

# Mount Carmel School

“Knowledge and Faith in Action”



## Parent/Guardian & Student Handbook

2018-2019

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# MOUNT CARMEL SCHOOL

*“Knowledge and Faith in Action”*

## MISSION STATEMENT

The mission of Mount Carmel School is to form a faith-filled community which follows the teachings of Jesus, provides excellence in education and encourages a zealous commitment to prayer and service.

## PHILOSOPHY

The Mount Carmel School Community is committed to the work of the Church through the ministry of education. Its special goal is to “announce the message revealed by God which the Church proclaims; build fellowship in the life of the Spirit; give service to the Christian community and to the entire community.” **(To Teach as Jesus Did, #14)**

Mount Carmel strives to teach the individual to seek the good in all people by helping students develop social acceptance of others regardless of race, color, creed, handicap, national origin, or financial status, in a safe, peaceful environment.

Through the educational process Mount Carmel nourishes self-esteem as well as humility in each individual and continues the development of Christian values and God-given talents begun in the home. Self-discipline is recognized as a prime factor in keeping alive the enthusiasm for learning.

The greatest accomplishment Mount Carmel can achieve is to foster in partnership with the parents the spiritual, intellectual, social, emotional and physical development of each student, which will enable each to grow into a mature and active Catholic parishioner, capable of serving God, country, and others, now and in the future.

## Goals and Objectives to Accomplish

1. To Develop the Spiritual Life of Each Child.
2. To Develop the Social and Emotional Life of Each Child.
3. To Develop the Intellectual Potential of Each Child.
4. To Develop a Strong Body and a Sense of Fair Play in Each Child.

## **PARENT/GUARDIAN COOPERATION STATEMENT**

An integral part of the educational philosophy of Mount Carmel School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While Mount Carmel School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, Mount Carmel School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Mount Carmel School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance, and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **PRAYER**

### **Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you all my prayers, works, joys and suffering of this day, for all the intentions of your Sacred heart, in union with the Holy Sacrifice of the Mass throughout the World, in reparation for my sins, for the intentions of all our associates, and for the general intentions recommended this month.

### **Capital Campaign**

Our Lady of Mount Carmel, we pray that you keep a watchful eye on our Carmel family as we proceed to build, grow and excel spiritually and physically. We implore your guidance and wisdom throughout the course of our Capital Campaign. Amen.

### **Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided. Inspired with this confidence, I fly unto you, O Virgin of virgins, my Mother. To you I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions but in your mercy hear and answer me. Amen.

### **Afternoon Prayer**

God of Light and Truth, thank you for giving me a mind that can know and a heart that can love. Help me to keep learning every day of my life, for all knowledge leads to you. Let me be aware of your presence in all things and at all times. Grant me the grace to spread your love and serve others as I leave today. Amen.

## **RELIGIOUS EDUCATION AND SACRAMENTAL LIFE**

The sacraments have been defined as the meeting places between the action of God and the response of people – encounters between an individual and God, which require a response. Parents who have bestowed life to their children and are the primary religious educators, ideally should serve as Christian role models to their children and lead them to the Sacraments.

Mount Carmel School places special emphasis on our religious education program. Students will receive a grade in religion, based upon the content of the course, as is the case in all academic subjects. All students, including non-Catholic students, are expected to participate in our religion education program, along with active participation in our liturgical celebrations throughout the year.

Mount Carmel School upholds the following policy:

- The school will inform the pastor of St. Mary Magdalen Catholic Church of the names of all second graders enrolled in Mount Carmel School.

- It is the parents' responsibility to contact their own church parish for sacramental preparation and reception for their children.
- The students' pastor, not the school's administration, has the final decision regarding eligibility for the Sacraments.

## **ADMISSIONS AND WITHDRAWALS**

### **Statement of Admissions**

Mount Carmel School admits all children regardless of race, sex, creed or national origin providing openings exist.

### **Priorities for Admissions**

1. Siblings of Mount Carmel Students (Pre-K – 8<sup>th</sup>)
2. Children of Mount Carmel employees
3. Children of Mount Carmel alumni
4. Siblings of Mount Carmel alumni currently attending Vermilion Catholic and/or Vermilion Catholic alumni
5. Children of Vermilion Catholic alumni
6. Children of those parents that attended, but are not graduates of Mount Carmel and/or Vermilion Catholic
7. Children of Vermilion Catholic employees
8. Children of other Catholic school alumni
9. Student transfers from Catholic schools
10. Children of Catholic Church parishioners in the Civil Parish of Vermilion
11. All others.

### **Notes**

- A. All admissions will be administered by the principal upon interview.
- B. Should a conflict in any category arise, the principal will make the final resolution.

### **Withdrawals**

Students who transfer to another school during the school year must follow certain office procedures. Parents are to notify the registrar in writing; an email may be sent to [mmcneil@mceschool.com](mailto:mmcneil@mceschool.com). The notice should also have the name and address of the student's new school. Cumulative records of students will be released after this procedure is completed, and all accounts have been cleared. Cumulative records will not be released for accounts with outstanding balances.

## ACADEMIC INFORMATION

RenWeb is an online comprehensive school administrative and student information system. Mount Carmel School uses ParentsWeb, a component of RenWeb, to improve the flow of information among administrators, parents, students, and teachers. Through this program, parents have the ability to access information such as student grades, attendance, homework, progress reports, quarter report cards, announcements, calendar postings, schedules, etc.

### Grade Reporting

Report cards are issued via email through RenWeb. The school year is divided into four quarters.

### Grading Scale

94-100	A
87-93	B
77-86	C
70-76	D
Below 70	F

### Honor Roll Recognition

1. Principal's list—All A's.
2. Honor Roll—All A's and B's in any combination and no C's.

A certificate is awarded at the end of the year to those students who have maintained the Principal's List or Honor Roll status for all four quarters. The names of these students are printed each quarter in the Abbeville Meridional newspaper.

### Promotion

1. Kindergarten students who do not meet Mount Carmel School's criteria of 80% in both ELA and Math skills on the final report card will not be promoted.
2. Any student in grades 1-5 who fails reading and math will not be promoted.
3. Any student in grades 1-8 who fails math, reading, or English will be referred to the School Building Level Committee for summer school referral and a promotion decision.
4. If a student fails any two or more subjects he/she will be referred to School Building Level Committee for summer school referral and a promotion decision.
5. Students who are taking the State Standardized tests in public schools would be required to meet state standard passing score on these tests to continue to the next grade at Mount Carmel.
6. It is mandatory that 8<sup>th</sup> grade students attend the award ceremony, graduation practice and graduation ceremony to complete their 8<sup>th</sup> grade year.

**The final decision for a student to be promoted to the next grade or for a student to continue at Mount Carmel School will be made by the administration.**

## HOMEWORK

All students can expect daily homework; homework is a necessary part of the educational process. Students are expected to have homework properly completed before arriving at school in the morning. It is posted on RenWeb and written in the student's planner.

### **Absences (Homework Responsibility)**

\*\*\*At any time a student is absent a written excuse is mandatory in order for the absence to be considered excused. If no excuse is received, the absence is not excused, and the student may not be allowed to make up their schoolwork.\*\*\*

Homework is posted on RenWeb at all times; please note that the homework listed online may differ slightly from what is in the student's planner as plans change.

### **Students Leaving During the Day**

Students are responsible for getting their homework from a classmate should they leave school during the day. Classes will not be interrupted to obtain work, but students should take their books home to be sure they have materials needed to complete their work.

### **One Day Absence**

If a student is absent for **one day** the student will be given one day to make up any test/graded assignment missed. No homework will be sent to the front office until the second continuous day of absence.

### **Two To Five Absences**

All homework for grades K-4<sup>th</sup> will be collected by the homeroom class and will be placed **on the bench by the front office** after 2:35 p.m. Parents should come between 2:35 p.m. and 3:00 p.m. to pick up the homework. For students in 5<sup>th</sup>-8<sup>th</sup> the homework will be placed in their lockers. The student will be given appropriate time to complete the work. **Should the student not complete the work in the assigned amount of time, a grade of "0" will be recorded.**

### **Extended Absences**

In the event of extended absences for a period of more than five days, parents must contact the Principal to make arrangements for the completion of the student's work. A medical excuse from a doctor will be required at this time.

## TESTING

Mount Carmel School students will be given the ACT Aspire in grades Third to Eighth Grade in the spring of 2019. ACT Aspire is a computer-based longitudinal assessment system which will connect a student's growth and progress from elementary through high school. ACT Aspire consists of five curriculum-based assessments including language, mathematics, reading, science and writing. The **STAR Early Literacy** (Grades K-2), **STAR Reading** (Grades 3-8) and **STAR Math** (Grades 2-8) assessments are given five times throughout the school year to

continually monitor student progression. These scores help administration and teachers to make data-driven decisions. The score reports help to clarify the student's performance, guide planning, and to analyze student and class progression in all subject matters. Students in 6<sup>th</sup>-8<sup>th</sup> will be given mid-term tests and final tests each year.

## VERMILION PARISH PUPIL APPRAISAL SERVICES

Pupil appraisal support services provided to Mount Carmel School students, if qualifying through Vermilion Parish School Board, may include the following: Individual evaluation by pupil appraisal: Speech Therapy, TAG, and Title I Reading Remediation.

### ALGEBRA I

The Algebra I course is offered to students in the 8th grade who have a final report card grade of an A in 7<sup>th</sup> Math and have met the Orleans-Hanna Algebra Prognosis Test criteria. At the end of the 8th grade year, if your child successfully meets the requirements for Algebra I, he/she will have earned an Algebra I Carnegie unit.

### ATTENDANCE

In order to contribute and benefit from the overall learning environment of Mount Carmel School, it is important that students be in attendance on all school days. As per Louisiana State Bulletin 741, elementary students shall be in attendance a **minimum** of 160 days in a school year to be considered for promotion, regardless of his/her academic performance. "Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal." This bulletin also defines half-day and whole-day attendance. If a student is present for more than 50% of the school day, he/she is considered a whole day present. If a student is present for less than 50% of the school day, the student is considered a half-day present. Should a student miss school, then his/her absence falls under the following categories.

#### **Types of Absences**

**Excused Absences** - An excused absence is one in which the student is absent for a legitimate reason as determined by the administration. The student is allowed to make up the missed work. Such absences may include illness, injury, death in the family, and verified medical or dental appointments.

**Unexcused Absences** - An unexcused absence is one in which the student is absent without an approved reason as determined by the administration.

**Suspension** - The student will be allowed to make up the missed work, but the absence is counted against the attendance requirement.

#### **Overall Process Regarding Absences**

1. Unless necessitated by bus schedules, students should not arrive at school earlier than 7:10 a.m. and should be picked up no later than 2:50 p.m.
2. Any student arriving for class after the 7:35 a.m. bell is considered tardy. Students will not be allowed into class without a parent/guardian signature.
3. When a student is absent, the parent/guardian must call the office before 9:00 a.m. Upon returning, a written excuse is required to be re-admitted with an excused absence. The written excuse may be emailed to the child's teacher or [jstakes@mceschool.com](mailto:jstakes@mceschool.com).

4. Those who anticipate a need to be absent must bring a written request from the parent/guardian and have the approval of the principal. The written request may be emailed to [jtrahan@mceschool.com](mailto:jtrahan@mceschool.com).
5. A note from a doctor or health unit is required for a student returning after any contagious illness or after being absent for five consecutive days.

An excessive absences notice will be sent home when a student exceeds five days of absence from school; at this time a formal meeting between the administration and parents/guardians will be required. Subsequent absences will result in a formal meeting with administration and will result in additional action as deemed necessary by the administration.

### **Tardies**

To ensure the smooth operation of Mount Carmel School, it is imperative that students arrive to school on time. School promptly begins at 7:35 a.m. Students are considered to be tardy if they arrive after the 7:35 a.m. bell. Excused tardies will only be allowed for medical reasons accompanied by a doctor's excuse. Students who are tardy must report to the office with a parent/guardian to receive a tardy slip before they report to their classroom. Upon the 5<sup>th</sup> unexcused tardy, a notice will be sent home; this will serve as a warning. Upon the 10<sup>th</sup> unexcused tardy, a formal meeting between the administration and the parents/guardians will be required to discuss the habitual tardiness. Habitual tardiness is in violation of the Louisiana Compulsory Attendance Law. Further violations of the tardy policy may result in additional action as deemed necessary by the administration.

### **STUDENT CHECK-OUT POLICY**

All students leaving before dismissal are required to sign out in the office with a parent/guardian before leaving and upon returning to campus. Students will not be allowed to check out after 2:15 p.m., except for illness or an emergency. In the event of an anticipated check-out, the parent/guardian should send a note that states the time of check-out and reason for leaving.

### **EMERGENCY CLOSING OF SCHOOL**

In certain extreme cases it may be necessary to close the school; when this occurs a parent alert will be sent out. The decision to do so is made as early as possible and KATC TV Channel 3 and KLFY TV Channel 10 will be notified of the closure.

### **EARLY DISMISSAL**

Occasionally, Mount Carmel School is obliged to dismiss early. When this happens, you will receive notification from the school through email and/or text.

## **UNIFORM POLICY 2018-2019**

We want to remind the parents and students that the uniform, as well as the students themselves, represent Mount Carmel School. It is important that we all develop and maintain pride in our school uniform and help our students to do the same. All clothing must be neat, clean and not torn. The uniform should fit so that the student is comfortable and is not bothered by a shirt that does not stay tucked in or pants that are too tight, or shorts that are of an inappropriate length. Monogramming is only acceptable on hair ribbons, sweaters, sweatshirts, and pullovers. Please see the designated section below for the specific explanation/instruction on monogramming.

It would be impossible to anticipate all problems that may arise in the future, yet each year a few distracting fads and circumstances show up on school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Mount Carmel School will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles in our existing policies. A student will be given two (2) school days to correct the uniform violation then disciplinary action will be taken.

### **DRESS CODE GIRLS**

**Blouse or Shirt** — Blouse or knit shirts must be white, plain uniform type and tucked in at all times. They may be short or long- sleeved with the Mount Carmel escutcheon. All undershirts must be either solid white or solid dark brown or the Mount Carmel P.E. shirt.

**Jumper/Skirts/Skorts** — Brown plaid uniform jumper, skirt, or skort may be worn. The length must be a maximum of four (4”) inches from the ground when kneeling. If a skirt or jumper is worn a brown/black short/bloomer must be worn underneath.

**Shorts** — Shorts are to be brown plaid. A plain brown belt is required as part of dress for 1<sup>st</sup> through 8<sup>th</sup> grade. The length of shorts must be a maximum of four (4”) inches from the ground when kneeling.

**Pants/Belts** — Dark brown uniform pants. NO corduroy or cargo pants. A plain, brown belt is required as part of dress for 1<sup>st</sup> through 8<sup>th</sup> grade; no decorative belts will be accepted.

**Shoes** — Shoes and soles must be EITHER WHITE, DARK BROWN or BLACK. All tennis or athletic shoes must compliment the uniform. Acceptable trim colors (white, brown, black, gray, or tan). No speckled, animal print, patterns or designs on the shoes; only solid trim colors. Brown/white classic saddle oxfords are allowed. Dark brown, light brown (tan), white, or brown and white topsiders are allowed.

**Socks/Tights** — Solid white or solid brown crew/knee or ankle length socks/tights must be worn. All socks must cover the entire ankle. Low rise, low cut, or no show socks are not acceptable.

**Coats/Jackets**— Coats and jackets must be solid dark brown or solid white; these may be worn inside/outside of the classroom. No turtlenecks are allowed. The white uniform shirt must be worn underneath the sweater or jacket at all times. The two-tone brown and white jackets purchased from Mount Carmel may be worn.

**Sweaters/Sweatshirts/Pullovers**— Only solid dark brown or solid white sweaters / sweatshirts / pullovers will be allowed in the classrooms. MC Escutcheon is allowed on sweatshirts. “MCS” or “MCE” plaid appliqué outlined in dark brown or white on solid white or solid dark brown

sweatshirt will be allowed. Only the student's initials monogrammed (NO larger than 2") is allowed.

**Jewelry** — For safety reasons, only one pair of small earrings is acceptable. Girls may wear minimal jewelry that does not cause a distraction. Only clear fingernail polish is allowed.

**Hair** — Hair styles change often, we will not allow hair lengths, styles, highlighting or coloring which draw attention to the student. Hair must be kept clean and well groomed. No extreme cuts are acceptable. Girls may wear ribbons and bows in white, brown, or a combination of brown and white.

**PE Uniform** - Grades 5th -8th are required to wear a PE uniform. The complete uniform may be bought at Phil's Boys & Girls Wear. P.E. uniforms are not to be modified in anyway.

### **DRESS CODE BOYS**

**Shirts** — Shirts must be white long or short sleeve button-down dress shirt or polo knit shirts with the Mount Carmel escutcheon and must be tucked in at all times.

**Shorts** — Uniform shorts are to be dark brown. A brown belt is required as part of dress for 1<sup>st</sup> through 8<sup>th</sup> grades. The length of shorts must be a maximum of four (4") inches from the ground when kneeling.

**Pants/Belts** — Dark brown uniform pants. NO corduroy or cargo pants. A plain, brown belt is required as part of dress for 1<sup>st</sup> through 8<sup>th</sup> grade; no decorative belts will be accepted.

**Shoes** — Shoes and soles must be EITHER WHITE, BROWN or BLACK. All tennis or athletic shoes must compliment the uniform. Acceptable trim colors (white, brown, black, gray, or tan). No speckled, animal print, patterns or designs on the shoes; only solid trim colors. Dark brown, light brown (tan), white, or brown and white topsiders are allowed.

**Socks**- Solid white or solid brown crew/knee or ankle length socks must be worn. All socks must cover the entire ankle. Low rise, low cut, or no show socks are not acceptable.

**Coats/Jackets**— Coats and jackets must be solid dark brown or solid white; these may be worn inside/outside of the classroom. No turtlenecks are allowed. The white uniform shirt must be worn underneath the sweater or jacket at all times. The two-tone brown and white jackets purchased from Mount Carmel may be worn.

**Sweaters/Sweatshirts/Pullovers**— Only solid dark brown or solid white sweaters/sweatshirts/pullovers will be allowed in the classrooms. MC Escutcheon is allowed on sweatshirts. "MCS" or "MCE" plaid appliqué outlined in dark brown or white on solid white or solid dark brown sweatshirt will be allowed. Only the student's initials monogrammed (NO larger than 2") is allowed.

**Jewelry** — No earrings are permissible. Boys may wear minimal jewelry that does not cause a distraction.

**Hair** — Hair styles change often, we WILL NOT allow hair lengths, styles, highlighting or coloring which draw attention to the student. Hair length needs to be above the collar, out of eyes, must be kept clean, and well-groomed at all times. No extreme cuts or long sideburns are acceptable. Boys must be clean-shaven.

**PE Uniform** - Grades 5th -8th are required to wear a PE uniform. The complete uniform may be bought at Phil's Boys & Girls Wear. P.E. uniforms are not to be modified in anyway.

## **STUDENT SPIRIT DAY/FREE DRESS DAY GUIDELINES**

### **Spirit Shirt Day**

Every Wednesday, students may wear a Mount Carmel School spirit shirt, tucked-in with uniform shorts, skirts/skortts/jumpers, or pants only. Uniform shoes and socks should be worn on Spirit Shirt Day.

### **Free Dress Day**

“Free Dress Days” includes shorts, dresses, skirts, capri pants, jeans, or t-shirts. Shorts, dresses, and skirts must be uniform length (a maximum of four (4”) inches from the ground when kneeling). Unacceptable dress includes shirts with spaghetti straps, pajamas/slippers, hats, yoga pants, jeggings, and t-shirts with inappropriate logos and/or slogans. On days that students have P.E. class tennis shoes must be worn. Administration has the final determination as to whether or not the outfit is appropriate.

## **CONDUCT**

### **Basic Student Rules**

Students are financially liable for deliberate damage or destruction of school property. Students are not allowed to bring individual electronic devices (i.e. cell phones, tablets, iPods, iPads, Smart watches), tobacco, drugs, alcohol, medication, weapons or (hard) baseballs on Mount Carmel School Property. Periodic searches will be conducted by the administration /faculty/staff. The only electronic device that will be accepted is an E-Reader (i.e. a Kindle, Nook, etc.)

*The E-Reader Usage Policy Contract must be signed by the Parent/Student before any E-Reader is brought to school.*

### **Corporal Punishment**

Corporal punishment is not permitted as per diocesan policy.

### **Discipline Policy**

Mount Carmel School upholds a school-wide discipline plan. Students/parents/guardians will receive a copy of their respective grade level discipline policy at the beginning of the school year, which will require their signatures. The signature of a student/parent/guardian on the school grade level discipline policy signifies receipt and review of the policy, agreement to comply, and understanding of the consequences for failure to comply. Please refer to the respective grade-level discipline policy for specific consequences regarding minor and major infractions. Minor and major infractions are common in grades one through eight.

### **Minor Infractions**

- 1) Repeated violations of class rules
- 2) Violation of dress code
- 3) Talking/Yelling (Excessive/Loud)
- 4) Out of classroom without permission

- 5) Disruptive noises
- 6) Unacceptable behavior
- 7) Food, drink, or gum
- 8) Other violations not listed, as determined by the administration

### **Major Infractions**

- 9) Disrespect of any nature
- 10) Bullying/Harassment (1<sup>st</sup> offense)
- 11) Possession of an unauthorized electronic device
- 12) Unacceptable language
- 13) Plagiarism
- 14) Vandalism
- 15) Other violations not listed, as determined by the administration

### **Lunch Recess Detention**

Lunch detention will be conducted during the students designated recess in a classroom supervised by a teacher. The students will be required to complete extra classwork or read during this time.

### **After-School Detention**

After-School Detention will be conducted from 2:45 p.m. to 3:15 p.m. for grades 1<sup>st</sup> - 4<sup>th</sup> and 2:45 p.m. to 3:45 p.m. for grades 5<sup>th</sup> - 8<sup>th</sup> on Tuesdays and Thursdays in the library under the supervision of the administration. Please refer to respective grade-level discipline plan for a detailed description on when students are assigned after-school detention. If a student fails to attend the after-school detention, a second after-school detention will be added to the consequence. A second missed detention will result in a suspension. Students who are not picked up promptly at 3:15 p.m. (1<sup>st</sup> - 4<sup>th</sup>) and 3:45 p.m. (5<sup>th</sup> - 8<sup>th</sup>) will be sent to "Carmel Care," and fees will be assessed accordingly.

### **Out-of-School Suspension**

The following behaviors will result in an automatic out-of-school suspension. Additionally, 20 points will be deducted from the conduct grade on the first suspension, and on the second suspension, the administration and discipline team meet to determine continued enrollment.

- 1) Fighting
- 2) Bullying/Harassment (2<sup>nd</sup> offense)
- 3) Cheating
- 4) Forgery
- 5) Extreme disrespect
- 6) Behavior of a threatening manner
- 7) Tobacco and/or alcohol
- 8) Destruction of personal and/or school property

- 9) Theft
- 10) Unauthorized use of an electronic device
- 11) Other violations not listed, as determined by the administration

### **Expulsion**

The principal will immediately notify the parents/guardians that the student is suspended for three (3) days away from campus and that expulsion is seriously being considered. The principal will confer with the parents/guardians during the three (3) days of suspension and will make a decision by the fourth (4<sup>th</sup>) day. The principal will then decide to either reinstate the student, put the student on probation, or expel the student.

### **BULLYING AND HARASSMENT**

Bullying/Harassment in all its forms (physical, verbal, sexual, indirect, and/or cyber) goes against Mount Carmel's philosophy - To Teach as Jesus Did #14 and will not be tolerated on or off the campus. Students who are bullied are to report it immediately to Administration. All reports of bullying/harassment will be promptly addressed by the administration.

### **Diocese of Lafayette Anti-Bullying and Hazing**

#### **Policy Statement**

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written "So always treat others as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12) In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

#### **Prevention/Education**

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- Prohibit all forms of student bullying and hazing;
- Provide adequate supervision to minimize the risk of bullying and hazing;
- Provide continuing education/professional development on bullying prevention for faculty and staff members;

- Develop school-wide bullying and hazing prevention programs to educate students;
- Incorporate bullying and hazing prevention lessons into the school's curriculum

### **Definition of Bullying**

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent, and pervasive so as to create an intimidating or threatening educational environment, to substantially interfere with a student's performance in school, or to substantially disrupt the orderly operation of the school. Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing of photographs/video or physical acts. Bullying may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

### **Definition of Cyber-bullying**

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

### **Definition of Hazing**

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

## **Reporting**

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

## **Investigation**

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

## **Documentation**

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the schools' student records of both the perpetrators(s) and the victim(s).

## **Notification**

Parents/guardians of the perpetrators(s) and victim(s) are to be notified by the principal/designee.

## **False Accusation**

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

## **Retaliation**

Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subjected to disciplinary action as set forth in this policy.

## **Discipline**

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action.

## **Diocese of Lafayette**

### **Threats of Violence**

Safety in our schools is of utmost importance and one of our top priorities. When informed of possible violence or even threats of violence, school administrators take this information seriously. The school has a no-tolerance policy for dealing with and addressing not only real threats of violence, but also those which may be considered frivolous. Even frivolous threats can disrupt the operation of the school. The appropriate penalties for violation of this policy should be clearly stated.

~The school administrator contacts the appropriate civil authorities, the sheriff's office or local law enforcement agency and follows their directives.

~If the threat or danger involves a student or students, parents are contacted immediately.

- ~If the student is on campus, he/she will be detained in a safe place according to directives received from the local law enforcement agency.
- ~The President and Mount Carmel School Board of Directors will be informed of the threat and the action that is being taken.
- ~If the threat of danger comes from a non-student, appropriate action is left in the hands of the civil authorities.

Upon each threat of violence, the incident will be investigated. The parents and the president will be notified. A meeting with the administration, parents, and the student will be held immediately to discuss the incident, as well as the potential consequences.

### **Immediate Danger of Violence or Harm**

Aggressive action will be taken for the protection of all individuals involved. In the event of immediate threat of bodily harm to students, faculty or staff, Mount Carmel School has developed procedures for the safety and protection of the students, including notification of the civil authorities, medical assistance, and evacuation procedures. Assistance in development and dissemination of these procedures may be obtained from local law enforcement agencies.

## **GENERAL POLICIES**

### **Accelerated Reader**

AR is a computer program that helps teachers and librarians manage and monitor children's independent reading practice. Each child picks a book at their level and reads it at their own pace and when finished, they take a short quiz on the computer. A passing grade on the quiz is an indication that they understood what was read. AR gives children, teachers, and librarians feedback based on the quiz results, which the teacher then uses to help them set goals and direct ongoing reading practice.

### **After-Care / Morning-Care Program**

Mount Carmel provides an after-school care program called "Carmel Care". Mount Carmel also provides a before school program called "Early Eagles". It is available for students in Pre-K – 8<sup>th</sup> grades for full time, part-time, and drop-in students. There is a separate registration fee and costs for whatever times are chosen and is billed separately from school fees. Snacks are provided for after-care, and hours of operation are 2:50-5:30 p.m.

### **Asbestos**

According to the Asbestos Hazard Emergency Response Act (AHERA), each school system must notify the public of inspections, response actions, periodic surveillance and re-inspection activities on an annual basis. This is to inform you and AHERA Compliance Management Plans are available for inspection in either the principal's or maintenance supervisor's office. These documents include the Inspection Reports, Re-inspection Reports and the Management Plan. Requests to view these may be made Monday-Friday during regular school hours. Inspections of Asbestos Containing Material (ACM) are made by each school every six (6) months. Every three (3) years, re-inspection is conducted by a Certified Asbestos Inspector/Management Planner.

## **Birthday Treats**

Birthday treats will only be allowed in grades Pre-K and Kindergarten. Birthdays at other grade levels can be acknowledged in class, but without a treat. A conscious effort is being made to create an environment on campus that is safe for our students that suffer from severe allergies, we are a tree-nut and peanut-free school; as well as limiting the number of sweets consumed during the students' school day.

## **Cafeteria**

The Diocese of Lafayette, as the sponsoring agent, administers the Food and Nutrition Programs under the guidelines set forth by the State Department of Education and the United States Department of Agriculture. School policy requires that all students eat a cafeteria meal. Any request for exception must be accompanied by a physician's written statement. Whatever meal option is chosen, it must be abided by throughout the entire school year; medical reasons will be the only exception. Parents are billed monthly for meals. Payment is due by the first of the month. Payments may be made by: going online through [myschoolbucks.com](http://myschoolbucks.com), sent with your child, or by dropping your payment off between the hours of 7:00 and 9:30 a.m. Mount Carmel School is now a locked campus, for the safety of all **no visitors will be allowed for lunch in the cafeteria.**

## **Crisis Plan**

Mount Carmel School has a detailed crisis plan in place. Faculty has been inserviced, and students must follow faculty/administrative directives. Plans are posted in all rooms and periodic drills are held.

## **Emergency Information**

Please notify the school registrar Michele McNeil ([mmcneil@mceschool.com](mailto:mmcneil@mceschool.com)) of any changes to emergency numbers where responsible parties can be reached.

## **EXTRA-CURRICULAR ACTIVITIES**

### **School Sponsored Activities and Clubs**

(Eligibility for extracurricular activities are specified for grades 4-8<sup>th</sup>)

Student Council (6-8<sup>th</sup>)

Beta Club (6-8<sup>th</sup>)

Yearbook (8<sup>th</sup>)

4-H (4-8<sup>th</sup>)

### **Athletics**

Cheerleading

Football

Basketball

Track

Tennis

Cross Country

Golf

Baseball

Soccer

Softball

## **Financial Obligations**

Tuition fees are divided into ten equal payments and are deducted by automatic debit from your personal account or can be paid in full at the start of the school year. Payments not received by the last day of each month will be considered delinquent. After an account is forty-five days past due, the bookkeeper will send a letter to the parents/guardians notifying them that they must contact the principal to discuss a method of payment. Families with delinquent accounts over forty-five days who have not contacted the principal to negotiate payment may be refused registration for the next school year. Transcripts and records of students transferring to other schools may be withheld until accounts are paid in full.

## **Grievance Procedure**

When a parent has a concern to address, the following procedures are to be followed:

1. Consult with the teacher or concerned party first.
2. If the situation persists, then a consultation with the principal should be scheduled next.
3. If still not satisfied, then a written grievance may be presented to the president of the school for deliverance to the school board president and board.
4. Once the above three steps have been taken, if the problem still persists, then and only then can an appeal be rendered to the Board of Director's President. The Board of Directors is a governing board and will not act on any matters that have not been formally addressed with the president, principal, and teachers of the school. The Board's decision will be the final decision.

## **Health Records**

The Louisiana State Department of Health requires that all students have on file a current record of immunization. The cards may be obtained from the local health unit and require a doctor's signature or stamp of the department of health. Parents who fail to have the records made current will be asked to withdraw their children from Mount Carmel School.

## **Library**

Classes visit the library weekly. The library is open daily during school hours and at lunch recess.

## **Media**

The President and/or Principal of Mount Carmel School will be the only persons responsible for speaking to the media on behalf of the school.

## **Medications**

School personnel are prohibited from dispensing prescription medication of any kind. If proper paperwork is on file, school personnel may dispense over the counter medication.

## **Messages**

Only in cases of extreme emergency can school personnel interrupt classes to deliver messages to students. All messages concerning the pick-up of students at dismissal time must be given to the office by 1:00 p.m. No message is to be left on our automated phone service regarding student pick up; messages must be given to a person in the office.

### **Phone Calls Home**

In order to make students responsible for their actions, students will not be permitted to call home if they forget gym bags, reports, homework, class projects, field trip forms, notes for after school activities, etc. An exception will be made in cases of medical emergencies or changes in school-sponsored activities.

### **School Parties**

All classroom parties must be approved by the teacher and the administration. Refreshments should be pre-approved by the teacher. As a reminder, we are a tree nut and peanut-free school. Private party invitations given out at school in grades Pre-K – 8<sup>th</sup> grade will be allowed only if all girls and/or all boys receive an invitation. Teachers will be able to distribute the invitations.

### **Textbooks**

All textbooks must be covered; the book covers must be school appropriate. It is the responsibility of each student to care for his/her school issued textbooks.

### **Transportation**

For potential Vermilion Parish School Board bus service please call their office at (337) 893-3973/898-5708. If students do ride buses they are subject to the rules and regulations of the bus driver and, in the case of misbehavior, will be removed from the bus for a period deemed suitable by the principal. Continued violations will result in bus privileges being withheld.

### **Visitors on Campus**

All visitors, including parents/guardians, must report to the receptionist upon entering the school building. Students may not have visitors except in cases approved by the principal. Parents and visitors should not visit the classrooms during the school day unless an appointment has been made. This procedure is necessary since unscheduled visits interrupt the class during valuable instructional time, and it is also a protective measure for the safety of all of our students. Staff members are instructed to send any parent and/or visitor back to the front office to “sign in” if the parent/visitor reports to the classroom without a visitor’s pass.