

St. Mary of Carmel Catholic School



Parent Student Handbook 2017-2018

Faculty and Staff Email **Faculty and Staff Emails**

Administration

Fr. Jenaro de la Cruz
Fr. James A. Curiel
Mrs. Kaitlyn Aguilar

Pastor
Priest
Principal

Jenaro.delacruz@smcschool.org
James.curiel@smcschool.org
Kaitlyn.aguilar@smcschool.org



Teachers

Mrs. Lynn Moeller	PreK 3	Lynn.moeller@smcschool.org
Ms. America Martinez	PreK 4	America.martinez@smcschool.org
Ms. Danielle Murrieta	Kindergarten	Danielle.murrieta@smcschool.org
Ms. Deborah Bernhardt	1 st Grade	Deborah.bernhardt@smcschool.org
Ms. Paige Cory	2 nd Grade	Paige.cory@smcschool.org
Ms. Sarah Felty	3 rd Grade	sarah.felty@smcschool.org
Ms. Nikki Perryman	4 th Grade	Nikki.perryman@smcschool.org
	5 th Grade	
Mrs. JoLynn Henson	MS English Language Arts	Jolynn.henson@smcschool.org
Ms. Xiomara Cuadra	MS Math, Spanish	Xiomara.cuadra@smcschool.org
Mr. Jesse Casares	MS Social Studies, Technology	Jesse.casares@smcschool.org
Mrs. Jennifer Everett	MS Science, Religion	Jennifer.everett@smcschool.org
Mrs. Lisa Straffon	Art	Lisa.straffon@smcschool.org
Mr. Evan Swindle	PE	evan.swindle@smcschool.org

Staff

Mrs. Rita DeLeon	Office Manager	Rita.deleon@smcschool.org
Mrs. Maria Elena Gualy	Business Manager	Maria.gualy@smcschool.org
Mrs. Lori Gonzalez	Counselor	Lori.gonzalez@smcschool.org
Mrs. Alma Ibarra	Health Coordinator, Office Aide	Alma.ibarra@smcschool.org
Mrs. Samantha Valadez	Associate Development Director	Samantha.valadez@smcschool.org
Mrs. Blanca Guerra	After School Care	Blanca.guerra@smcschool.org
Mr. Antonio Diaz	Maintenance/ Custodian	Antonio.diaz@smcschool.org

School Advisory Council, 2016-2017

Father Jenaro de la Cruz
Jerry Braun
Tom Nealon

Kaitlyn Aguilar
Jose Carlos Gonzalez
Jim Swabb

Hub Thompson
Davies Crasta
Mari Woodlief



St. Mary of Carmel
1716 Singleton Blvd
Dallas, TX 75212
214-748-2934
Fax: 214-760-9052
kaitlyn.aguilar@smcschool.org

Dear Parents and Students,

Welcome to St. Mary of Carmel! In choosing SMC for your child's education, you have demonstrated a commitment to the values and philosophy of a Catholic Education. At St. Mary of Carmel we work to build the Kingdom of Heaven by creating Saints and Scholars. We have two goals for our students: College and Heaven! As church documents exhort, we believe that parents are the primary educators of our students and we look forward to partnering with you to provide the strongest education possible.

In order to best serve your students, we have outlined the following policies and procedures. These policies are to be accepted by parents and students as essential parts of the covenant between families and St. Mary of Carmel Catholic School. Please read this document carefully and sign the attached agreement to demonstrate your knowledge and understanding of policies. Violation of the spirit, intent or letter of philosophy and rules will be just cause for administrative action.

The enrollment of a student at St. Mary of Carmel is considered to be an agreement on the part of the student and his/her parents/guardians that they will comply with all the school procedures, rules and regulations as set forth in this handbook. The Principal retains the right to amend the handbook for just cause. The principal reserves the right to waive and or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents will be given prompt notification if any changes are made.

At St. Mary of Carmel we aim for College and Heaven for each of our students. The faculty and staff at St. Mary of Carmel look forward to working with you to build the Kingdom of Heaven through each one of your students. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,



MRS. KAITLYN AGUILAR
Principal

Table of Contents

St. Mary of Carmel Catholic School	6	Learning/Behavior Differences	
History		13	
6		Physical Education	13
Vision	6	Field Trips	13
Mission		Library	
6		13	
Philosophy	6	Academic Evaluation and Assessment	
Root Beliefs	6	15	
Shared Purpose		Homework	15
7		End of Semester Tests	15
Core Values	7	Grading Scale	15
Goals	7	Report Cards/Progress Reports	
Accreditation	7	16	
Admissions	8	Parent Teacher Conferences	16
Process		Honor Roll	16
8		Standardized Testing	16
Requirements	8	Tutoring	16
Withdrawal Procedure		Title One Services	17
8		Academic Probation	17
Non-Discrimination Statement		Promotion/Retention	17
9		Learning Environment	
Attendance	10	18	
Arrival	10	Virtue Based Restorative	
Absence	10	Discipline	18
Excessive Absences	10	Rules of Conduct	19
Texas Attendance Law		Classroom Rules	19
10		Gum	20
Excused Absences	10	Electronics	20
Extended Absences	10	Harassment Policy	20
Unexcused Absences	11	Suspension	21
Tardies		Conduct Probation	21
11		Withdrawal	21
Tardy for Classes	11	Expulsion	21
Leaving School Grounds	11	Weapons, Alcohol, Tobacco etc	
Perfect Attendance	11	22	
Curriculum and Instruction	12	Health and Safety	23
Curriculum	12	Immunizations	
Religion and Sacramental		23	
Program	12	Medications	24
Guidance Program/School		Emergency Form	24
Counselor	12	Permission for Testing	
Textbooks	12	24	

First Aid	25	Parent Volunteer Involvement	
Clinic	25	33	
Communicable Diseases	25	Parent Volunteer Hours	
Head Lice	25	33	
Alcohol, Tobacco and Other	Subt.25	Safe Environment	34
Allergies	25	Visitors on Campus	34
Weapons	26	Fees and Tuition	35
Emergency Procedures		Tuition	35
26		Tuition Refund	
Fire Drill	26	35	
Tornado Drill	26	Returned Payments	35
Lock Down Drill	26	Registration Fees	35
Crisis Management Plan	26	Incidental Fees	
Communication		35	
27		Office Payments	35
Parent School Contract		Past Due Balances	35
27		Fundraising	36
Office Communication		Tuition Assistance	36
27		Collection of Funds	36
Means of Communication	27	Extracurricular Activities and	
Parent/Teacher Conferences	27	Organizations	37
Conflict Resolution	28	Extracurricular Activities	37
General Policies	29	Athletics	37
Dismissal	29	No Pass, No Play	37
After School Care	29	School Advisory Council	37
Cafeteria	30	Parent Teacher Organization	37
Birthdays	30	The Friends of St. Mary's	37
Personal Items	31	School Uniform	
Telephone	31	39	
Damages	31	Legal Compliance	42
Lockers		Buckley Amendment	42
31		Child Abuse Laws	42
Severe Weather/School Closing		Title IX	
31		42	
Use of School Grounds		Technology Policy	44
31		Acceptable Use Policy Signature Page	
Visitors		46	
31		Right to Amend Statement	47
Eighth Grade Expectations	32	Parent Student Agreement Signature Page	47
Image Release	32	Directory Release Signature Page	48
Technology	32	Diocese of Dallas Addendum	
Use of School Name	32	49	
Handbook Revisions	32	Addendum Acknowledgement Form	55-59

St. Mary of Carmel Catholic School

History

The Catholic Community of St. Mary of Carmel dates back to 1937 when a young missionary priest from Spain, Father Sebastian Valles, O.C.D., began working with West Dallas Catholics from a small building on Chihuahua Street that served as both church and classroom. When the congregation outgrew its cramped facilities, it acquired a “real” church building from Christ the King Parish.

Father Sebastian’s dream of opening a Catholic school was realized in 1944 when the current middle school and convent were built. The Sisters of the Holy Spirit and Mary Immaculate graciously agreed to staff the new St. Mary of Carmel School and continued in the ministry of serving the community until Sister Margaret retired in 2015.

Several generations of children and their families, along with many dedicated priests, Sisters and lay teachers have passed through St. Mary of Carmel’s doors since 1944. Each person has added unique color and depth to the tapestry that is St. Mary of Carmel Catholic School, and each passing year adds a page to its rich history. The tradition of quality Catholic Education continues here, and passes from generation to generation.

St. Mary of Carmel’s Vision

Believing that the Catholic school is at the Heart of the Church and continuing in the traditions established in 1944 by Father Sebastian, the Carmelites and the Sisters of the Holy Spirit, St. Mary of Carmel instills spiritual development through Catholic doctrine, Catholic traditions and by proclaiming the Good News of Jesus Christ. We provide intellectual growth through vigorous classroom activities that stimulate the mind, physical development through purposeful wellness and athletic programs, and social awareness through community service projects which advance our neighborhood, parish and diocesan communities. The primary goal of our school community is to build the Kingdom of Heaven by forming saints and scholars who are prepared for college preparatory high schools.

Mission Statement

St. Mary of Carmel’s mission is to serve our children by providing quality Catholic education in a safe and nurturing environment.

Philosophy

At St. Mary of Carmel, our students mature as Catholic citizens of the world because we nurture the whole student and their family in a faith-filled environment, promoting their spiritual, emotional, intellectual, social, and physical growth.

Root Beliefs

At St. Mary of Carmel we believe that:

1. God is our all in all
2. We are many parts, but all one body.
3. Christ is in everyone
4. We are always learning
5. We do small things with great love

Shared Purpose

At St. Mary of Carmel, we strive to build the Kingdom of Heaven by forming saints and scholars.

Core Values

1. Love
2. Learn
3. Forgive
4. Serve
5. Strive

Goals

- To integrate Catholic values into the daily lives of students.
- To provide a high quality education by providing a variety of learning experience, maintaining high expectations, recognizing individual differences, and celebrating achievements.
- To create an environment that is safe, orderly, respectful and conducive to learning.
- To form a community of students, teachers, and parents who work together to provide a support network for students.
- To develop in each student the principles of moral consciousness and good citizenship
- To be good financial stewards and maximize resources

Accreditation

St. Mary of Carmel is accredited through the Texas Catholic Conference of Education Department (TCCED) with the approval of the Texas Education Agency. St. Mary of Carmel is also accredited through the AdvancEd International Accrediting Agency.

Admissions

Admission Process

New families to St. Mary of Carmel School submit an application for admission. Prospective students will be required to take a placement test to determine academic skill levels and students in 5th-8th grade will be required to answer 3 application questions. An interview is also required with the parents, student and principal to consider previous school records such as test scores, report card grades, health records, conduct grades, etc. as well as to set expectations for the upcoming year. A final decision on admission and placement is made by the principal based upon parent/student interview, placement test results, space limitations, and the availability of an appropriate educational program.

New students to St. Mary of Carmel Catholic School will be accepted on a probationary basis. At the end of the first five weeks, a meeting with the parents and teacher will be scheduled to evaluate the child's progress as needed. If, in the principal/teacher opinion, a student is academically deficient, disruptive or if the family has not met their financial responsibility to the school, the school reserves the right to take one of the following actions:

1. Place student on a grade level where he/she can progress successfully
2. Require any tutoring necessary to aid the student
3. Dismiss the student

Requirements

St. Mary of Carmel Catholic School admits first the children of the existing school families. If spaces are available the school accepts qualified children who meet the following admission requirements and who have completed the Admissions Process.

1. Age
 - a. For admission to PreKindergarten (3) the child must be three (3) by September 1st
 - b. Three year olds entering the program must be potty trained in order to attend
 - c. For admission to PreKindergarten (4) the child must be four (4) by September 1st
 - d. For Kindergarten, the child must be five (5) by September 1st
 - e. For First Grade, the child must be six (6) by September 1st
2. Records
 - a. Immunization Record and Certified Birth Certificate (not Hospital copy) are required for admission.
 - b. Records of Baptism, Holy Eucharist, and Confirmation (if applicable) are required for admission.
 - c. All new students will be required to submit a medical history and physical exam form. These may be obtained from the office during the admissions process
 - d. Parishioners from any Catholic Church in the Diocese must provide the office a letter from their parish stating they are a registered parishioner. The definition of registered is determined by the individual pastors to receive parishioner rate tuition.

Withdrawal Procedure

If a student is withdrawn from the school, the parent/guardian must come to the school office, notify school personnel, and fill out the necessary paperwork as soon as possible. Student records will be mailed directly to the new school. The school office will release the student's official records only with a

parent's written permission and upon the written request of the new school, and after the student returns all books and school property and makes any outstanding payments.

Non-Discrimination Statement

At St. Mary of Carmel Catholic School, no person is discriminated against because of race, color, religion, national origin, sex, age or disability. All Catholic Schools within the Diocese admit students of any race to all the rights, privileges, programs and activities of the school and provide equal opportunity and access to persons without regard to race in administration of educational policies, admission policies, and any other school administered programs in accordance with Title VI of the Civil Rights Act of 1964.

Attendance

Arrival

School hours are from 7:45-3:10 each day. Students may arrive at school beginning at 7:15 am. Children can be dropped off at the Church at the 5 different cone drop off locations. Students must enter the Church and sit quietly in their assigned pews until the day begins at 7:45. Students who bring breakfast to eat must sit in the foyer of the church. Please note, the school does not have a breakfast program. Students may pray quietly or read a book while waiting for the day to begin. Students who arrive between 7:45-7:55 must see Mrs. Straffon and Coach Shirley for a tardy slip before entering the church. Students arriving after 7:55 must report to the school office to get a tardy slip and be escorted to class.

Absence

The student's parent or legal guardian must notify the school office by telephone between 7:30 and 8:30 A.M. on every day the student is absent. You may notify the office by calling the school office at 214-748-2934 or emailing Mrs. Ibarra at alma.ibarra@smcschool.org. **At this time, parents should make arrangements to obtain the student's homework assignments. Homework assignments will be available after school. If the parent or legal guardian does not call the school office, the school office will contact the parents at the phone numbers provided on the student's emergency form.** Upon a student's return to school, a note sent to the office by the parent should state the cause of the absence and/or tardiness. If a student is absent for more than three consecutive days, a doctor's excuse must be provided

Excessive Absences

Throughout the year, attendance will be monitored to ensure that no student is missing excessively. Parents of any student missing more than 10% of school sessions (18 days) must meet with the Superintendent of Catholic Schools to request a waiver of the attendance regulation. Patterns of habitual absence will be investigated for violation of the Compulsory School Attendance Law.

Texas Attendance Law

The Texas Compulsory Attendance Law requires that each school offer 180 days of attendance. A student must be present at least two hours each half day in order to be counted as present. A student may not receive credit for a class or for the school year if he/she is in attendance less than 90% of the number of school days in a semester. The principal may promote a student due to extenuating circumstances for the absences. Written notification shall be sent to the parents/guardians of a student whose continued absence approaches the stated limit.

Excused Absences

Student absences may be excused without penalty for the following reasons: medical appointments, personal illness, illness or death in the immediate family, or any other unusual case which requires written approval from the Principal.

Extended Absence

For extended absences due to illness, parents should notify the teacher or principal to make arrangements regarding assignments. A student absent for an extended period of time is responsible for all assignments and work missed during this absence. Failure to make up work, tests, assignments or projects will affect the academic grade. Students will be given one week to

make up all work after an extended absence. Extreme cases involving chronic illness will be handled at the Principal's discretion. Student work may not be available to be given out early for family vacations or other trips. Students must make up the work when they return following late work procedures. If students are able to get work early, it is expected back when they return. If possible, accommodations will be made for family emergencies.

Unexcused Absence

An unexcused (preventable) absence is defined as absence from school without approval of the Principal. A student with ten or more unexcused absences may be required to attend an approved summer program in order to be promoted to the following grade.

Tardies

A student is marked tardy if they are not in the Church when Morning Prayer begins at 7:45. Students who arrive after 7:45 must visit the outside Tardy Table to get marked tardy by faculty outside before entering the church. If a student arrives after 7:55, they need to be walked into the main building to receive a tardy form from the office and they will be escorted to class by the office staff. For recording keeping, 5 tardies will accumulate to count as an absence.

Students who accumulate 5 tardies in a quarter will be charged a \$20 fine. Every additional 5 tardies within the same quarter will cost an additional \$20 fine per child.

Number of tardies	Charge for 5 Tardies	Total Fees Paid in Quarter
5	\$20/child	\$20/child
10	\$20/child	\$40/child
15	\$20/child	\$60/child
20	\$20/child	\$80/child

Tardy for Classes

Students are responsible for being on time for each class. Students with excessive unexcused tardies to class meet with the Counselor or Principal to develop an action plan to remediate the issue.

Leaving School Grounds

Once a student arrives on the school grounds for the school day, the student may leave for scheduled appointments only upon request of a parent. Parents must send a written note or email to the homeroom teacher stating the date and time of the appointment. Students should attend classes before and after appointments. When picking up a student during the school day, parents come to the front office, request office personnel to call for the student, and sign the student out. Every effort should be made to arrange appointments to avoid loss of instruction time. The student will not be called from the classroom until a parent reports to the office. Upon return, the student must report to the office for an admission slip.

Perfect Attendance:

Students who are in attendance every day of the school year with no more than 5 tardies within the entire academic school year are eligible for the perfect attendance award at the end of the school year.

Curriculum and Instruction

Curriculum

The core curriculum guides provided by the Diocese of Dallas serve as a basic guideline for proper sequence and scope of learning. The curriculum is available on the CSO website. Teachers are encouraged to be sensitive to individual differences and to design educational experiences to address such differences. The school may group students by ability level to facilitate the appropriate level of instruction.

The daily schedule includes instruction in religion, language arts (English, reading, literature, writing, spelling, vocabulary, and handwriting), science, mathematics, social studies / history, and physical education. Art, music, Spanish and instructional technology are included in the weekly schedule. Guidance is taught as a separate subject or integrated into one or more subject areas.

The development of a child is multifaceted: the intellectual, spiritual, emotional, physical and social dimensions all require care and nurturing for the formation of a healthy child. We recognize this process by utilizing developmentally appropriate teaching practices designed to address the age group served. In an attempt to provide for all the needs of our students, we use a variety of additional resources to supplement our curriculum. These programs include:

- Education Opens Doors
- Junior Achievement
- Superkids Reading
- Second Step Counseling Curriculum

Religion and Sacramental Program

The student body comes together to worship through the Eucharistic celebration each Wednesday morning with the parish community. Mass is celebrated together as a community at 8:00 am each Wednesday. Students are involved through various roles of ministry: lector, reader, music, altar servers and gift bearers. Students participate in other liturgical and para-liturgical celebrations within their classroom and as a part of the student body. These include, Sacrament of Reconciliation, Advent and Lent services, Stations of the Cross, the Rosary devotion to Mary and the Saints. St. Mary of Carmel students prepare for the sacraments of Eucharist, Reconciliation, and Confirmation.

Guidance Program/School Counselor

Each grade level participates in a weekly instructional guidance program. Pre-K through grade six uses the *Second Step* program and grades seven and eight use the curriculum *Faith, Family, and Friends* published by the NCEA. A full time school counselor is available to oversee the guidance program and to provide personal, social, and educational guidance to students. The school counselor provides individual guidance, group guidance, parent education instruction, and a professional referral list.

Textbooks

All textbooks are the property of St. Mary of Carmel Catholic School unless otherwise

purchased. Hardcover books must be covered and remain covered all year for third through eighth grade students. A student is responsible for the replacement cost of any textbook that is damaged, destroyed or lost. Similarly, any damage of electronic equipment will be the financial responsibility of the student and parents.

Learning / Behavioral Differences

Early identification together with positive support by parents and the educational system are necessary for the academic success and healthy self-image of the child displaying learning and/or behavioral differences. St. Mary of Carmel strives to initiate early recognition of students displaying learning and/or behavioral differences. To this end, evaluation for academic, social, and emotional development is ongoing.

Preliminary screening for learning/behavioral differences may be provided by the school. The school may make a referral to the family pediatrician for initial professional evaluation and/or available resources. All assessments must be made and documented by a professional diagnostician in order that modified instruction will meet the student's needs. Documentation must be submitted to the administration and is kept in confidence. Re-evaluation should be administered every three to five years. The cost of assessment, counseling, and outside support is the responsibility of parents.

St. Mary of Carmel is able to serve students with mild to moderate learning and/or behavioral differences. The decision as to whether St. Mary of Carmel is the most suitable educational environment for a child will be made on an individual basis. If it has been determined that St. Mary of Carmel cannot meet the educational needs of the student, parents will be asked to seek out a more appropriate educational setting.

Physical Education

Physical education is an integral part of the education process. All students participate in the physical education program. Students who are unable to participate in physical activities must bring a note from a physician or a parent stating the reason and duration of the student's inability to participate.

Field Trips

Field trips are a privilege meant to complement the instructional program by utilizing educational resources of the community. The homeroom teacher will plan the field trips, with the principal's approval. The homeroom teacher will communicate details of the field trip, including date and time to obtain parental permission. St. Mary of Carmel contracts with local high schools to use their buses and drivers for all field trips. Students who fail to submit the required permission slip will not be allowed to participate in the field trip. All field trips are chaperoned and reasonable safety measures are taken.

Students in the fifth grade typically visit The Pines Catholic Camp for four days of environmental study. Students in the eighth grade typically visit The Pines for a three-day spiritual retreat called Awakening. As these trips are essentially extended field trips, the

provisions regarding field trips apply. Fifth and Eighth grade homerooms are expected to fundraise the entire cost of these Pines Trips, and will be charged by May 1st for any remaining balance that has not been fundraised.

Students and chaperones on field trips represent St. Mary of Carmel Catholic School. Behavior must meet or exceed the conduct expectations on campus and the same consequences for infractions will apply. Chaperones must acquaint themselves with the parent volunteer expectations and are expected to act accordingly. Only parents, guardians or responsible adults (25 and older) may be asked to act as chaperones. All chaperones will need to pass the required Safe Environment Screening from the Diocese. Field trips are a privilege, not a right. Students may be denied participation if they fail to meet academic or behavioral requirements. School employees may not transport students to functions in their personal vehicles.

Library

The St. Mary of Carmel Library is open each school day from 7:45 A.M. to 3:00 P.M. Weekly library visits are a part of the curriculum from preschool through eighth grade and include age-appropriate read-a-louds. Preschool through second grade enjoy story time and related activities.

Most books may be checked out for a period of one week. First grade and second grade may have two books checked out. Students in 3rd grade-eighth grade may have three items checked out (including periodicals) at a time. Renewal of items can be done by at the circulation desk in the Library. Overdue books cannot be renewed. Special items such as reference books may be checked out for one day only.

Students are responsible for the care and proper return of items to the school library. A fine will be charged for overdue books. The fine is currently 20 cents per day, including weekends and holidays. If a fine is owed it must be paid before items can be renewed. If a student is absent on the day a book is due, no fine will be charged if the student returns the book on the first day back to class.

Students will be responsible for the replacement cost of lost or damaged books. If a book is lost or damaged, the library must be notified immediately. A search will be conducted for the lost book. If the book is not found by the end of school year, student will be notified of the cost for the book. In the case of damage, the cost for repairs will be assessed. If damage is too severe, the book will be removed and the student will have to pay for the replacement.

Academic Evaluation and Assessment

Homework

Homework assignments extend and reinforce classroom instruction and provide the opportunity for independent study. The amount of homework depends on the grade level and subject. It is the parent's responsibility to provide an environment conducive to study and adequate time in their child's after school schedule to complete assignments.

Beginning in third grade, students enter all assignments in an assignment book. Student assignment books are an important communication between home and school and are a teaching tool for student planning. Students record their homework assignments, missing homework assignments, important dates, and long term assignments into their planners. The planners cost \$10, due to their homeroom teacher by August 26th. If a student loses or misplaces the assignment book, the student purchases a new one through the school office.

All assignments are to be completed neatly and on time. At the beginning of the school year, teachers will communicate the grade specific homework policies to students, and parents at parent orientation.

When a student is absent, the homeroom teacher will assign a student to record all assignments for the absent student for the day. Parents must request homework by calling the school office between 7:30 and 8:30 A.M. The assignment sheet and textbooks will be available after school in the office or may be sent home with a sibling or another student. Students who must leave during the school day for a doctor/dentist appointment are responsible for getting the assignments from the classes missed. Teachers may not be interrupted during school hours to give out assignments. Students will have one week from the day that they return to make up all missing work. It is the student's responsibility to make up any missed assignments when he or she is absent. Missing work will be recorded as a zero. Middle School students will have one day to turn in homework that is late. If a day late, the homework will be graded at an 80% scale. Homework turned in more than a week late will be given a zero.

Unexpected situations, family emergencies, or student illness can interfere with after school studies. In this case, the parent must send a note or email explaining the circumstances. Teachers, at their discretion, may allow a reasonable time frame in which to complete this work. Extracurricular and planned activities do not excuse assigned work without prior consent of the teacher.

End of Semester Tests – Grades 6-8

At the end of both the fall and spring semesters, students in grades 6-8 are required to take end of semester tests. These are administered to help students recall curriculum and skills taught as well as to prepare students for taking exams on the high school level.

Grading Scale

The Grading Scale used at St. Mary of Carmel is:

Grades 1-8:	Conduct
--------------------	----------------

A: 94-100	E- excellent
B: 85-93	G- good
C: 76-84	S- satisfactory
D: 70-75	N- needs improvement
F: 69 and below	U- unsatisfactory

St. Mary of Carmel uses a weighted grading rubric to determine final grades. Each category of work is a different weight of the total grade. No single assignment will ever be more than 15% of a child's total grade.

Report Cards/ Progress Reports

Report cards are sent home four times a year (approximately every nine weeks) with the exception of Prekindergarten and Kindergarten who receive Report cards three times a year. PreK and Kindergarten teachers will still provide assessment data at the end of the first quarter. Parents are required to pick up the first quarter report card directly from the teacher during mandatory Parent-Teacher conferences in November. The rest of the report cards and progress reports are sent home with students. Progress reports will be sent home in the middle of the nine week period. All report cards and progress reports should be signed by parents and returned to the homeroom teacher the following day. Report cards are signed on the envelope. Progress reports and tests may be signed by the parents directly on the document. To ensure the success of all of our students, parents are encouraged to openly and frequently communicate with teachers so that they are constantly aware of their child's performance. St. Mary of Carmel communicates student grades through RenWeb, and parents may check their child's grades at any time for 1st-8th grade.

Parent Teacher Students Conferences and Parent Teacher Communication

General parent teacher student conferences are held twice a year in October and in March. Only the conferences in November are required for all parents/students. The March conference can be scheduled by the teacher or parent on a need basis. If you need to see a teacher at other times, please make an appointment with a minimum of 24 hour notice through the office or directly with the teacher. Teachers will strive to return emails or notes within 48 hours (business days). Please remember that teachers are not free to stop and have a conference during class time, prior to class in the morning or during car line.

Honor Roll

The following criteria will be used to determine Honor Roll, Grades 5-8:

“A” Honor Roll	All “A’s”
“B” Honor Roll	All “A’s” and “B’s”

Standardized Testing

Students in grades 1-8 take the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CogAT) annually, in October. These test results are shared with parents and analyzed by faculty and administration to inform academic growth plans for classes and trends in student learning and ability. Students in grades K-8 complete Star Enterprise Reading screenings to inform

teachers of instructional goals and to measure student growth. Students take these assessments quarterly throughout the year.

Tutoring

Tutoring is available after school Monday, Tuesday and Wednesday from 3:10-3:40 for grades 1-8. Students will be invited to attend tutoring by their teacher. Students may not decide on their own just to drop into tutoring. **If prearrangements with your child's teacher have not been made, students will not be attending tutoring.** If you would like your child to stay for tutoring, please schedule an appointment with his or her teacher. Students attending tutoring will stay with their teacher for the entire tutoring period, and then will report to the cafeteria if their ride is not at school to pick them up. Students who are not picked up at 3:40 will be placed in After School Care and will be charged the daily rate of \$7/day if they are in After School Care for more than 5 minutes.

Students who are removed from tutoring due to behavior issues will be sent to After School Care. Parents will be responsible for the fee that day. Students will not be allowed to return to tutoring until a meeting is held with the student, parents, Principal and teacher.

Title One Services

This program, financially supported by the federal government, gives added assistance to students in grade K-5 who need additional support in the areas of reading and math. Students must qualify for the program based on individual test scores and the child's zip code.

Academic Probation

At the end of each quarter, administration evaluates the academic progress of each student. If at this time a student in grades 5-8 is failing or in danger of failing a class or classes, the parents are notified by email and the teacher(s), student and parents meet to determine an action plan to assist that student with his or her progress in the class. The student has the next three weeks to demonstrate progress. If by the next administrative review the student has not progressed in this subject, he or she is then placed on academic probation.

Academic probation is a specific time period designated by the administration during which a student, who is failing or in danger of failing, has an opportunity to work with parents, teachers, and other professionals to correct the problem(s) causing probation. At the end of the probation period the student's grades will be reviewed. If there is no improvement, further action may be taken; academic probation may be extended and/or the family may be asked to seek professional help. Repeated or prolonged academic probation places the student's continued enrollment and/or re-enrollment in jeopardy.

Promotion/Retention

In the case of students performing below grade level or making failing grades, special conferences with parents will be held to determine the cause of poor performance. A plan will be formulated and monitored to help the student. St. Mary of Carmel does not modify instruction or student expectations so as to alter promotion or graduation requirements. A student who earns a failing average in Math or Language Arts for the year is required to attend an approved summer school program or documented private tutoring to remediate the failing grade.

A failing average in more than one major subject is cause for retention. Continued poor class performance in math and reading and below grade level performance on standardized tests are reasons for retention. Parents will be notified in advance if there is a possibility of retention. The student's progress and ability to succeed within such an environment will be monitored and evaluated.

Learning Environment

Each student's conduct contributes to creating an environment conducive for moral, spiritual, social, and intellectual growth. Students are encouraged and expected to show respect, friendliness and courtesy at all times. They respect personal and public property and cooperate with faculty, staff and legitimate authority. They develop good study habits by consistent effort and daily completion of work. Our goal at St. Mary of Carmel is to use restorative justice to incorporate healing and revision to our daily behavior. We infuse our beliefs into daily behavior discussions.

St. Mary of Carmel has adopted Virtue Based Restorative Discipline and CHAMPS in order to clearly outline our expectations for students. Faculty and staff members model and reinforce appropriate, Christian behavior within the classroom, on the campus, and at school related activities. Behavioral procedures are posted in each classroom and are discussed with the students as the year begins and throughout the school year. Faculty members present the classroom behavior plan to parents at mandatory parent orientation during the first weeks of school. St. Mary of Carmel reserves the right to discipline a student for actions committed off-campus if they have an adverse effect on a member of the St. Mary of Carmel community or adversely affect the safety and well-being of a member of the St. Mary of Carmel Community.

VBRD

The Virtue-Based Restorative Discipline (VBRD) program is a holy habit program that we have adopted not only as our anti-bullying program, but as a new way to approach each day here at St. Mary of Carmel School.

VBRD is a discipline belief which follows four guiding principles:

1. We will commit to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When we face conflict, we will further cultivate virtue as part of the solution.

The two primary outcomes of VBRD are:

1. Increased faith practices
 - a. Virtue education
 - b. Prayer
 - c. Activities at home and at school
2. Decreased anti-social behaviors
 - a. Quality relationships are highest priority
 - b. High accountability and high responsibility for repairing harm

Virtues are defined as holy habits that imitate God. The virtues focused on by VBRD are:

- Compassion
- Kindness
- Humility
- Gentleness
- Patience
- Forbearance
- Forgiveness
- Love
- Unity
- Peace
- Thankfulness

- - Parents are a critical part of the restoration of peace and unity at a school by what they model at home. Children first learn about conflict before they come to school by watching adults around them. Our school determines which virtues to emphasize, while continuing to build our vocabulary and understanding of all virtues taught. Jesus teaches us to love one another. Out of love, we work to make things as right as possible when there is harmful or bullying behavior.
 - Restorative discipline makes our discipline policy stronger so children have a way to return to goodness when they fail. The goal is to restore the God-given dignity to all who have been affected by the hurtful behavior so children learn from their mistakes rather than from their punishment. Teachers will be using a variety of techniques learned at a VBRD training to guide students in their process of becoming more virtuous individuals.

- - Checklist for Repairing Harm:
 1. Pray together for God’s help in fixing the problem.
 2. What virtue do we want to use in this situation?
 3. Can we commit to being positive in fixing this?
 4. Who was harmed?
 5. What needs to happen to make things right?
 6. All agree to a solution.
 7. Prayer to close
 8. Follow up with students later

- - **Rules of Conduct**

Respect: Students will have respect for law, authority, rights of others, and public and private property. Students will speak and act with respect to all around them. Disrespect to teachers and staff will not be tolerated. Such behavior is subject to suspension.

Behavior: Great stress is placed on good classroom behavior. Students are at St. Mary of Carmel to learn and should thus be attentive, active participants in their classes. No student has the right to interfere in the learning process of another student.

Bodily Contact: There is a “hands-off” policy between students; hence no frontal hugging or horseplay are acceptable at school. Public Displays of Affection are not acceptable between students.

Fighting: Students involved in fighting may incur a suspension or expulsion. After repeated violations, the student will be permanently removed from the school.

Dangerous Objects/Controlled Substances: Students are never allowed to have dangerous objects in their possession, including weapons or knives. Controlled substances are also prohibited. Students may not possess, use, transmit or be under the influence of tobacco, alcohol, or any controlled substance while on school premises or at any parish/school sponsored activity. A controlled substance is defined as (1) any drug listed in the current Federal Controlled Substance Act; (2) alcohol or any alcoholic beverage; (3) unauthorized glue, aerosol paint, or other chemical substance for inhalation; (4) any other intoxicant or mood-altering or behavior altering drug; (5) drug paraphernalia. Possession of such objects may result in expulsion. Diocesan policy entitles administrators to search school lockers and personal possessions. If drug use is suspected, parents will be notified and students will be required to submit to a drug test.

School Property: Students who intentionally or accidentally destroy or damage school property shall be required to compensate the school for such damage and perform community service as decided by the principal and/or be subject to suspension.

- **Classroom Rules**

Teachers will explain individual classroom disciplinary procedures and post classroom rules and expectations. Rules are explained to all students at the beginning of the school year.

- **Gum Chewing and Candy**

Gum chewing is prohibited in school and on the school grounds. This includes in the cafeteria and gym. Students who are caught chewing gum will be given a demerit. Habitual disregard for this policy will require a meeting with the Principal.

- **Electronics Policy**

- Students are prohibited from having electronic devices on school property from 7:15 a.m. until 6 p.m., Monday through Friday. We strongly recommend that parents collect your student's cell phone (or other electronic device) before dropping them off at school in the morning. If students are found with any prohibited electronic device in their possession (desk, locker and backpack included), the device will be confiscated whether or not it is being used at the time. The recovery fee is \$25 per offense and will be charged whether or not the student wishes to recover the device. In addition to this fee and appropriate disciplinary measures, a parent or legal guardian will be required to accompany their student to retrieve the device from the principal's office

- **Harassment Policy**

St. Mary of Carmel is committed to a policy of non-discrimination within all school programs and activities. Harassment of students is not condoned in a Christian environment and is strictly prohibited at school. All allegations of harassment in any form will be taken seriously and promptly investigated.

- Harassment includes, but is not limited to the following behavior:
- Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted advances, imitations, or comments.
- Visual contacts such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, and interfering with work, study, or play.
- Retaliation for having reported or threatened to report harassment.
-
- St. Mary of Carmel seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff, and students concerning respect. Bullying behavior is not tolerated at St. Mary of Carmel
-
- Bullying is defined as being cruel to someone on purpose or by deliberately targeting others for repeated physical and/or psychological abuse. Examples of bullying include a pattern of intimidation, threats, menacing taunts, excessive teasing, the malicious spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or causing injury. Bullying can also

include a pattern of deliberated isolation or exclusion of another with the intent to be hurtful.

-
- Bullying can also take place using technology such as, but not limited to social media, instant messaging, text messaging, polling, blogs, pictures (using camera phones, digital cameras, and web cameras) etc. Any bullying or harassment in these forms is considered a violation of the harassment/bullying policy.
-
- Any student who believes he or she has been the subject of harassment or bullying, or any parent of such a student, shall report the alleged incident in writing to the Principal. The administration and appropriate faculty will investigate the incident/s and determine an action plan which is communicated with the students and parents of those students involved. Verbal and written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously, or in jest, or online) are subject to consequences which may include, but are not limited to, suspension or expulsion.

-

- **Suspension**

Suspension is a serious disciplinary action that results in the temporary dismissal of the student from the classroom or school premises for a length of time determined by the administration. The Principal or Assistant Principal may suspend students. A student suspension is considered to be an unexcused absence. Every possible infraction cannot be listed; however the following will not be tolerated at any time and may, at the Principal's discretion, result in a suspension and/or expulsion:

1. Any repeat and/or continuous minor infraction which, in the judgement of a staff member, constitutes chronic incorrigible conduct. (i.e. inappropriate haircut, graffiti, etc)
2. Disrespect- Students will respect all school personnel and property. Disrespect to other students, peers, and/or their personal property will not be tolerated. Disrespect includes physical and verbal violence. Parents will be notified immediately and involved in the disciplinary process in the event of fighting.
3. Unauthorized absence from class
4. Possession and/or use of dangerous and/or controlled substances or materials
5. Stealing

- **Suspension Procedure**

1. Documentation of infraction and notice of suspension is prepared and signed by the Principal
2. Parents are notified
3. Teachers will be notified when a student is suspended
4. Teachers will prepare the day's assignments and homework for the suspended student
5. Student is responsible for all work covered during the time of the suspension. It is due immediately upon return.
6. During the suspension, the student is ineligible to participate in any school activities.
7. Parents must accompany the student to school with the signed disciplinary form following the suspension for a conference with the Principal. At that time, the student will be readmitted based on the outcome of the conference.

- - **Conduct Probation**
 - A student may be placed on probation for serious or continued misconduct. The time of probation will be clearly defined with specific conditions and is communicated with students and parents. A student placed on probation may be removed from class activity and denied the privilege to participate in extracurricular activities.
-
- **Withdrawal**
- The education of a student at St. Mary of Carmel is a partnership between the parents and the school. If, in the opinion of the administration, this partnership is irretrievably broken, the administration reserves the right to withdraw the student from SMC.
 -
 - **Expulsion**
 - A student may be expelled for any conduct that reflects adversely on the school community or that is harmful and offensive to the school community. Students whose parents have violated the Parental Responsibilities may also be excluded from St. Mary of Carmel. Reasons for expulsion may include:
 - A second suspension
 - Failure to abide by terms of probation
 - Possession, dissemination or use of weapons, alcohol, tobacco or other inappropriate substances
 -
 - The Principal may expel students. Parents may request to withdraw the student to avoid expulsion.
 - Please see *The Roman Catholic Diocese of Dallas School Policies Handbook Addendum*, beginning on page 48 of this Handbook.
 -
 - **Expulsion Procedure**

If a student has committed a serious infraction of a school rule as outlined in the paragraphs named “Rules of Conduct” and “Suspension/Expulsion”:

 1. Parents will be notified and asked to pick the student up immediately
 2. A three-day waiting period will be observed after which a conference will be held with the Principal, parents and student.
 3. A withdrawal form stating the reason for the expulsion will be filled out and signed by the parents and the Principal.
 4. All books and/or fees must be turned in to the school office before records are released to another school.
 - **Weapons, Alcohol, Tobacco & Other Inappropriate Substances**
 - Any violation of the school’s prohibition against weapons, alcohol, tobacco & other inappropriate substances will result in an automatic suspension with the possibility of expulsion. The police may be called.
 -
 -

- Health and Safety

- Immunizations

- Every student enrolled in a Catholic school in the diocese of Dallas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule (see below) adopted by the Texas Department of State Health (commonly known as the “minimum State Vaccine Requirements for Texas School/Entrance/Attendance”). Each year every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment. (*Handbook of Policies and Procedures for Elementary and Secondary Schools*, Catholic Schools Office, Diocese of Dallas, item 5155)

1) Polio

- **Kindergarten** entry. Students are required to have four doses of polio vaccine-- one of which must have been received on or after the fourth birthday. Or, if the third dose was administered on or after the fourth birthday, only three doses are required. Four doses of oral polio vaccine (OPV) or inactivated poliovirus vaccine (IPV) in any combination by age four to six years old is considered a complete series, regardless of age at the time of the third dose.

2) Diphtheria/Tetanus/Pertussis

- **Kindergarten** entry. Students are required to have five doses of a diphtheria/tetanus/pertussis-containing vaccine--one of which must have been received on or after the fourth birthday. Or, if the fourth dose was administered on or after the fourth birthday, only four doses are required.

3) Tdap

- **Seventh grade** entry. Students will be required to have one booster dose of a tetanus/diphtheria/pertussis-containing vaccine for entry into the 7th grade, if at least five years have passed since the last dose of a tetanus-containing vaccine. If five years have not elapsed since the last dose of a tetanus-containing vaccine at entry into the 7th grade, then this dose will become due as soon as the five-year interval has passed. Td vaccine is an acceptable substitute, if Tdap vaccine is medically contraindicated.

4) MMR

- Students are required to have two doses of MMR vaccine with the first dose received on or after the first birthday and second dose before entering **Kindergarten**.

5) Hepatitis A

- Students are required to have two doses of hepatitis A vaccine with the first dose received on or after the first birthday and before entering **Kindergarten**.

6) Hepatitis B

- Students are required to have three doses of hepatitis B vaccine before entering **Kindergarten**.

7) Meningococcal

- Students are required to have one dose of meningococcal vaccine before entering **Seventh grade**.

8) Varicella

- Students are required to have two doses of varicella vaccine received on or after the first birthday and before entering **Kindergarten** unless the school office receives a written statement from a physician or the student's parent containing wording such as: *This is to certify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.*

-
- Children enrolled in pre-kindergarten or early childhood programs must be immunized against the following: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases in accordance with the state-mandated Immunization Schedule
-
- Immunization requirements must be documented by a licensed medical doctor and on file in the clinic office the first day of school. **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE.**

- - **Medications**

- Parents are encouraged to keep the school office and the student's teachers informed regarding any medication their student is taking at home. Medication that may cause any degree of impairment to the student must be reported to the school office by the parent.
-
- Any medication to be taken during school hours must be stored and administered through the clinic and will be given only under the following conditions:
 - Taking the medication during school hours must be medically necessary to permit the student to remain in school.
 -
 - Medication must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist.
 -
 - "Over-the-counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be given without written permission from physician (may be faxed), student name on bottle, in any way other than what the written directions say, and a permission slip signed in the office by the parent.
 -
 - Each student's medication must be in a properly labeled container with the following information: student's name, physician/dentist's name, date, name of medication, dosage, and directions for administration.
-

- Each student's medication must be brought to the school office by the parent and not the child. When the parent brings in the medication, he/she signs a form giving permission to administer the medication. The form is kept in the school clinic.

- - **Emergency Form**

- During enrollment, parents are required to submit all emergency information to the school. In case of an emergency, only necessary emergency first aid and treatment to protect the child will be administered. Parents and/or the student's physician will be notified immediately. An emergency card file is kept for ready reference in case of an emergency. It is the parent's responsibility to keep the school office updated of any changes. This file contains important data such as parent's phone number, family doctor, etc.

- **Permission for Testing**

- During enrollment, parents give permission authorizing the school to conduct vision and hearing screening for students in grades K-8. If permission is not granted by the parent, the parent is responsible for providing the school with proof of examinations.

- -

- - **First Aid**

- Basic first aid will be administered in case of a minor accident. In case of head injury or other more serious accident, the school office will notify the student's parent.

- - **Clinic**

- The clinic is available for those students who are in need of first aid attention and sick students who are waiting to be picked up by parents.

- - **Communicable Diseases**

- The school makes every effort to control the spread of communicable diseases. Any student showing suspicious symptoms may be sent home as a matter of precaution. A student is considered ill and must go home if any of the following should occur: vomiting, diarrhea, pink eye, head lice or a fever. The student must be fever free and not contagious for 24 hours before returning to school after any illness. In the event that a child has a communicable disease (measles, chicken pox, etc.) the school must be notified immediately. A doctor's release will be necessary for readmission.

- On issues of health not addressed in this handbook, St. Mary of Carmel follows the directives of the Diocese of Dallas Catholic Schools Office and the Texas Catholic Conference Education Departments School Health Manual.

- **Head Lice**

Monthly head checks will occur throughout the year. If live lice or nits are found, then the parent will be contacted and the student must be picked up. Students who are sent home because of head lice must be cleared by the nurse before returning to school and school events. If live nits are still found when the child is checked, they will have to go

home. If a child has been sent home three or more times, the Health Department will be contacted by the school.

- - **Alcohol, Tobacco & Other Inappropriate Substances**
- St. Mary of Carmel Catholic School forbids the possession, consumption or dissemination of alcohol, tobacco and other inappropriate substances on the school campus or at any school-related or school sponsored function by any individual. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The police may be called.
-
- For the purpose of this policy, alcohol shall mean any beverage containing alcohol that is restricted for consumption by minors in the State of Texas. Tobacco shall mean any tobacco product including cigars, cigarettes, pipe tobacco, chewing tobacco, etc. Inappropriate substances shall mean any illegal drugs, controlled substances, or “over the counter” drugs which effect physiology and are used for non-medical purposes.
-
- **Allergies**
Parents must notify the school of any allergies students might have. All medical information will be kept in the clinic, but classroom doors will be marked for students with any severe allergies (i.e. peanuts, bees etc.).
- - **Weapons**
- St. Mary of Carmel Catholic School forbids students from bringing to school or school-related activity any weapon or ammunition, any other object used in a way which threatens physical harm to another person, or any object perceived as a weapon. The possession or use of articles not generally considered weapons may be prohibited when a reasonable degree of danger exists to students, staff or school property. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The police may be called.
-
- **Emergency Procedures**
- St. Mary of Carmel conducts fire, weather emergency, and lock down drills on a regular basis during the school year for the safety of the students. Exit procedures are posted throughout the school and students are taught the bell signals used to indicate different emergencies. Students must conduct themselves during these drills in a manner that reflects responsibility for their safety and others. St. Mary of Carmel has a Crisis Management Plan in place to respond to emergency situations. Parents may review the Crisis Management Plan in the school office.
- **Fire Drills**
At the sound of the fire alarm, everyone must immediately exit the building as quickly as possible. Fire drills are held regularly throughout the school year. Fire exits are clearly marked. Evacuation plans are posted in all classrooms in the building.

- **Tornado Drills**

The signal for the tornado drill is a staccato bell. Students proceed immediately to the assigned areas and students assume the duck and cover position on the floor. Tornado drills are held with the students in case of an emergency situation. Evacuation plans are posted in all classrooms in the building.

- **Lock Down Drill**

The school will periodically conduct lock-down drills to establish safe procedures that are used whenever a situation occurs that might put students at risk.

- **Crisis Management Plan**

Teachers receive full details of crisis management in their red Crisis Management Folders. All expectations and procedures are reviewed and practiced with students periodically throughout the year.

-

- **During all emergency situations, no students can leave the building until the Principal has cleared the building. Please do not come to the school and try to pick up your student. When the school is on lock down or is in a real inclement weather situation, no person can enter or leave the building. During an actual emergency, parents will be notified through RenWeb Alert by email and text of the contingency plan regarding the safety, dismissal, and release of students. The school will use the email and phone number on file. Please make sure email addresses are updated through the school office as necessary.**

-

-

- **Communication**

- Communication between students, teachers, and parents is an integral part of quality education. Parents are encouraged to use e-mail to communicate with teachers with the understanding that e-mail is checked at regular intervals. It is the goal of the faculty to respond by the evening of the next school day.

-

- Both parents and teachers are encouraged to allow a “cooling off” time in cases of emotional issues so that both parties will treat each other respectfully and deal with each situation prudently and in a Christ-like manner.

-

- **Parent-School Contract**

This handbook represents a contract between parents and the school. It is required of all St. Mary of Carmel School families, and stipulates the scope of required parent participation and cooperation. St. Mary of Carmel School is a pro-active learning environment and emphasizes parent participation for student success.

- **Office Communication**

The office will send all communication via a weekly envelope on Tuesdays to oldest children. Please check your child’s backpack as all flyers and communication will be sent home in that envelope. Please return the envelope to your child’s homeroom teacher the next day to ensure that you will continue to receive weekly communications.

- **Means of Communication**

- RenWeb™ is the primary means of communication to parents about grades, missing assignments and important school notices. Parents will receive username and password information to access RenWeb information pertaining to each student enrolled at St. Mary of Carmel. Every family in grades K through 8 must activate their parent RenWeb account, provide an email address and keep that email address current with the school office. Through this email address, parents will receive school wide notices, including inclement weather and emergency closing notices, and classroom announcements. School faculty updates grades weekly and assignment information regularly.

-

- Parents are expected to access email and RenWeb on a regular basis. In addition to checking RenWeb regularly, parents are expected to review all graded and returned schoolwork to keep informed of their child’s progress. Every Tuesday, weekly folders are sent home as an additional means of communicating.

-

- Parents are responsible for communicating any change of address, phone number, and email address to the office manager.

-

- **Parent/Teacher Conferences**

- At mandatory conferences in November, parents and teachers share important information regarding each student’s progress and establish goals and objectives for success in the school year.

-

- A student’s parents or teacher may request a conference at any mutually agreeable time as necessary to support the student. Parents may request a conference by email or written note through the student. The student may attend the conference when appropriate.
-
- To maintain proper focus on the students, teachers will not conference with parents during the following times:
 1. Fifteen minutes prior to opening exercises
 2. During instruction time
 3. At dismissal and fifteen minutes thereafter.
- Teachers should not be contacted by phone call to their home or cell phone, except as requested by the teacher.
-
- **Conflict Resolution**
- In all human involvements, misunderstandings and conflicts will arise. Clear, respectful, honest communication within a community can sometimes be challenging, but it is vital for the success and growth of the members of the community. The administration, faculty, staff, students, and parents are expected to have rational conversations without the fear of reprisal within the classroom , the community or social media.
-
- When these situations occur at St. Mary of Carmel or at school-related activities, the following procedures must be observed:
 1. The teacher (including other authorized adults) and the student(s) must first address the conflict by speaking respectfully and honestly about the issue to be resolved.
 2. If sincere attempts by the teacher and student(s) fail to resolve the conflict, a parent/teacher conference must be held.
 3. If sincere attempts by the teacher and parent(s) fail to resolve the conflict, the parent or teacher may explain the conflict to the principal in writing or request a conference.
 4. If the sincere attempts by all involved fail to resolve the conflict, the parent may explain the conflict, in writing, to the pastor.
-
- The principal’s involvement must be limited to resolving conflicts that arise during school or school-sponsored activities.
-
- **Information for Legal Matters**
- In the event any student, parent or any representative thereof attempts to secure any information and/or documentation from St. Mary of Carmel through a subpoena or other legal process, a reasonable fee for expenses incurred may be assessed. Please see *The Roman Catholic Diocese of Dallas School Policies Handbook Addendum*, at the end of this Handbook.
-

- **General Policies**

- **Dismissal**

PreK Students are dismissed at 2:55 each day, with their carline starting at 3:00 pm. Parents of PreK students ONLY may enter the first carline, to pick up their PreK students prior to the rest of the school. Students in grades K-8 are dismissed to the cafeteria at 3:05 daily. Carline will begin at **3:10 pm**. Parents must enter the school property and turn right to drive around the church and get in line. 7 loading stations will be marked with cones/numbers; students may only load at one of these seven stations and all seven stations must be loaded to move at the same time. It is important that all cars are moving at the same time to increase safety. Do not try to drive around the car in front of you if your students have loaded. The parking spots next to the 2nd grade trailer are reserved for parents coming through carline whose children are not in the cafeteria.

- Cars must have a Carline Hang Tag in the car window when picking up students. One identification card will be provided to each family for the car, and one identification tag will be provided for each student's backpack. For safety issues, this identification card will be required all year. Replacement Carline Hang Tags are \$5.00 and Backpack Tags are \$2.00 and can be purchased in the office.
- All students must be picked up promptly at dismissal time, unless they are staying in After School Care. Students are not permitted to remain inside nor reenter the school buildings unless required and supervised by a teacher. Children who are not picked up by 3:40 will be considered to be staying in After School Care and will be charged.
- No cars may be left unattended in pick-up lanes during dismissal time. For safety purposes, parents must stay in their vehicles during pick up time. If you wish to park and walk to get your child, we will not release your child to you until all cars have come through. Cell phones are strictly prohibited while parents are driving in carline. It is important for the safety of all of our students that parents are alert and attentive.
- Faculty Members serve as safety patrols during dismissal time. They are responsible for the safety of all children and vehicles in carline and therefore cannot stop to have conferences. Parents and teachers cannot have extended meetings or conferences in the car line.
- Children may not be picked up outside school property on the street at any time, nor are they permitted to wait in front of the church.
- **After-School Care**
This program will be available on school days after dismissal until 6:00 PM for students who are enrolled at St. Mary of Carmel School. The program will provide supervision for students and include time for snack, homework, outdoor recreation and indoor play.
- Between 3:40 and 4:00 \$5 for the first child
- \$4 for each additional child
- Between 4:00-6:00 \$7 for the first child

- \$6 for each additional child
-
- Students who are not picked up by 6:00 pm will be charged late fees. There is a \$15 fee charged for students who are picked up after 6:00 pm plus a \$15 fee for every 10 minutes after 6:15. Payment for after school care is not included in regular tuition payments and will be billed weekly. Payments are due 15 days after they are billed. Unpaid balances will result in a delinquent account and your child will not be able to attend After School Care until it is paid off.
-
- **Cafeteria**
Hot lunches are served daily in the school cafeteria through Twelve Oaks Catering Company. Lunch menus are sent home monthly. Parents must preorder lunches on a weekly basis using our weekly communication folder. Please indicate on your family's weekly communication folder which lunches your family wishes to order (and quantity) by Thursday of the preceding week. A hot lunch is \$3.25 per student and milk is \$.35. Students who qualify for the Federal Lunch Program may be eligible for free or reduced priced lunches. Application forms are sent to all school families and letters of notification are sent to the family regarding their eligibility. Parents will be billed weekly for hot lunches served to students who buy lunch. Payments are due within 15 days of when they are billed.
- Students may also bring their lunches from home. For your child's safety, do not send any glass containers or carbonated sodas. Soft drinks may not be brought to school during school hours. Please note that we **are unable to warm, cook, or refrigerate lunch items brought from home.** No microwaves may be used by students and no staff member is allowed to warm food for students in the microwave. Parents are allowed to bring lunch for their child and may join them in the cafeteria after signing in at the office, but you may only bring lunch for your own child. Our federal lunch program dictates that fast food is not permitted other than on Family Day during Catholic Schools week. We ask that lunches brought in are from home or from a sandwich shop such as Subway. Parents must check in at the front office before entering the cafeteria and dropping off lunches.
- All students must contribute to making the cafeteria a proper environment for mealtime by observing the following rules:
 - Speak in a low tone.
 - Use proper manners.
 - Remain seated until dismissed from the cafeteria.
 - Dispose of waste properly and leave tables clean.
-

- **Birthdays**

St. Mary of Carmel does not sponsor parties outside of school hours. All classroom parties are arranged with the homeroom teacher and generally are limited to the lower grades. Invitations to any private parties are not to be distributed on school grounds unless the entire class is invited. Parents are allowed to bring in cupcakes for a child's birthday, however, this must take place in the last 20 minutes of the day in the classroom; half birthday celebrations are allowed for students who have a summer birthday. Teachers must approve the plan to bring in cupcakes ahead of time. Parents must check in at the Office before entering classrooms. Please keep celebrations simple and provide the necessary paper items. To minimize distractions, do not deliver flowers and /or gifts to the school. There is limited office space and we cannot accommodate these items.

- - **Personal Items**

1. All personal belongings, including school supplies and clothing items, **must be well marked with student's name.**
2. Check at the office for lost and found articles. All marked items will be returned. Unmarked items will be given away after one month.
3. Toys, electronics and any other items unrelated to school activities are not to be brought to school without permission from the teacher. All prohibited items will be confiscated.

- - To minimize classroom interruptions and instill a sense of personal responsibility, any forgotten items, which are subsequently brought to school, must be left in the office. The student may collect them on their break or at lunch.

- - **Telephone**

- - Students may use the office telephone when needed with permission from the Office staff. Cell phones are subject to the electronics policy in the Resources & Technology section of the handbook. Students must log their phone calls made on the school phone in the Phone Log in the office. Arrangements for after-school activities and routine transportation questions should be made prior to arriving at school each day. Parents wishing to communicate to their students during the school day must do so through the school office. Please limit requests for messages to be delivered to students to emergency situations.

- - **Damages**

- - Students are responsible for payment of all damages to school property.

- - **Lockers**

- - Students are responsible for the contents and order of their assigned lockers. Lockers, cubbies, and/or backpacks may be inspected by the faculty and administration at any time without notice.

- - **Severe Weather/School Closing**
- In the event of inclement weather, St. Mary of Carmel will report to Channel 8 what the school's official decision is. Any other channels or stations are not considered official. In general, the decision of the Dallas Independent School District as to school closing, delayed openings, and early dismissals for weather reasons is applicable to St. Mary of Carmel.
- **Use of School Grounds**
The school building during the school day is for the sole use of the children and faculty/staff. The school building acts as a community center after 6:00pm each day for various church organization and community groups. Permission for the use of the school building after hours must be obtained in advance of the usage from the Principal or Pastor and placed on the official community calendar.
- - **Visitors**
- All visiting parents, volunteers, and service personnel must check in at the office and either receive an identification badge before proceeding beyond the office area or use their photo volunteer badge. No one is allowed in the school if not cleared by the office personnel. Visitors must enter the building through the main door on the side of the Red Brick Main Building. Parents or other visitors wishing to visit the classroom should make arrangements with the principal.
- - **Eighth Grade Expectations**
As the leaders of the school, 8th graders are expected to be role models for the rest of the school at all times. In order to participate in graduation, 8th grade students must complete and pass all finals and courses for the year. Major discipline problems can impact a student participating in graduation. In addition, all past due payments must be paid in full by May 26th before a student is able to take their final exams and participate in Passing the Light and Graduation.
 - **Image Release**
- To celebrate the community spirit of St. Mary of Carmel and share it with potential school families, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests. By attending school events, including Dallas Parochial League events, participants acknowledge that their picture may be posted or published without notice or remuneration. Concerns must be addressed with the principal, in writing. To document that understanding, each school family is asked to indicate their agreement by signing the release form at the end of this handbook.
- **Technology**
Technology is integral to the school's instructional program. With this educational opportunity also comes responsibility. The use of the school's computers and Internet access is a privilege, not a right. Inappropriate use of computers and/or Internet will result in a cancellation of those privileges at school. The administration will make all decisions regarding whether or not a user has violated this privilege. The administration

may deny, revoke, or suspend access at any time; the administration's decision is final. See the Technology Policy provided as an addendum to this handbook.

- - **Use of School Name**
 - No individual may use the name, logo, or image of St. Mary of Carmel including any member of the community or in any way represent the school publicly, in print or on-line, without the express written permission of the principal. This restriction includes parents and student social media pages.
 -
 - **Handbook Revisions**
- The handbook shall be governed by the guidelines established by the Diocese of Dallas. Diocesan procedure will take precedence in matters where a conflict might exist with this handbook. The principal reserves the right to modify the contents of this handbook at any time without prior notice, as deemed necessary. School administration will promptly communicate handbook amendments and these amendments will be highlighted in the electronic version of the handbook.
-
-
-
-

- **Parent/Volunteer Involvement**

- **Parent Volunteer Hours**

- The goal of keeping Catholic education affordable requires us to find creative ways to cut costs. One way St. Mary of Carmel does that is by requiring parent volunteer hours to supplement the staff. Each family is required to volunteer 20 hours of community service at various events during the school year. Five of those hours of which can come from meetings such as PTO. In addition, each parent is required to serve 5 hours each at the Jamaica on September 25th. Failure to complete the volunteer hours by May 15th will result in a \$25 fine per hour not served. Our two most important fundraisers are the Fall Jamaica and the Spring Casino Night. It is essential that every family participate in these events.

-

- A community service log will be maintained in the Nurses' office with Mrs. Ibarra to document parent participation. Hours must be logged by the parents in the volunteer log book. Parents are responsible for monitoring their own hours and checking with the volunteer supervisor, Mrs. Ibarra, to make sure the hours have been signed off. Volunteers must be 18 years or older or accompanied by an adult and be cleared through the Safe Environment program. All volunteers must check in with the office prior to starting any work on campus during the school day.

-

- As volunteers, parents are representatives of the Catholic Church and of St. Mary of Carmel. Volunteers are expected to support the directions given by faculty and administrators. As volunteers, parents serve in a Catholic school and are role models for the students.

- **Volunteer Opportunities**

There are many volunteer opportunities throughout the year at St. Mary of Carmel. The following are examples:

- Jamaica
- Coaching Sports Teams
- All Saints and Halloween Celebrations
- Catholic Schools Week
- Community Clean Up Days
- Family Night
- Trivia Night
- Casino Night
- Boy and Girl Scouts
- Carline
- Field Trip Chaperones
- Lunch Monitoring
- Field Day
- Recruiting at Masses

- **Safe Environment**

All adults who volunteer in any capacity at the school are required to pass a background check every year and meet all training requirements set forth by the Roman Catholic Diocese of Dallas. Applications can be submitted online or to the Safe Environment Coordinator. This clearance needs to be renewed on a yearly basis. Once a parent has been cleared with a background check, an ID will be made available at the school for the parent to actively volunteer on campus (this includes field trips).

- **Visitors on Campus**

All visitors to the school must first report to the school office and receive a visitor's badge. Permission to visit a classroom must be granted by the teacher at least 24 hours in advance. Permission to have student visitors on campus must be made two days in advance with the teacher and Principal's approval.

-
-
-

- **Fees and Tuition**

- **Tuition**

- Tuition payments are made through FACTS Tuition Management in monthly installments from June through March or May. Tuition is due based on the agreement that you have set up with FACTS. Parents are responsible for all late fees and penalties due in regards to delinquent tuition. Tuition payments placed on hold in FACTS will be assessed a 3% late fee for every month until the payment is paid in full.

-

- **Tuition Refund**

- If a family decides to withdraw their registered student from St. Mary of Carmel, tuition payments for the remainder of the year will be stopped. Upon written request to the principal before August 1st, the school will refund all tuition paid and cancel the remaining balance of a FACTS agreement attributed to the student who will not be attending St. Mary of Carmel Catholic School. Parents will remain responsible for interest accrued and/or fees already charged by FACTS. After August 1, the principal may grant written requests for refunds in exigent circumstances. The school cannot refund any tuition if a student leaves St. Mary of Carmel after the first day of the second semester of the school year. Registration and other fees are non-refundable.

-

- **Returned Payments**

- If FACTS or the school receives a returned check, parents must pay the subsequent bank service charge. If there is a recurrence of returned checks, then further payment by check will not be accepted. Payments must then be made by cash, money order, or cashier's check. Tuition payments that are returned by the bank in FACTS incur a 3% late fee immediately. An additional 3% late fee will be charged each additional month until the payment is paid in full.

-

- **Registration Fees**

- Registration fees are due at the time of registration. The registration fee is non-refundable. All fees must be paid in full by the due date or the student(s) will not be enrolled in the school. All outstanding balances must be paid in full before registration can take place for the following year.

-

- **Incidental Fees**

- Any incidental fees, which include lunches, After School Care and fundraising, will be billed through the FACTS system. Lunch and After School Care will be billed weekly and are due within 15 days of being billed. Tardy fees will be billed in FACTS twice a month, with the fee being due within 15 days of being billed.

-

- **Office Payments**

- If you wish to pay for something that is on automatic withdrawal from your bank account, you must pay 3 days in advance of the due date in order for the payment to be processed and the withdrawal to be stopped. FACTS begins taking the money out a day before the payment is due and we cannot stop it once that happens. Please call the office immediately if you get a notification from FACTS for a balance you are not able to have withdrawn from your account.

-
- **Past Due Balances**
- Any child whose tuition is 15 days past due will no longer be considered enrolled and will not be admitted to class. A student will only be allowed to return to their classroom once the past-due balance has been paid.
- Students in 8th grade must have all outstanding balances paid in full by May 16th in order to take their final exams and participate in the Passing the Light Ceremony and Graduation. Anyone with an outstanding balance will not be allowed to re-register for the next school year.

-
- **Fundraising**
- No school can operate on tuition alone. The actual cost of educating each of our students is over \$7,000. In order to close the gap between tuition and costs, St. Mary of Carmel has several required fundraising projects throughout the year. There are three events where parents are required to sell tickets or items. **This is a requirement for all families and cannot be waived.** These fees will be billed in FACTS with the due date being the last school day before the event. If you wish to pay in the office so as not to be billed in FACTS, please do so **at least 3 days beforehand** so that we can credit your account in time.

-
- **Tuition Assistance**
- Through the generous donations from the school and parish community and the Diocesan Education Endowment Trust Fund, limited tuition assistance is available. Those parents requesting assistance must apply to FACTS Grant and Aid, a third party tuition management service, by the published deadline. Families may also complete a Parish Partners application and turn it in to the school office for Local Tuition Assistance. Information regarding tuition assistance applications is published in December of each year.

-
- **Collection of Funds**
- At no time is a parent/guardian or teacher allowed to collect funds from school families unless express written permission to do so has been granted by the principal.

-
-
-
-

- **Extracurricular Activities and Organizations**

- **Extracurricular Activities**

The offering of extra-curricular activities depends upon the availability of adult volunteers. Parents are strongly encouraged to coach or assist with sports or other activities to enrich the students' education experience. If a student is not present at school during the day, or if they leave early due to illness, they are not able to participate in extra-curricular activities that day.

- **Athletics**

- St. Mary of Carmel participates in the Dallas Parochial League (DPL) and YMCA.

Athletics for boys and girls in Grades 5-8 may include basketball, soccer, and volleyball, as student interest and coaching resources permit. An Athletic Director (AD) appointed by the principal, represents St. Mary of Carmel in the DPL. The AD directs the athletic program as outlined in the Athletics Policy provided as an appendix to the school handbook.

-

- As with all other extracurricular activities, participation in the school's athletic program is a privilege to be earned and maintained, not a right arising from the payment of tuition. Athletic programs are extracurricular in nature and are secondary to the school's academic objectives. Students must achieve and maintain academic and conduct eligibility. In addition, before a student is allowed to begin practice or games, the student must pay any required fees and must submit the following forms:

-

- Clearance and Physical Examination Form completed by a licensed physician
- Team Registration forms

-

- Students are expected to commit to cooperate with the sponsor or coach and to participate consistently over the entire term of the activity to the best of their ability. Failure to satisfactorily complete these commitments will subject future request to participate in athletics to review by the principal.

-

- **No Pass, No Play**

Students must maintain a grade of 70 or higher in all academic subjects in grades 5-8 and maintain satisfactory conduct in order to be eligible for extra-curricular activities. Any grade of 69 or below and/or less than satisfactory conduct on a report card or progress report will result in a student's ineligibility to participate in school related extra-curricular activities.

Students will regain eligibility when they raise their failing grade(s) to a 70 or above.

Grades will be checked every two weeks once a student is deemed ineligible.

- **School Advisory Council**

The St. Mary of Carmel School Advisory Council is an advisory board whose members help formulate sound policies with regards to finance, development and maintenance of the school. Council members include the pastor, principal, and various community members. Regular meetings are held each month.

- **Parent-Teacher Organization**

The PTO is an organization that provides an avenue of dialogue between school families, the administration and teachers. It acts as a support system for the school by encouraging

parent participation and fundraising. *The PTO meets the 3rd Wednesday of every month at 6:30pm. Officers are elected in the spring on a two year cycle.*

- **The Friends of St. Mary's and Young Alumni**

The Friends of St. Mary's and Young Alumni are organizations of alumni, former staff and others willing to make a commitment of time and energy to the preservation of St. Mary of Carmel Catholic School. Their mission is to offer assistance through programs that support teachers and quality Catholic Education.

-
-

● School Uniform

- St. Mary of Carmel enforces a school uniform policy for students in Pre-Kindergarten through 8th grade. Each student is expected to adhere to this policy and wear clothes and shoes that meet uniform guidelines. Clothing must be clean, unwrinkled, the appropriate size and the appropriate length. Uniforms are to be kept in good repair. Shirts must be tucked in at all times with the waist band or belt showing. Skirts may not be rolled up.

-

- **Girls:**

- **PreK**

- Long or short sleeved white blouse (round collar) or yellow polo
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- Pleated with tab or green plaid jumper (Purchased at Parker School Uniform)
- Navy knee-high socks
- Pullover Navy Sweater or Navy Acrylic Pullover Vest (must be worn every Wednesday at Mass)
- Saddle Shoes (Keds or Oxford brand) in black and white or navy and white or white velcro sneakers
- A black or brown belt must be worn with pants/shorts

-

- **K-4th**

- Long or short sleeved white blouse (round collar) or white polo
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- Pleated with tab or green plaid jumper (Purchased at Parker School Uniform)
- Navy knee-high socks
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Saddle Shoes (Keds or Oxford brand) in black and white or navy and white
- A black or brown belt must be worn with pants/shorts

- **5th-7th**

- Long or short sleeved white Oxford blouse
- Plaid tie (purchased from Parker School Uniform)
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- Pleated with tab or a knee length five box pleats/green plaid skirt (Purchased at Parker School Uniform)
- Navy knee-high socks
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Saddle Shoes (Keds or Oxford brand) in black and white or navy and white
- A black or brown belt must be worn with pants/shorts

- **8th**

- Long or short sleeved white Oxford blouse
- In addition to white shirts, 8th graders may wear blue, yellow, or pink Oxford Shirts
- Plaid tie (purchased from Parker School Uniform)
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- Pleated with tab or a knee length five box pleats/green plaid skirt (Purchased at Parker School Uniform)
- Navy knee-high socks
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Saddle Shoes (Keds or Oxford brand) in black and white or navy and white
- A black or brown belt must be worn with pants/shorts

•

• **Boys:**

• **PreK**

- Long or short sleeved white oxford shirt (button down) or yellow polo
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- White socks only (no ankle socks)
- Pullover Navy Sweater or Navy Acrylic Pullover Vest (must be worn every Wednesday at Mass)
- Brown or black boys topsiders (loafer-style with laces or Velcro)
- A black or brown belt must be worn with pants/shorts
- A clip on tie is optional for Mass on Wednesdays

• **K-4th**

- Long or short sleeved white oxford shirt (button down) or white polo
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- White socks only (no ankle socks)
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Brown or black boys topsiders (loafer-style with laces)
- A black or brown belt must be worn with pants/shorts
- A clip on tie is option for Mass on Wednesdays

• **5th-7th**

- Long or short sleeved white oxford shirt (button-down)
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- White socks only (no ankle socks)
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Brown or black boys topsiders (loafer-style with laces)
- Green Plaid Tie (purchased at Parker School Uniforms)

- A black or brown belt must be worn with pants/shorts
- 8th
- Long or short sleeved white oxford shirt (button-down)
- In addition to white shirts, 8th graders may wear blue, yellow, or pink Oxford Shirts
- Navy walking shorts with cuff (only from Aug-Nov and Mar-May)
- Navy pants, pleated with tab
- White socks only (no ankle socks)
- Pullover Navy Sweater or Navy Acrylic Pullover Vest
 - Required daily only November-March
 - Must be worn every Wednesday at Mass
- Brown or black boys topsiders (loafer-style with laces)
- Green Plaid Tie (purchased at Parker School Uniforms)
- A black or brown belt must be worn with pants/shorts

- **Casual Dress Fridays**

- Students in the 5th-8th Grades may participate in Casual Dress Fridays as long as they have no missing homework during the week. On Casual Dress Fridays, students must still come in uniform but ties and sweater vests are not required. Students are also allowed to wear any socks of their choosing.

- **Accessories**

- Personal adornments should be kept to a minimum so as not to distract from the intended simplicity of the school uniform. Make-up, nail polish, big earrings, acrylic nails, and excessive jewelry are not permitted. Girls may wear one pair of small earrings; no dangling or hoop earrings that are a safety hazard during active play. Boys and girls may wear no more than two bracelets. Jewelry must be in good taste and not distract from the intended simplicity of the uniform. Boys may not wear earrings.

- **Dress Code**

- The school uniform is to be worn each day by students in Pre-K through 8th grade except on designated non-uniform days. Uniforms should be clean and neat. Blouses and shirts must be solid white with no logos. Hemlines for girls' skirts and jumpers should be no shorter than one inch above the knee, front and back. All school uniforms (skirts, jumpers, sweaters, jackets, blouses, pants, shorts, etc...) should be labeled with the student's name.

- **Hair Code**

- Hair should be neat. Boys' hair must be cut above the ear and the collar. No unconventional haircuts or hair colors. The school administration will be the judge of what is and is not conventional. Examples of unconventional haircuts include tails, splits, and hair below the collar for boys, or **designs shaved into the hair**. Once a student begins shaving, it is their responsibility to remain clean shaven without any facial hair. Students may be removed from school for inappropriate hair and will not be allowed to return until the haircuts are compliant.

- **Physical Education Uniform**

- SMC PE Uniform is required for 5th-8th students. Girls and boys will wear a plain gray t-shirt or white t-shirt or an SMC Athletics t-shirt, knee length navy shorts and tennis shoes. Students should bring tennis shoes from home to change into at school. Students in 3rd and 4th grade may bring tennis shoes to change into if topsiders are worn to school.

-
-
-
-
-
-
-
-
-
-
-

- **Legal Compliance**

- **Buckley Amendment**

St. Mary of Carmel adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the Principal’s office. St. Mary of Carmel Catholic School will enforce all court issued documents concerning custody and/or visitation. In the absence of any court document, the school will view each parent as having full, legal custody of his/her child. In the absence of a court order to the contrary non-custodial parents have the right to receive records about their child’s academic progress.

- **Child Abuse Laws**

St. Mary of Carmel Catholic School abides by the Child Abuse laws of the State of Texas. State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to <https://www.txabusehotline.org>.

- Allegations by parents, guardians, or children themselves of abuse or neglect must be treated most seriously and must never be dismissed. All complaints alleging abuse must be treated seriously, but especially if the allegation states:
 - Abuse involving school/parish staff, whether full-time, part-time, paid, or volunteer.
 - Incident took place on school/church property, even if staff involvement is not implied or being reported.

- When reporting suspected child abuse or neglect be able to provide the following:
 - Name of alleged victim
 - Date and place of alleged incident of abuse or neglect
 - Circumstances under which abuse took place
 - Source of information

- **Title IX**

St. Mary of Carmel adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

- Grievance Procedure

1. Informal attempt at resolution

Before allowing differences to become formalized into grievances, every effort should be made to resolve local level disputes by way of free and open discussion between the parent and the teacher. If either party requests, the disputants can request the Principal to sit in on their discussion.

2. Formal grievance procedure

All questions and concerns must be addressed in writing to the teacher/staff member in question. If the situation is not resolved during the informal attempt, the parents have five (5) working days to present their concerns to the Principal. If dissatisfaction occurs at that level, parents may ask to meet with the Superintendent and the Principal will arrange this meeting. After such meeting, the Superintendent will present a written response within ten (10) working days. The decision of the Superintendent of Catholic Schools is final.

-

- **Technology Policy: Computer Use and Intranet/Internet Access**

- One goal of St. Mary of Carmel Catholic School is to include technology in the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Adherence to this Technology Policy is a basic expectation of all administrators, teachers, parents and students. The failure of any user to follow the terms of the technology policy or the technology policy of the Diocese of Dallas will result in the loss of privileges, possible disciplinary action, and may in some circumstances subject the user to legal action.

- **Privileges**

- Use of school technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration will make all decisions regarding whether or not a user has violated the *Authorization* and may deny, revoke, or suspend computer use or Intranet/Internet access at any time. The administration's decision is final.

- **Availability of Access**

- Administrators, teachers and students will be granted authorization for access to the school's system by the principal or a system administrator designated by the principal, as it is deemed appropriate. System users may not gain authorized access to the Internet or other resources without permission from their teacher or the designated system administrator. System users will immediately notify a teacher, the principal or the designated system administrator if a potential security problem exists.

-

- **Acceptable Use**

- Computer use and access to the school's network (Intranet) and the Internet must be for the purpose of education or research, and shall always be consistent with the objectives of the School. **No other uses are permitted.**

- The school expects system users to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- 1* Be polite and use appropriate language.

- 2* Do not reveal personal addresses or telephone numbers of yourself or others.

- 3* Consider all communications and information accessible via the network to be private property.

-

- Systems users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the school, whether or not that was the user's intention. You may not represent the school without the principal's permission.

-

- **Security**

- Network security is a high priority. Keep your password confidential. If you identify a security problem on the Internet, you must notify a teacher, the system administrator or the principal. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

-

- **Vandalism**

- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to alter, harm, or destroy hardware, data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

- **Telephone Charges**

- The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

-

- **Ownership of Intellectual Property**

- Copyrighted software or data may not be placed on the school's systems without prior permission from the holder of the copyright and the principal or system administrator. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system. System users may not redistribute copyrighted programs or data except with the prior written permission of the copyright holder or designee unless permitted by the doctrine of fair use. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws and school policy.

-

- **Confidentiality of Information**

- Information transmitted via the school's systems is considered confidential information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their system passwords. In order to maintain the integrity of the school's systems, users should not disclose their passwords to any other person. No user should attempt to gain access to another user's electronic mailbox, telephone voicemail box, computer files, or Internet account unless expressly authorized to do so by the user whose systems are being accessed, or by an authorized representative of the school.

-

- **No Warranties / Disclaimers**

- The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any loss of data. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

- Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the school. The school will cooperate fully with local state, or federal officials in any investigation concerning or relating to misuse of the school's technology systems.

- Parents and guardians must be aware that while at school direct supervision is not always possible. The school will make reasonable attempts to limit access, but cannot guarantee that system users will not be able to access or create inappropriate material that is prohibited by the Technology Policy. Students are expected to use the resources in a manner consistent with administrative regulations, guidelines, and user agreements and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's use of the school's technology.

-

-

-
-
-
-
-
- **St. Mary of Carmel School**
- **Acceptable Use Policy for Computers and the Internet**
- **School Year 2016 – 2017**
-

1. I will use the school computers and the Internet for educationally relevant purposes.
2. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
3. I will only use appropriate language and will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers.
4. I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.
5. I will not use e-mail, enter any chat rooms or use instant messaging.
6. I will respect all school hardware and never load software or do anything to damage any equipment. I will not make any changes to the computer setup (including but not limited to changes to the Windows' Desktop).
7. I will never send any personal information without first checking with my teacher. Personal information includes pictures, names, addresses, e-mail addresses, home phone numbers or location of my school.
8. I will not trespass, delete or tamper with anyone else's files, folders, or work.
9. I will promptly inform a teacher if any messages I receive are inappropriate.
10. I understand computer files are not private. Teachers may view the contents at any time in order to maintain system integrity.
11. I understand that the Internet, although a valuable resource for education, has some sites that contain inappropriate images and text. I will do my best to avoid going to those sites, and, if I access one accidentally, I will turn the monitor off and inform my teacher immediately. The school will not be held responsible for the content of the Internet.

-
-
- I understand that should I violate this contract, the consequences could be the revocation of all computer use and Internet access.
-
-

- I, _____, pledge to follow these rules while using any instructional technologies at school. I have read the above and understand the consequences.
-

- Student's signature: _____ Date: _____
-
-
-

- I, _____, have read the above and discussed it with my daughter/son. He/she has my permission to use the school computers, iPads, have access the Internet, and use technology at school.

-
-

- Parent signature: _____ Date: _____

- **Right to Amend**

St. Mary of Carmel reserves the right to amend this handbook. Parents will be notified of any changes made to the handbook.

-

- **Parent / Student Agreement**

- ***St. Mary of Carmel School Handbook Agreement***

-

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

-

- I allow the use of my child's picture for general publicity about SMCS activities.

-

-

- I (We) _____, and my/our children,

-

- _____ accept all of the policies in

-

- the Parent – Student Handbook for the 2017-2018 school year.

-

-

- Signed _____

-

- _____

-

- _____

-

- Date _____

-

-

-

• **SchoolDirectoryInformationRelease**

•
• I, _____, give St. Mary of Carmel Catholic School permission to release the information provided below in the school directory both in print and on-line. The School directory will never be shared for promotional purposes.

• Parent Names _____

• Children Names & Grades _____

• _____

• _____

• _____

• Address _____

• City _____ Zip _____

• Home Phone _____ Cell Phone _____

• Email Address _____

• _____

• _____

• Parent Signature _____ Date _____

• Please also release my work information in the School Business Directory.

• Company _____

• Business Type _____

• Contact _____

• Phone _____

• Email _____

• Web-site _____

-
- **Must be returned by 9/15/2016 to be included in directory.**

•

●

•

- The Roman Catholic Diocese of Dallas School Policies Handbook Addendum

- - **Overview**

- Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

- - **Expulsion**

- Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school’s ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

- - **Grounds for Expulsion**

- Any instance or course of misconduct may, at the sole discretion of the school’s chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school’s chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

- Examples of behavior that will generally result in expulsion include but are not limited to:

- i. **Actions gravely detrimental to the moral and spiritual welfare of other students;**
- ii. **Incorrigible or disruptive behavior which impedes the progress of the rest of the class;**
- iii. **Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;**
- iv. **Habitual or persistent violation of school regulations;**
- v. **Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;**
-
- vi. **The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;**
- vii. **Use or possession of firearms or other potentially harmful objects or weapons;**
- viii. **Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;**
- ix. **Theft, extortion, arson;**
- x. **Habitual truancy;**
- xi. **Malicious damage or destruction of real or personal property at school;**
- xii. **Hazing;**
- xiii. **Serious bullying and/or harassment;**
- xiv. **Conduct which may damage the reputation of the school or parish;**
- xv. **Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and**
- xvi. **Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.**
-
- **Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.**

-

- **Procedure for Expulsion**

- Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

-

- i. **When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;**

-

- ii. **When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.**

-

- iii. **The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.**

-

- iv. **The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.**

-

- **Tuition and Fees**

- Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

-

- **Parental Access to Student Records**

- Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

-

- In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

-
- The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

-
- Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

-

-

- i. **If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis**

-

- **Custody and Family Law Issues**

- The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

-

- Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

-

- It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

-

- **Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is**

requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

-
- Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.
-
- If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

- - **Reports to and Cooperation with Law Enforcement**

- - - **Reports to Law Enforcement**

- - - Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

- - - **Cooperation with Law Enforcement and Child Abuse Investigations**

- - - Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.
-
- From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview

requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

-
- If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**
-

- - **Parental Cooperation and Behavior**

- All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.
-

- - **Reimbursement for School Costs and Attorney's Fees**

- The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:
-

- From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).
-

- **Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in**

a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

•

•
•
•
•
•
•
•
•

- **Family Name:** _____
 - (Please Print)
 - **St. Mary of Carmel Handbook and**
 - **the Roman Catholic Diocese of Dallas**
 - **School Policies Handbook Addendum**
 - **Acknowledgement Form**

•

Due August 26th, 2016. Students will not be admitted to school on August 29th, 2016 without a signed Acknowledgement Form.

- **Authorization of Consent to Treat Minor**

• I/We, the Parents listed below, are the ___ parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

•

• I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

- **In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

○

○ **Enrollment**

- I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student’s best interest. I/we understand that School is a Roman Catholic School and that Student’s education and the expectations for Student’s behavior and the conduct of Student’s family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.
- I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School’s student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student’s continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student’s family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School’s sole discretion and without any right to appeal.
-
- I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student’s enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student’s educational records. I/we understand that it is not School’s responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School’s right to recover attorneys’ fees incurred as a result of Student or family misconduct and custody and related legal matters.
-
- I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student’s educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals

information regarding Student's education, behavior, and/or medical conditions as needed.

-
- I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

-
-
-
-
-
-
-

-
-
-

-

○ **Parent Consent and Release Form**

- The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

• Student Name ("Student"):	• •
------------------------------------	----------------------

-

• <u>Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any of the activities listed below.	
• Parent(s) initials:	• Yes:

-

• <u>Transportation to/from Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we have read, discussed with Student, and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any of the activities listed below.	
• Parent(s) initials:	• Yes:

○ Acknowledgement and agreement

- **For hard copy handbooks:** By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

- ●
- ●

- Student Name
(print): _____

- ●
- School Name
(print): _____

- ●
- Parent Name
(print): _____

- ●
- Parent
Signature: _____

- ●
- School year: _____

- ●
- Date: _____

-