coordinate the training, scheduling, and evaluation of the program.

### **STUDENTS OFFERING SOLUTIONS (SOS PROGRAM)**

SOS's are specially chosen and trained students in grade 4 who help others get along with each other. They also help students feel included by leading games and activities and are important role models in our community. This program is in support of improving the school environment and helping young people take responsibility for their own actions. These students are trained in the "Talk It Out" Conflict Resolution strategies and techniques. All students in fourth grade with a conduct and effort grade of 2 or higher and a consistent academic average of C or better may apply for the SOS program.

The skills developed and used include:

- Communication techniques
- Problem solving

### **SHIELD THE VULNERABLE**

All parents, guardians, grandparents, relatives and friends who desire to assist or participate in any school function are required to complete the online training called Shield the Vulnerable. This online program, offered in English and Spanish, is sponsored by the Archdiocese of San Francisco and is another means to keep our children safe at all times. This training must be updated every three years. To access this training:

1. Type into any Web browser – <http://www.shieldthevulnerable.com/STVSignUp.aspx>
2. Select the San Francisco Archdiocese from the dropdown menu under "First Time Signup"
3. Complete the registration form (also creates a Login ID and Password)
4. Save or write down the Login ID and Password for future reference, should you need to log off and continue your training at a later time. Once you have started the training program, should you log off and sign in again, the program will resume the training exactly where you left off.
5. Print a copy of your Certificate and give to the office for school file.

Access to a computer is available through the school. Call the office or email [amock@mountcarmel.org](mailto:amock@mountcarmel.org) to set up a time to use a school machine.

### **STUDENT LEADERSHIP**

All students in grade 8 may be involved in student leadership. The program is overseen by the eighth grade teacher. Committees of students work on activities that are supervised by teachers. Activities may be faith experiences, social, school-family based, school spirit based, fundraising, and/or charity-based in nature. In addition, 8<sup>th</sup> grade students may choose to be part of a weekday morning leadership team who welcome the students, lead the community in prayer and flag salute, and announce birthdays and school information.

### **STUDENT RECORDS**

Our Lady of Mount Carmel School collects and maintains information about students and their families for educational purposes and in the interest of the health, safety and welfare of students. The following outline indicates the content, maintenance and location of students'

records. It also lists the persons who have right of access to them. School records are located in the Main Office.

### **Content**

1. Legal name of student, gender, place and date of birth
2. Name and address of parent (guardian) of minor student
3. Academic records and standardized test scores
4. Enrollment history (date and teacher's name at each grade level)
5. Attendance
6. Sacramental Records (including dates and places)
7. Dates of entry, graduation, transfer, or withdrawal from school
8. Health records (immunizations & verification of or exemption from required immunizations)
9. Signed explanatory notes or comments
10. Name of school(s) previously attended

### **Maintenance And Updating**

- Directory data checked annually by school
- Directory data changed upon parental notification to school
- Content items added annually by classroom teacher

### **Access**

- Parents, legal guardians, or persons authorized in writing by parent
- Principal and staff
- Officials listed on Record of Access Form (i.e., officials of a public, private, or parochial school where the pupil intends to enroll upon graduation or transfer, and federal or state officials auditing funded programs)
- Officials of the Archdiocese

In most instances the substantive matter of the student record is a summary of the report card grades and achievement test scores. Parents/Legal Guardians have a right to see this cumulative record if they choose. Email the principal, [principal@mountcarmel.org](mailto:principal@mountcarmel.org) and an appointment will be made for you to see the record at a time when a qualified person will be available to answer questions and interpret the recorded data. If you find the record to be inaccurate or incomplete, please send to the office a written request to change or to correct the record. In addition, a parent may receive a copy of the record.

If your child transfers to another school, you will receive a form from the new school advising you that they will request us to send them a written transcript of the attendance, achievement and health records gathered here. They will obtain new identifying and directory data from their application form.

Records may be released with your authorization to persons or agencies other than schools, (i.e., reading or testing specialists.)

Non-custodial parents are entitled to discuss their child's academic progress and receive copies of their child's report card and view permanent records unless there is a court order to the contrary.

### **Confidential Student Record Files**

Our Lady of Mount Carmel School is required to compile and maintain for a stipulated period of time records that are stored in a separate file from the Cumulative Records. Such records are:

- CSIR Cards
- Directory Information
- Disciplinary Records
- General Information (such as performance over time)
- Guidance & Counseling Notes
- Special Needs Student Records

These records are not transferred with the Cumulative Records unless parent/guardian permission is received.

### **Procedures for Challenging the Content of the Record**

Challenges to the content of the record are concerned with the correction of data in the Student record, not with the substantive decisions on the assignment of grades. These challenges are to be settled through proceedings at the local level.

- A. The parent of a student may file a written request to the principal to correct or amend any information in his/her child's permanent records which s/he alleges to be:
  - inaccurate,
  - an unsubstantiated personal conclusion or inference,
  - a conclusion or inference outside of the observer's area of competence, or
  - not based on the personal observation of a named individual with the date and place of the observation made.
- B. If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded the principal or official shall inform the parents in writing concerning the conclusion reached.
- C. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the records of the student a statement commenting upon the information in the records and/or parental reasons for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

### **WATER BOTTLES**

As an on-going concern for the well-being of students, water bottles are allowed on campus during recess, lunchtime, and class time. Teachers, however, will set their own guidelines for the use of water bottles in their classes. Water bottles are a privilege, and if students misuse them or cause excessive litter they may be suspended from yard and/or classroom use. Only non-flavored water is allowed in the classrooms. Students may **not** bring glass water bottles on campus.

# TRANSITIONAL KINDERGARTEN

## (Program Specific Information)

### What is Transitional Kindergarten?

Transitional Kindergarten gives children an advanced preschool curriculum that keeps children challenged by blending preschool and Kindergarten standards with high expectations based on:

- Faith Formation
- Language and Literacy
- Math and Science
- Physical Fitness and Health (PE)
- Social and Emotional Development
- Creative Expression (visual, musical, and kinesthetic)
- Spanish and Technology

### Transitional Kindergarten will:

- Prepare students socially, emotionally, and academically for the expectations of kindergarten
- Give children the gift of a high quality early learning experience while building confidence as they move to the next level of learning
- Facilitate social, emotional, physical, linguistic and cognitive development in a play-based integrated curriculum.

### Curriculum

The Transitional Kindergarten Program offers a play-based integrated curriculum.

#### **Religion- I Am Special**

Children explore, discover and learn more about themselves, relationships with others, and about God's creations.

#### **Language Arts- Happily Ever After-Zaner-Bloser**

A reading readiness program with children's literature at its core. Writing and phonics are also part of this program.

#### **Math- McGraw Hill My Math-Pre K**

This book is designed as a foundation for the upcoming Grade K Common Core State Standards.

#### **Ancillary Programs**

In addition to the above basics, science, social studies, art, music, Spanish, Physical Education, and library time are interwoven and integrated into the weekly schedule with ancillary programs being taught by program-specific teachers.

# TRANSITIONAL KINDERGARTEN (CONT'D)

## (Program Specific Information)

### **Technology**

Technology is integrated and used consistently. TK has access to iPads for all its learners. Applications used support the curriculum, support differentiated instruction, and allow students to explore their world through Smartboard lesson integration.

### **Assessment**

Students will be formally assessed three times during the year – September, December and May. The information gathered will be used to support instruction and track student's growth. Parent-Teacher Conferences will be held in December.

### **Drop-Off and Pick-Up Locations**

- **Drop Off** - Students should be lined up by 8:30 outside the front door of the school.
- **Pick Up** -
  - Monday - pick up in the yard outside of our classroom
  - Tuesday - Thursday: pick up at the school's front door
  - Friday - pick up at the Kid's Place front door (601 Katherine Ave.)

### **Absences**

If your child is absent please email both the teacher ([tk@mountcarmel.org](mailto:tk@mountcarmel.org)) and the office ([attendance@mountcarmel.org](mailto:attendance@mountcarmel.org)) or call the school office (650-366-6127) by 9:00 am.

### **Schedule**

School Day:

**Monday and Friday** – 8:30 – 12:50 pm

**Tuesday – Thursday** – 8:30 – 1:30 pm

Childcare is available at Kid's Place:

**Monday – Friday** – 7:00 am – 8:30 am

**Monday and Friday** – 12:50 – 6:00 pm

**Tuesday – Thursday** – 1:30 – 6:00 pm

### **Recess**

Monday – Friday – 9:40 – 10:05

### **Lunch**

- Students will eat lunch at school Tuesdays – Thursdays.
- You may send your child with a lunch from home or order from School Foodies.

# PRE-KINDERGARTEN PROGRAM

Our Lady of Mount Carmel School offers classes for children aged three to five years old. We believe that the building of social skills is the key to success in later schooling. It is our mission to help young children acquire self-discipline, self-confidence and social skills. Children in our early programs have opportunities to play and work with other children, to make choices and encounter the consequences of those choices, figure out how to enter play situations with others, and how to negotiate social conflicts using language. It is also a time to explore the moral teachings presented in the Bible and the love that Jesus has for all of us. Using play experiences, we teach through interactions between the environment and each other, the concepts of colors, numbers, letters and shapes.

## **Pre-Kindergarten –**

Students must be three years old by September 1 of the year they wish to attend. Class size is limited to 15 students and is part-time, from 9:00 a.m. – 12:30 p.m. Tuesday-Friday and 9:00-12:00 p.m. on Monday. We do not offer before or after care for Pre-School children.

## **ADMISSION POLICY**

- Children must be 3 or 4 years of age by September 1 of the year admitted to participate.
- Completed application and interview with school administration.
- Visit the Admissions page of the school website for more information or call the school office at 650-366-6587.

## **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

Our Lady of Mount Carmel School mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Our Lady of Mount Carmel School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

## **REGISTRATION PROCESS**

- All forms must be complete and returned for a child to attend.
- Immunizations must be up to date.
- A non-refundable \$130.00 registration fee must accompany completed financial agreement.

## **RESPONSIBILITIES - PARENTS**

Your child's safety and well-being is our main concern. No child will be allowed to attend unless all forms are completed and returned.

- Parent or guardian must be prompt in picking up their child. Staff will not permit a child to leave the facility unless accompanied by a parent, guardian, or a person whose name is on that child's emergency form. Parents may add names for pick-up any time during the year.
- Please keep sick children home. If your child contracts a communicable disease, head lice, or any illness that keeps them from attending class, parents must notify the Pre-Kindergarten Program office at 366-6587.
- Parents who have concerns or want to discuss their child's progress may arrange for a

- meeting with the teacher either by phone, in person, or by email.
- Failure to pay tuition will result in loss of space in the program. We encourage you to talk with the Director if you have any questions regarding tuition.
  - Tuition assistance is given on a need basis to those who complete the Tuition Assistance Form. As our assistance dollars are very limited, we strive to distribute these dollars to best assist those in need.
  - Parents must give 14 days notice when removing their child from the program or pay 1/2 month's tuition.

## **RESPONSIBILITIES - STUDENTS**

As members of a Christian and caring community, the children in the Pre-Kindergarten programs will be expected to respect the staff, each other and the materials and environment provided. Parents will be informed of behavior problems and meetings will be set up to best help teachers, parents, and child to work together to correct these problems. Behavior that threatens the safety of others or the child's personal safety may result in the child being dropped from the program.

## **SNACKS, BIRTHDAYS AND SPECIAL HOLIDAYS**

We provide a nutritious morning snack. The snack consists of two foods selected from the four basic food groups. PLEASE let the teacher know in writing if your child has a food allergy.

Parents may send snack in celebration of their child's birthday; just communicate with the teacher.

## **INJURIES**

If a child is injured while at school, and it is deemed minor, first aid will be given on the premises. Parents will be informed of all first aid treatment via "Ouch" notices. In cases which appear serious, the Teacher or Program Director will make every effort to carry out the instructions as given on the child's emergency form. PARENTS WHO DO NOT DESIRE THEIR CHILD TREATED IN ANY MEDICAL WAY SHOULD INDICATE THIS ON THE EMERGENCY FORM AND GIVE SPECIAL INSTRUCTIONS. All teachers are required to be current on Basic First Aid/CPR training.

## **ILLNESS AND MEDICATION**

If a child becomes ill while at school, it is the parent's responsibility to pick the child up as soon as possible. ALL ALLERGIES OR LIFE THREATENING CONDITIONS (ASTHMA, SEIZURES, ETC.) MUST BE BROUGHT TO THE DIRECTOR'S ATTENTION BOTH VERBALLY AND IN A DETAILED WRITTEN FORM WITH INSTRUCTIONS ON WHAT TO DO IN THE EVENT OF A PROBLEM.

## **FIELD TRIPS**

In the event the teacher decides to take their class on a field trip, Class will begin and end at the site of the tour. Parents are responsible for transporting their own children to and from the field trip site. **OUR LADY OF MOUNT CARMEL SCHOOL IS NOT RESPONSIBLE FOR TRANSPORTING STUDENTS.**

## **STATE LICENSED FACILITY**

As we are a state licensed facility, licensing has the right to interview your child and review all records.

## **CHILD ABUSE AND NEGLECT**

Under the mandatory child abuse law, California Penal Code Section 11161.5, the program staff is subject to a fine if we do not report cases of suspected child abuse. If your child has an accident and has injuries that could look suspicious, please be sure to let us know how the accident happened.

## **SCHOOL UNIFORM POLICY**

Uniforms are not required.

## **SERVICE HOUR PROGRAM / SCRIP**

Pre-Kindergarten Program families who do not have siblings in the school are required to complete a minimum of 6 service hours at the Spring Festival. Parents may choose to opt out of the Service Hour Program by paying the Non-Participation tuition rate.

In addition to our service hour program families only must participate in the Scrip program. The Scrip commitment for families whose oldest child is in Pre-K is \$75.00. Each year SCRIP stands as a major source of fundraising income to supplement the school budget and curb tuition increases. **There is no cost involved in supporting this fundraiser.** The school receives an average of 5.5% from purchases made with paper/card SCRIP and 1.6% with eScrip. We also encourage you to ask your friends and family to participate in this program. Paper/card Scrip is available throughout the year and families are encouraged to purchase it throughout the summer. Please see the Scrip Program Information section beginning on page 58 for further information. Parents may opt out of the Scrip program by paying a fee of \$130.

## **TAX EXEMPT STATUS**

Our Lady of Mount Carmel School Pre-Kindergarten Program is part of Our Lady of Mount Carmel Roman Catholic Parish, which in turn is a part of the Roman Catholic Archdiocese of San Francisco and of the United States Catholic Conference. As such, this Catholic Church enjoys a tax- exempt status under the regulation of the Internal Revenue Service. Our Federal ID number is 94-1477070.

# A KID'S PLACE EXTENDED CARE

## Policies and Procedures 2017-2018

**ENROLLMENT:** Every family that makes use of A Kid's Place, whether on a regular basis or one time only, must pay a registration/materials fee of \$75.00. This fee is non-refundable. A Kid's Place is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, national and/or ethnic origin, age, sex or ability. All families must submit a financial agreement and emergency forms before a child may attend.

**FULL TIME CARE:** Full time care students may use the center from 7:00 am to 8:00 am; 3:00 pm to 6:00 pm and 12:50 pm to 6:00 pm on minimum days. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 6:00 pm. Non-payment of fees will result in a loss of space in our program. A Kid's Place is open to a full time care students on all school days with the exception of the last day of school. **A KID'S PLACE IS CLOSED WHENEVER SCHOOL IS CLOSED AND THE LAST DAY OF SCHOOL.**

**PART TIME CARE:** Drop in care is on a reservation format or as needed on a daily basis. Parents need to fill out a monthly calendar prior to month in which care is given or parents must call the day that care is needed. The first calendar will be sent to you in August. Payment options are (1) through the FACTS program or (2) receive a monthly bill to be paid by check. Parents must pay for the entire hour although they may need only a portion of said hour. If your child is absent on a day that you have reserved, you must notify the center of this absence . If you fail to cancel a day that you have reserved, you will be charged 2 hours of care. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 6:00 pm. Non-payment of fees will result in a loss of space in our program. A Kid's Place is open for Drop-In care all school days with the exception of the Thursday before the Festival and the last day of school. **A KID'S PLACE IS CLOSED WHENEVER SCHOOL IS CLOSED.**

### **SCHEDULE OF HOURS**

7:00 - 7:45 A.M.	3/4 HOUR CHARGE
7:45 - 8:00 A.M.	1/4 HOUR CHARGE
8:00 - 8:30 A.M.	1/2 HOUR CHARGE
12:50 - 2:00 P.M.	ONE HOUR CHARGE (Minimum Day)
2:00 - 3:00 P.M.	ONE HOUR CHARGE
3:00 - 4:00 P.M.	ONE HOUR CHARGE
4:00 - 5:00 P.M.	ONE HOUR CHARGE
5:00 - 6:00 P.M.	ONE HOUR CHARGE

### **COUNSELOR IN TRAINING (CIT)**

Students in grades 7 and 8 may apply to our Counselor-In-Training program. Students must apply for this position. All applicants must interview with the Director and be accompanied by a parent. Students who apply for this position must be mature, responsible, have a positive attitude towards others, and be able and willing to take direction. CIT's will be responsible for assisting staff when needed, be a positive role model for the younger children, assist with homework when needed, and help maintain a safe and clean environment.

### **SIGN-IN & OUT**

All children need to be signed in and out. The sign-in sheet is located next to the front door. Only those authorized on your emergency forms will be allowed to sign your child out. Written permission is needed for anyone not listed on the emergency form.

**ACTIVITIES**

Students are welcome to use the entire center including our courtyard. We open the schoolyard from 3:30-4:30 for outside play and in addition an afternoon art project is provided daily for the children.

**HOMEWORK CENTER**

Homework center takes place in the small hall from 1:30-2:30 on Mondays and 3:30-4:30 on Tuesdays through Thursdays. Homework Center is open to children in grades 1 to 8. All students doing homework when homework center is open must do so in homework center. We will check their homework for completion, but it is the parents' responsibility to check for corrections. If you would like your child to attend homework center, please send a note or email to Maureen Arnott at [kidsplay@mountcarmel.org](mailto:kidsplay@mountcarmel.org).

**AFTER SCHOOL PROGRAMS**

If a student is enrolled in both A Kid's Place and another after school program (sports, music, scouts, etc.), the parent must fill out the "Activity/Event/Sports Written Permission form" that is available at the center.

**LUNCH AND SNACK**

We cannot keep lunches in the refrigerator or heat lunches. We provide a daily afternoon snack around 3pm each day.

**CHANGE OF CLOTHES**

An area is provided for children to change after school. It is recommended that you send your child with a change of clothes. Please label all articles of clothing.

**EARLY PICK-UP**

If you need to pick up your child directly from school on a day that you have indicated a need for care, you must call us. We get very worried when children attend school but do not show up for care.

**BEHAVIOR**

If a child exhibits behavior that hurts another child, destroys property, is disrespectful, or endangers a child, a notice will be sent alerting the parents to this behavior. Parents are encouraged to call the center and speak to the Director if there are concerns or questions.

**ALLERGIES AND MEDICAL CONDITIONS**

Parents are required to notify the Director in person and in writing of any medical condition or allergy that their child has. Instructions on the procedures to be taken if the child experiences an allergic reaction or medical episode must be included in the written notification. A parent consent for administration of medication must be filled out. Doctor's instructions must be included with all medication(s). All medication(s) must be kept in A Kid's Place office. Children are not allowed to carry medication on their person, backpack or lunch box.

**CHILD SAFETY**

Under the mandatory child abuse law, California Penal Code Section 11161.S, the program staff is subject to a fine if we do not report cases of suspected child abuse.

**ILLNESS/ LICE**

Children may not attend day care if they are ill. Children may not attend day care if they were absent from school for that day due to illness. Children may not attend if they are running a fever. Parents will be notified and expected to pick up children who the staff evaluate as being ill. Parents are expected to inform the staff if their child contracts a communicable disease so that we may send out notices to other parents. Children who have head lice will be sent home and may not return unless their hair is nit free. Proof of lice treatment is required for the child to be able to return to the center.

**INJURIES**

If a student is injured while in the care of A Kid's Place and it is deemed minor, first aid will be given on the premises. Parents will be informed of all first aid treatment. A note to parents will be put in the kitchen. In cases which appear serious, the staff will make every effort to carry out the instructions as given on the emergency cards. Parents who do not wish their child treated in any way should indicate this on the emergency card and give special instructions. Additionally, you will be called if the injury is serious or causing great distress to your child. Parents will be contacted for all head injuries.

# PARENT PROGRAMS INFORMATION

## PARENTS' SERVICE HOUR COMMITMENT

The Parents' Contributed Service Hours Program was adopted a part of a long-range financial program to help reduce expenses. By distributing fairly among all parents the volunteer hours needed yearly, it is hoped that the following benefits will be derived.

- Higher educational quality at minimum increase in cost
- Greater financial return from fundraisers
- Additional programs and activities that would otherwise be unavailable
- Greater social interaction among parents

When registering children each year, two parent families are asked to make a commitment to Our Lady of Mount Carmel School of a minimum of fifty (50) service hours of which two (2) hours are to be completed for the Auction and, nine (9) completed during the weekend of the Spring Festival. Single parent families (only one parent contributing to tuition, Scrip, fundraising, etc.) are asked to complete twenty-five (25) hours, one (1) of which goes to the Auction and six (6) to the Spring Festival. It is also expected that families will participate and support class sponsored hot lunches, grade activities and where relevant class sponsored grade specific fundraisers. The remaining hours may be completed in a variety of school and parish programs.

## FUNDRAISING POLICY

In order to keep tuition costs down, Our Lady of Mount Carmel School will sponsor a minimum of three major fundraisers each year. ALL families except those subject to the Non-Participation Tuition Rate are expected to participate in fundraisers by raising money at the Fall Fundraiser, by working at or for the Auction and by working at the Spring Festival. Families will be advised of the financial or time expectations involved prior to each fundraiser.

## VOLUNTEER EXEMPTIONS

The following volunteer leadership positions are exempt from completing mandatory service hours in other school-sponsored programs.

- Auction Chair(s)
- Fall Fundraiser Chair(s)
- Festival Chair(s)

Parents or guardians in leadership roles other than those listed above may discuss with the principal their additional service hour commitments.

## SCRIP PROGRAM - *Developing Funds for Developing Minds*

For over 30 years, many national and local stores have sold gift cards (paper and card form) to us at between 1% and 20% below their full retail value. We are especially thankful to our local merchants that have joined our Scrip program. We sell these cards (Scrip) to the community at full retail. The difference between the full retail value we sell the Scrip for and the discount we purchase the Scrip at is the profit the school makes. Aside from buying cards at school, there are other options available at [ShopWithScrip.com](http://ShopWithScrip.com) and [eScrip.com](http://eScrip.com) and with the new BenefitMobile app offered through eScrip.

Scrip is **the only fundraiser that costs you nothing**. It is an amazingly easy way to raise funds for our school. Via Scrip, we are able to keep the cost of educating our students down with no cost to our school families.

## **Scrip FAQ's**

### **How much Scrip profit is each family required to generate?**

Participating school families in grades TK-8 are required to generate a minimum of \$250 Scrip profit. Pre-K families are required to generate a minimum of \$80 Scrip profit. All Scrip profit is recorded when it is received. All Scrip profit received between May 1, 2017 and April 30, 2018 will be applied towards your 2017-18 commitment. eScrip and Benefit Mobile generally reports profits on a two month lag. Your friends, family, and colleagues can purchase Scrip in your name; the purchases do not need to be made by you personally to fulfill your Scrip commitment

### **What if we generate more than the required?**

When more than the required \$250 Scrip profit is generated in your name, we share the overage with you 50/50. You can donate your half back to the school or use it to offset your tuition for the following school year.

### **Where do I buy Scrip?**

Scrip is available throughout the year. During the school year, orders can be placed online at [www.ShopwithScrip.com](http://www.ShopwithScrip.com) or by printing an order form from our website and sending it in with your oldest child.

Orders are filled weekly on Thursday mornings. The Scrip will be hand delivered to the oldest child on Thursday afternoons just before dismissal, or families may opt to pick it up at either the school office or A Kid's Place. Scrip may be purchased during school hours at the school office Monday through Friday from 8:00 a.m. to 4:00 p.m. The school carries an inventory of over 50 different vendors, including local supermarkets, gas stations, restaurants and department stores. You may also choose from a broader variety of vendors by ordering online or placing a special order. [ShopWithScrip](http://ShopWithScrip) allows you to monitor your account, take advantage of special deals, order from retailers across the country, use PrestoPay (Shop with Scrip's bank account debit system and you can print some Scrip at home (ScripNow), and reload many gift cards (Reload and ReloadNow) - use MyScripWallet and do it on the go!). At [ShopWithScrip](http://ShopWithScrip), you can even send ScripNow items as gifts by email! **Our ShopWithScrip enrollment code is 271A869545L6.**

### **How do I use Scrip?**

Scrip is used just like a gift card. If you use less than the original value, it holds the balance. Generally, Scrip cards generally offer a higher profit percentage than the same vendor might offer through eScrip or Benefit-Mobile but, at both of those, you also have the option to use a credit or debit card for your purchase.

### **How do I join the eScrip program?**

To join, register at [www.escrip.com](http://www.escrip.com). When asked to select a school, enter Our Lady of Mt Carmel School – spell it exactly that way (no period after Mt) and be sure to select Our Lady of Mt Carmel School in in Redwood City. You can register any credit and debit cards you regularly shop with, as well as some local grocery loyalty cards (Bianchini's and Delucchi's). You must update your file if you receive new cards or your card expires. You may also ask family and friends to register. Let [Mary McLinden](mailto:Mary McLinden) know who they are and you will receive the credit.

### **How do I use eScrip?**

After you register with eScrip, each time you shop at an affiliated brick & mortar store or through their Online Mall, a percentage of your purchase is credited to the school in your name. They also have a dining program and many travel options. There is an administrative delay in

passing these funds to the school but you will receive credit as soon as the funds are received. At eScrip, you can also download and register for the new Benefit-Mobile app. Select Our Lady of Mt Carmel School as your organization and register debit and credit cards as you do for eScrip. The difference is, on Benefit-Mobile, all purchases and redemption are done on your mobile device.

### **How do I know how much Scrip profit I have generated?**

You can see your scrip totals on your Beehively account, under Commitments, but it is only updated every six weeks or so. It includes your eScrip and Benefit-Mobile earnings, as well as the cards you purchase at school or through ShopWith Scrip, but be aware that their funds are distributed to us about 60 days behind. The most up-to-date Scrip totals can be viewed once you create an account at ShopWithScrip. If you have questions regarding your Scrip earnings, contact [Mary McLinden](#).

### **What if I have trouble meeting my Scrip obligation?**

If a family is having trouble meeting their Scrip obligation, they should send a note to the Principal. We encourage all families, especially those who are experiencing difficulty meeting the Scrip minimum to ask family and friends who are not part of the school community to join the Scrip program. The simplest method is for them to register at eScrip and download the BenefitMobile app. Be sure and let [Mary McLinden](#) know who is purchasing for you.

### **How can I generate this much Scrip profit?**

Most families spend at least \$100 per week on groceries and gas, which would generate approximately \$2 - \$4, depending where you shop, and if Christmas and birthday gifts are purchased with Scrip, the profit commitment amount of \$240 is easily attainable. Remember that friends, relatives, and colleagues can purchase Scrip in your family's name. Maybe your employer has an incentive program and they would like Mount Carmel School to supply the gift cards. This will also be credited to your family's account. Remember to use Scrip for your business and personal travel needs.

### **Creative Ideas**

- We have several OLMC family businesses that offer Scrip - Canyon Inn, Key Market, Mi Rancho Supermarket, Mountain Mike's Pizza, Patty Shack, Rivera Chiropractic, Sakura, and Sancho's Taqueria. Be sure to frequent them.
- Use the online ordering system at ShopWithScrip. There are special offers with higher contributions that are not offered unless you order online.
- Keep an envelope of Scrip for merchants that you frequent most often or use the Reload feature offered through ShopWithScrip.
- Try to do most of your shopping with merchants that are part of the Scrip program.
- Don't shop unless you have Scrip with you.
- Shop the merchants that offer the highest Scrip profit percentage.
- Use Scrip to pay for your medical prescription co-pays - we have CVS, Rite-Aid, Safeway & Target.
- Send "ScripNow" e-cards (available through ShopWithScrip) as gifts.

# EMERGENCY DISASTER PLAN

## PARENTS' GUIDE

### **DO NOT CALL THE SCHOOL**

Leave phone lines open. School lines will be needed for emergency use. Tune to radio station KCSM 91.1 FM, KCBS 740AM/106.9FM, KGO 810AM, or KNBR 680AM. We will send an emergency alert, text and/or phone call through Beehively.

### **IN CASE OF EARTHQUAKE CHILDREN ASSEMBLE ON THE SCHOOLYARD**

As soon as the earthquake has stopped, the children will be evacuated to the schoolyard.

### **PICK UP THE CHILDREN**

As soon as possible pick up your children and any other child you agreed to pick up on your emergency forms. Enter school on Fulton Street. Children must be signed out. ALL GATES WILL BE LOCKED. This is to prevent children from leaving without being signed out.

### **WALK TO SCHOOL IF POSSIBLE**

Avoid parking on Fulton Street **LEAVE FULTON STREET AND DRIVEWAYS CLEAR** for emergency vehicle access.

### **SIGN-OUT CHILDREN**

Your child will only be released to a parent or authorized adult as indicated on emergency card. Children who walk or bike to school will remain on campus until signed-out.

### **TRANSFER TO SHELTER**

At the discretion of the staff, children may be transferred to another location. The location will be posted at the school. You should pick up your child at that shelter.

### **IMPORTANT NOTE:**

Children walking or riding bikes to school during an earthquake should seek safety first. Once the earthquake has stopped the child should continue to walk to school. Children walking or riding home from school during an earthquake should continue walking home after the earthquake has stopped.

## RESPONSIBILITIES OF PARENTS AND STUDENTS

### **RESPONSIBILITIES OF PARENTS**

- A. PROVIDE completed emergency card for each child with accurate and specific information concerning medical needs and emergency contacts for each child. If any information on the card changes, request new cards, and fill out and return to the front office.
- B. PROVIDE TWO PRESCRIPTIONS. If your child requires a prescription you must provide two of each prescription. One is to be stored in the office and one to be stored in the classroom emergency bag. Diocesan Medication forms should accompany it. (Available in the front office).

- C. Inform your children as to who is authorized to pick them up in an emergency.
- D. Teach your children to listen to instructions and cooperate with school officials.
- E. Review these guidelines with all family members and authorized emergency adults.
- F. Formulate a home disaster plan and teach your children the plan. Children must know what to do once they are discharged from campus.

## **RESPONSIBILITIES OF STUDENTS**

- A. Know who is authorized to pick them up in an emergency.
- B. Practice the drop, cover and hold procedure.
- C. Follow instructions from school officials.
- D. Discuss questions with family members and school officials about these procedures.

## **EMERGENCY EVACUATION PROCEDURES**

Mount Carmel School has adopted a plan for emergency evacuation and discharge of students in the event of an earthquake or disaster. For your ready reference, this guide summarizes important provisions of the plan. Please read this guide with your family members and become familiar with its provisions.

### **DROP, COVER AND HOLD**

Students will be instructed to assume the drop position away from windows or other hazards - under desk, table or shelter. (Drop position - head down towards knees, eyes closed and hands holding desk or table in place.) If not under shelter, go to the base of a wall and assume the drop position, hands clasped behind neck and arms against ears. Don't use doorways; doors may slam shut.

### **EVACUATION**

When it is safe to do so, teachers will instruct students to evacuate to the schoolyard. Students will be together as a class. They will be instructed to sit down and remain silent while teachers assess injuries and take roll.

### **DISCHARGE**

Children will be allowed to leave with authorized adults listed on the emergency card. Adults report to the command post to sign out child. Children will not be allowed to leave campus on their own. All children must be signed-out. Children who walk or bike to school will not be allowed to leave without being signed-out by a parent or authorized adult.

### **TRANSFER TO ANOTHER LOCATION**

At the discretion of the staff, the children may be transferred to another location. A sign will be posted at the school with the name and location of the shelter. You should pick your child up at the designated location. Mount Carmel staff will accompany children at all times.