

# **SAINT MARY OF MOUNT CARMEL SCHOOL**

## **STUDENT/PARENT HANDBOOK**

### **INTRODUCTION**

Message from the Principal:

On behalf of the faculty, and staff, I take pleasure in welcoming you to Saint Mary of Mount Carmel School. This Diocesan Elementary Student/Parent Handbook and our school addendum are published so that all students and parents may have ready reference to information which is necessary to the understanding of the daily operation of our school. This handbook has been revised in order to bring it up to date to meet the many changes, which have occurred since the publication of the previous Student/Parent Handbook. It is essential that all students and parents read the information contained in this handbook so there might be as few misunderstandings as possible. Please note that at no time will the school policy supersede that of the Diocesan Elementary Handbook.

The goal of Saint Mary's is excellence, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrator, priests, parents, and community. We earnestly ask your cooperation in this venture and assure you that the result will be well worth the effort.

Sincerely,

Cathy Sosnowski  
Principal

## **PHILOSOPHY OF EDUCATION**

Saint Mary of Mount Carmel School is a private, Catholic educational community. As Catholic educators, we believe that it is our mission not only to prepare our students to be productive members of society but also to prepare them to better serve the Lord through the fourfold dimension of Catholic Education: Message, Community, Worship, and Service. In order to meet these objectives, we believe that it is incumbent upon us to impress upon our students an understanding of our Catholic philosophy-the need to understand the purpose of our existence and the need to understand the truths, the heritage, and the tradition of our Catholic faith.

We at Saint Mary of Mount Carmel realize that we have secular responsibilities to our students as well. The entire School family is committed to the education and the development of the whole child-spiritually, intellectually, physically, socially, and emotionally. Moreover, as Catholic educators, the faculty realizes that we must not only serve as role models for our students through the daily practice of our Catholic faith, but also that we must challenge our students to fully utilize their God-given talents.

Further, we believe that parents are the child's first teachers, and the education of our students is a joint responsibility of both teachers and parents. In order for a more effective education to exist, we believe that partnerships between the school and the home and between the school and the community are essential and vital components. Moreover, as Catholic educators, we strive to create a school climate of mutual understanding, trust, and respect through open lines of communication.

Finally, we believe that the ultimate mission of our school is to develop well-educated, morally and ethically conscientious students, who are prepared to serve society actively and productively, as well as to proclaim and to live the gospel message of Jesus Christ.

## **CURRICULUM**

Except for Christian Doctrine, the subjects in the curriculum at Saint Mary of Mount Carmel are determined by the requirements of the Pennsylvania State Department of Education. Saint Mary's observes these requirements.

We strive to provide an education that develops the whole child. This education addresses the intellectual, moral, social, emotional and physical needs of each child. Therefore, Saint Mary's teaches the following subjects: Religion, Social Studies, Science, Mathematics, Language Arts (English, Reading, Spelling, Phonics, Listening and Speaking Skills, Vocabulary, and Handwriting), Music, Art, and Physical Education. Computer Technology is used within the context of our curriculum.

## **RELIGION**

While law does not mandate the teaching of religion, as Catholic educators we know that religion provides the foundation upon which our entire curriculum is based. The school was established to impart moral training and religious knowledge; to help our children come to a clearer knowledge of God; to help them

develop a deeper love for the Lord and to enable them to develop a sense of service based on “servant leadership.” Through planning and participating in liturgies, the reception of the sacraments, daily and private and communal prayer, the spiritual growth of each child is developed. The Religion Curriculum stresses the social doctrines of the Church in order to offer the student the opportunity to exercise his/her faith commitment to the society in which he/she lives by participating in apostolic works.

### **READING**

The Purpose of the Reading Program is to develop in the students the opinion that learning the necessary reading skills is vital to their function in our society. Students in Grades K-5 will utilize the Reading Street Common Core Program. Kindergarten will also engage in Wilson Foundations to promote phonemic awareness, phonics, and fluency, The literature program provides for more intensive and extensive reading. To develop in the children confidence in their reading ability and an enjoyment of reading for pleasure, outside reading, oral reading and silent reading periods are encouraged. The program stresses vocabulary development, phonics, comprehension, listening skills, and sequential thought so that the students become capable of evaluating all types of material.

### **LANGUAGE ARTS**

The Language Arts Program is designed to equip every child with the skills necessary for the recognition and comprehension of the printed word and the ability to use ideas in speaking and writing more effectively. These fundamental skills include grammar, spelling, and oral and written communication. The program also includes creative writing, dramatization, book reports, research and poetry, which helps to acquaint the students with various forms of written and oral communication. We will also be incorporating the Collins Writing Program throughout Grades 3-8.

### **MATHEMATICS**

The Mathematics Program provides for the development of mathematical capability of each student and the use of mathematics to solve problems encountered in everyday situations. These goals are accomplished by using a basic math text as well as all kinds of manipulatives such as calculators, computers, etc. that help develop the understanding of concepts and number sense. Classwork, board work, homework, quizzes, level tests and standardized tests are used for evaluation.

In Grades Six, Seven and Eight, the Mathematics Program is departmentalized which provides teacher specialization and more advanced problem solving as well as a more thorough understanding of concepts. For students with high mathematical abilities, an Honors Mathematics in Sixth Grade, Pre-Algebra program in Seventh Grade and an Algebra program in the Eighth Grade help students to further enhance their mathematical skills and prepare students for secondary mathematics.

### **SOCIAL STUDIES PROGRAM**

The Social Studies Program seeks to develop and instill in our students an appreciation of the American heritage, democratic ideals and human freedoms. The study of other cultures helps the students to understand the valuable contributions made by all people of the world. A departmental program is conducted in Grades Six through Eight, which provides for teacher specialization. The students use more advanced skills, conduct research and study current issues and problems.

## **SCIENCE PROGRAM**

The Science Program seeks to provide basic scientific knowledge, develop skills in critical thinking, which lead to an understanding of how science relates to everyday life. It also fosters an appreciation for our world, all forms of life and Christian values in regard to scientific advancements. Science labs, models and hands-on activities are used to strengthen concepts presented by the teacher. A Science Club will also be offered once per month during after school hours. A Science Fair to highlight students' research is presented yearly.

## **COMPUTER TECHNOLOGY**

Computer technology and the Internet have become integral tools in the education of students beginning at the primary level of education. The basic goal for the use of computers and the Internet in elementary education is to provide support for the education of the student. This goal is accomplished by providing students with access to many and varied resources presented in computer programs ranging from basic typing skills to advanced programs in the various curricular areas.

Computers are made available in the Computer Lab and in the classroom which are networked within the school and connected to the Internet. Classes are scheduled for all grades in the Computer Lab. The Computer Lab is open for student access outside of class by special arrangements with the Lab Instructor. Use of school computers and the Internet during school hours is given as a privilege to students who agree to act in a responsible manner and to comply with the guidelines the school has issued. All students and parents must sign an agreement for use of computers and the Internet during the course of the school day.

## **MUSIC PROGRAM**

Music contributes to the aesthetic growth of the student, and therefore, is part of the school's curriculum. Students are required to take Music and are encouraged to continue through participation in the extra-curricular music program. A student choir composed of children in Grades 3-5 sing for every liturgy and are highlighted in our Christmas and Spring concert each year.

## **ART PROGRAM**

Art is taught on a weekly basis at St. Mary's. The students are encouraged to express their creativity by using mediums such as drawing, painting, and paper construction. Art is often used in conjunction with projects in other subject areas; namely, social studies, religion, and science.

## **PHYSICAL EDUCATION PROGRAM**

All students are expected to participate in the school's Physical Education classes at the YMCA in Dunmore. The curriculum seeks to develop a level of physical fitness in order to maintain good health. Classes also promote social development involving cooperation, respect for one another, teamwork, and good sportsmanship. Grades One to Six also participate in a semester of swimming. **Swim trunks for boys and one piece or tankini suits for girls are appropriate swimwear. No bikinis.**

A child may be excused only if a note from a parent is sent to the homeroom teacher. If a child is to be excused repeatedly, a note from his/her physician is to be sent to the office.

A gym uniform is required. The regulation shorts and shirts with the Warrior Logo must be worn for all gym classes. These are to be purchased from Flynn & O'Hara Uniform Company. All students must bring sneakers on the gym day. The gym uniform may be worn under the regulation sweat suit or under the school uniform. A student may also elect to bring a gym suit and change at the "Y." Students not taking

gym must wear the school uniform on gym days. (Sweat suits and gym suits are sold by Flynn & O'Hara Uniform Company.)

Students not prepared for class will not be permitted to participate in P.E. activities and will be required to complete alternate written assignments. Gym grades will be affected if a child does not participate in class.

### **LIBRARY**

Classes have the opportunity to use the Library during the school day based on the schedule developed by our school library faculty. The inventory of the Library has a wide variety of fiction, non-fiction, biographies, and encyclopedias.

### **GUIDANCE SERVICES**

The Northeastern Education Intermediate Unit #19 provides guidance Services. A teacher with the approval of the Principal refers students to a counselor. In addition, the priests are available to the students for counseling.

### **AUXILIARY SERVICES**

Students who evidence weakness in Reading or Math have the opportunity to receive extra help with special teachers. Students may also benefit from one or more of the following auxiliary services in addition to the complete academic curriculum being offered.

Pa. Act 89 Services—Remedial Reading and Mathematics  
Career Guidance and Counseling

### **STANDARDIZED TESTING PROGRAM**

Students are tested in the fall of each year in accordance with the Scranton Diocesan Policy. Results of these tests are usually sent home to the parents at the end of the quarter. The following tests are administered during the school year:

The Terra Nova Testing Battery  
Test of Cognitive Skills (Intelligence Test)  
Grades 3, 5 and 7 will take the Complete Terra Nova Battery  
Grades 3 and 7 will take the InView or Cognitive Skills Test.

### **PROMOTION AND RETENTION**

Students will be promoted or retained on the recommendation of the teachers and the Principal pursuant to their evaluation of the student's cognitive ability. Teachers will inform parents of the possibility of retention as soon as it is indicated. In our concern for the development of the whole child, we will make every effort to educate the child at the level most appropriate. In that case the policy and practice of promotion and retention will be seriously evaluated and consistently maintained. Social promotions are not consistent with our philosophy or educational practices.

### **SCHOOL HONOR ROLL**

Grades 6-7-8 will be eligible for the honor roll. Major subjects are all subjects other than music, physical education, art, computers, and library.

High Honors: overall average of 92.5% - 100%, in all major subjects, with no grade lower than 85.

Honors: overall average of 84.5% or above, in all major subjects, with no grade lower than 75.

If a child receives two I's in the subject areas of music, physical education, art, or computers, he/she is not eligible for the honor roll. A mark of U will also result in a student being ineligible for the honor roll.

If any one of the following comments is on the report card, the student would be ineligible for the honor roll. At the end of the quarter the honor roll student will receive a certificate.

#### **ACADEMICS**

- Inattentive
- Unprepared for class
- Incomplete, missing or poorly completed homework/projects
- Lacks disciplined study habits
- Low test scores

#### **ATTENDANCE**

- Performance is hindered by absences
- Performance is hindered by tardiness

#### **BEHAVIOR**

- Disruptive
- Displays uncooperative behavior
- Displays disrespectful behavior

#### **Marking Code**

A: 95-100    B+: 90-94    B: 85-89    C+: 80-84    C: 75-79    D: 70-74    F: 69 and Below

### **REPORT CARDS AND CONFERENCES**

Report cards are issued four times during the school year. Parent conferences are held following the first and third marking periods. Further conferences will be arranged by appointment. Parents may call the Main Office to arrange for a conference with a teacher. The final report card will be given to students on the last day of school.

The principal also is available for conferences that can be arranged by calling the school office.

Parents may not go into a classroom while school is in session without the permission from the principal.

### **GRADING – REPORT CARDS**

#### **Grading Scale**

##### **Grades 1-8**

Grades 1-3 will use letter grades on report cards

Grades 4-8 will use numeric grades on report cards

A = 95-100

B+ = 90 – 94

B = 85 – 89

C+ = 80 – 84

C = 75 – 79

D = 70 – 74

F = Below 70

\* = with accommodations

I = Incomplete

#### **Specials (Phys. Ed., Music, Art, Computer Ed., Library, etc.)**

O = Outstanding

S = Satisfactory

I = Improvement Needed

**Pre-K and Kindergarten will use Basic Skills Based Assessment for report cards and are distributed during the 2<sup>nd</sup> and 4<sup>th</sup> marking periods**

### **PROGRESS OR (INTERIM) REPORTS**

Progress Reports are sent in the middle of each marking period to any student in Grades 4-5-6-7 and 8 who is doing poorly and / or in danger of a failure. It is a way of communication to the student and parent for the need for additional work on the part of the student. (A progress report may also be used to commend students for improvement in the subject as well.) Parents are asked to sign and return the report to the homeroom teacher. Comments are encouraged.

### **SUMMER SCHOOL**

Students in grades seven and eight who fail major subjects may be required to attend summer school in order to be promoted.

### **HOMEWORK**

Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Homework is an integral part of the learning process allowing for reinforcement of skills learned on a daily basis. Homework assignments ensure independent mastery of subject matter learned in class, provide enrichment, and foster responsibility.

Written and study assignments should be supervised and checked by parents to insure the good study habits are being developed. This is particularly important in the lower and middle grades. Less supervision is expected at the upper-middle and junior high levels where students should be encouraged to work more independently provided that the results are satisfactory. The teacher will document incomplete homework assignments. Written assignments may be given over the weekend.

If your child continually says that he/she does not have any homework, or that he/she completed it in school, it is suggested that you make further inquiries of the classroom teacher. Failure to complete homework assignments will necessarily affect a child's grades.

Parents can do much to aid their child's progress through the proper direction of homework. They should provide time, location, and an atmosphere conducive to thoroughness in all work.

In case of school absence, phone calls requesting homework must be placed no later than 9:00 AM. to ensure the request being accommodated. Homework is a daily requirement. In the event of student absence, it will be the responsibility of the student to make up all missed assignments. If a student is absent on the day assignment is due, the student must submit the homework to the teacher on the day he/she returns to school.

Please instruct brothers and sisters to ask for the homework of a sibling who is absent. This should be done at the beginning of the day, so a teacher has time to handle the situation. If this cannot be done, please place a phone call to a friend at home.

## **ATTENDANCE**

### **SCHOOL DAY**

The school day begins at 8:05 A.M. Students who arrive after 8:10 A.M. are considered tardy, and must report to the School Office for a late slip before reporting to the classroom.

Students are dismissed at 2:25 P.M.

Please keep the following points in mind:

1. Students should not arrive in school prior to 7:40 A.M. (unless a bus student).
2. Students should be picked up no later than 2:30 P.M.
3. Repeated tardiness will result in a conference with the homeroom teacher and/or the principal.
4. Attendance at school is a State Law. Excessive absence and/or tardiness may result magisterial arrest and fines.

Once the school day has begun, no student may leave the school grounds without the explicit permission of the Principal. When an emergency makes it necessary to have a student dismissed early, the parent or guardian must send a written request for such a dismissal, stating the reason for it. This note is first given to the student's homeroom teacher, and then forwarded to the Principal for his signature. No child will be dismissed via a telephone request. Parents and guardians must come into the building and sign the student out of the school in the secretary's office.

Whenever possible, doctor or other appointments should be scheduled outside of school hours, on early dismissal days, or on school holidays.

### **KINDERGARTEN**

The Kindergarten Program at Saint Mary of Mount Carmel School will begin their school day each morning at

8:05 A.M. and end the day at 2:25 P.M. School uniform and gym uniforms are to be worn by the kindergarten children.

### **PRE-KINDERGARTEN**

The Saint Mary of Mount Carmel School has a pre-kindergarten program. It is designed to encourage and enhance the "natural" hands-on learning experiences.

We have five sessions—Two Day-All Day—Three Day All Day—Three Day ½ Day A.M—Five Day ½ Day A.M—Five Day all day. A.M. Session is 8:00 to 11:15 A.M.—All Day Session is 8:00 A.M. to 2:00 P.M.

### **ABSENCE**

In order to provide the best education for your children, we expect the students to be on time for school, and absent only when they are sick.

When a student has been absent from school, she/he is responsible for completing any assignments, projects, or test make-ups that were given during the time of absence. When the student returns to school, regardless of the duration of the absence, SHE/HE MUST HAVE A WRITTEN EXCUSE FROM THE PARENTS.

### **VACATIONS**

The taking of vacations during school time is not encouraged, and parents and students must realize that they assume full responsibility for the school work missed. Assignments will not be given in advance since all work is placed on Edline. (Please see Diocesan Student Parent Handbook pg. 19)

## **DISMISSAL/EARLY DISMISSAL**

Parents are asked to establish regular dismissal procedures with their children—walkers, bus or private car. If for some reason, the regular procedure changes, the teacher and office must have a note with the signature of a parent or guardian noting the change. In case of an emergency, or if you are requesting a change in the mode of transportation for your child after your child leaves for school, please contact the Main Office as soon as possible.

## **TRANSPORTATION**

Bus transportation is provided for those students who are not within walking distance. The coordinators of transportation of the various public school districts determine schedules and routes.

Dunmore School District now provides bus transportation for students in grades K-8.

Parents should discuss bus regulations with their children. Riding a school bus should be considered a privilege, and good manners should be emphasized. If a student does not follow the expected behavior, that student will be deprived of riding the bus. Any abuse of bus regulations may result in suspension.

Due to insurance stipulations, the school districts do not permit children to ride buses other than the ones assigned. Please do not make this request from the school office.

The homeroom teacher should be notified in writing if a student who regularly rides the bus is to be transported by any other means.

### **Car**

- Morning**—
1. Please do not discharge your passengers in front of the school.
  2. **All** traffic—**one way**—will enter **driveway** on the left side of the school and proceed around the building through the parking lot.
  3. Pull up to the front **right side** of the school at the sidewalk leading directly to the front entrance.
  4. Please take great care and caution as this will be a **single file discharge.**
  5. We must all be **very patient and watchful** of other students who walk to school through the parking lot and across the front of the parking lot.
  6. If you must walk your child into the building, park in the spaces opposite the building. Do not park directly next to the school as this lane is for discharge of passengers.

- Afternoon**—
1. Please **do not PICK UP** your passengers in front of the school.
  2. All traffic—**one way in**—enter from Willow Street into driveway on left side of school. Parents of students in Gr.K-3 should line up in wider driveway. Parents with students in Gr.4-8 will line up in narrow driveway on other side of building.  
No car should move from the lot until students are safely in vehicles and personnel have deemed it safe for vehicles to move.
  3. Pull into parking lot. **Do not park on Chestnut Street.**

We discourage parents from picking up their children in cars on Chestnut Street. **No student will be dismissed across Chestnut St. until all cars and buses have pulled away.** This regulation is for your child's protection. Cooperation from all is essential.

### Walkers

All walkers should walk in groups and travel on main streets as much as possible. If it is necessary to cross a street, all students should do so at a corner. Crossing guards are present at many of the significant corners. Students are instructed to go directly home after school.

Anyone who must cross Chestnut Street is instructed to do so with the Crossing guards in front of the school.

### AFTERSCHOOL PROGRAM

**The Saint Mary of Mount Carmel "After School Program"** provides extended care for students who require after school supervision during the hours from 2:30 P.M. to 5:30 P.M. This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment. These activities are planned to complement the philosophy and value systems of Saint Mary of Mount Carmel School while in attendance.

The programs will provide the students with opportunities for snack, large motor skill development in playtime outside, homework time, game playing, and socializing with their peers. The service is available for Pre-K through eighth grade on a regular basis or for occasional utilization of the program.

All parents and guardians interested in utilizing the "After School Program" regularly or occasionally must complete a registration form. The cost of the program will be given at the time of registration. All students planning to use the program must be pre-registered. Any child who is not pre-registered will not be allowed to participate in the program. Payment and schedule of participating days is required by the Friday before you are to use the program.

The program will not operate on snow days or early dismissals due to inclement weather. The program will not be opened on school holidays, weekends, or scheduled early dismissals before holidays.

### INCLEMENT WEATHER

When it becomes necessary for school to be closed, to begin late or to be dismissed early due to inclement weather, Saint Mary of Mount Carmel School will follow the policy of **Dunmore School District**. Please refer to our REMIND system and TV channels for such announcements.). **Be prepared**—local districts may pick up our students in advance of their own students. If you do not want your child on the bus, please notify the school in writing. If we have a 2-hour delay, please do not bring students before 10:00 A.M. If inclement weather develops quickly and you want to take your child home early, **Report** to the School Office.

#### Parental Responsibility:

- have someone monitor the local media for weather emergencies.
- have an emergency plan and make these arrangements **NOW**.
- instruct your child as to what he/she should do in case of an emergency dismissal.

**COME IN – DO NOT CALL**

We will gladly dismiss your child. In order to reduce the urgency and immediacy associated with these dismissals, we ask for your understanding. Our lines should be free to receive important calls from the school districts or bus dispatchers. All of Saint Mary's students are not dismissed with the distant districts. We follow Dunmore School District Policy, if we can be notified. (Line must be accessible.) **No one will be left here alone.** If a student is not a walker or a bus student and no one reports for them—**they must notify** their teacher to make a telephone call to a parent. This will be done **after** the teacher is free from dismissal duties. Please wait for this notification.

**Please Do Not Call the School.**

### **TRANSFERS**

Families transferring students from the school should notify the Principal at least two days in advance. The student will receive a transfer card and instructions from the office. Parents must sign a form to have records released when transferring to another school. No records will be released until all tuition and fees have been paid.

### **SCHOOL RECORDS**

The school is required to keep a full and accurate record of each student's attendance and academic progress. School records contain confidential data and are not released to unauthorized persons. Parents may view their child's records upon written request, which must be submitted to the Principal at least twenty-four hours prior to disclosure.

The school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. If no information may be released to the non-custodial parent as is specified in a court order, it is the custodial parent's responsibility to provide the school with a copy of said court order.

### **NON-CUSTODIAL PARENT**

The legal right to make medical, religious, and educational decisions about the child belongs to the parent or parents having legal custody, not physical custody, of the child. No child will be released during school time to the non-custodial parent unless the custodial parent gives written permission.

### **HEALTH SERVICES**

Dunmore School District provides health services. The school nurse is available once a week. The nurse keeps health and medical records up to date, and the nurse also performs such tasks as administering vision screening, and hearing tests, tine tests and screening for scoliosis. The nurse is also available for health educational programs for various grade levels according to their needs.

In the event of an accident or illness on school grounds, students should report to the office. Health regulations prevent the School from dispensing any medication, however, immediate first aid and emergency treatment is available until either the parent or guardian is called. In the event of illness, parents are called to make arrangements for the student to be picked up. In the event of an accident and/or if hospitalization might be required, parents are called so that authorization may be received for appropriate care. In case the

parents cannot be located, students will be taken to the nearest hospital. Parents are asked to complete emergency cards listing the name of the family physician.

**Infectious Diseases** – Exclusion and re-admission policies regarding children suspected of or diagnosed as having communicable or infectious diseases, are regulated by the Pennsylvania Board of Health. The terms of exclusion for such diseases are available by contacting the school nurse. In all cases, re-admission to school is by certificate of the attending physician.

Parents should notify the school of any serious chronic health problems, (diabetes, epilepsy, food allergy etc.), so that appropriate attention may be given the student.

Students needing medication while at school must have a statement of permission signed by a parent/guardian. If the medication is to be left at the school or taken for a prolonged period of time, a request must be obtained from your family physician. All medication must be labeled with the name of the student and dosage required. All medication must be left in the school office. . At no time may a student keep medication of any kind—even aspirin or cough drops—on his/her person, belongings or desk. All epi-pens should be labeled with student name. Epi- pens and Benadryl for those with severe allergies will remain in the student’s classroom. If the student moves to another floor, the teacher will transport the epi-pen/Benadryl to the next teacher in charge.

### **VISITORS**

In order to provide for the safety of the children entrusted to our care, we ask everyone to cooperate. **Anyone** who enters the school must report to the school office. **No one is permitted to go directly to a classroom.** Permission of the Principal is needed for anyone to be in the school building.

## **SCHOOL UNIFORM CODE**

Saint Mary of Mount Carmel’s school dress code supports the goal of self-esteem, neatness, and good grooming. Evidence shows that young people are apt to succeed more when their self-esteem is uplifted by a good personal appearance. Students also behave better and are spared unnecessary peer competition in dress. Finally, students and parents are saved from the indecision of what to wear to school each day when a fair dress code is in effect. The following is our policy and will be enforced by administration as well as teachers. Students are expected to be responsible for **full** uniform each day. Parents are asked to anticipate the clothing needs of their child so that each student will be in proper uniform until the last day of school in June.

**A regulation Saint Mary of Mount Carmel uniform is required to be worn by each and every student. Students must wear full formal uniform to all school masses.**

### **Pre-Kindergarten**

**Fall and Summer** – Navy Gym Shorts and Navy Tee-Shirts with School Logo

**Winter** – Navy Sweatshirts, Navy long-sleeve Tee-Shirts with School Logo and  
Sweatpants with School Logo

**No Shoes – Sneakers must be worn.**

## **FORMAL UNIFORM**

### **Boys Grades K-3**

Khaki Twill Pants  
White Oxford shirt, short/long sleeves  
Navy V-neck Sweater Vest with School Monogram  
Navy V-neck pullover sweater  
Plaid Tie  
Saddles/Bucks

### **Boys K-3 Fall/Spring Option**

**Aug-Oct.15**

**April 15-end**

Khaki Boys' Twill Walking Shorts  
White/ Navy Short Sleeve Polo Shirt w/school logo  
Sneakers (no high tops/basic colors), Saddles, or Bucks

### **Girls Grades K-3**

Plaid Drop Waist Jumper  
White Oxford Shirt: short/long sleeves  
Navy Crew Neck Cardigan Sweater w/logo  
Saddles/Bucks/Loafers (No ballet-type shoes, clogs, or open toes allowed)  
Navy Blue/White/Gray Socks/Tights  
(Girls may also wear Peter Pan collar blouses)

### **Girls K-3 Fall/Spring Option**

**Aug-Oct.15**

**April 15-end**

Khaki Girls' Skort (Front Panel)  
White or Navy Short Sleeve Polo Shirt w/school logo  
Sneakers (no high tops/basic colors), Saddles, or Bucks

## **FORMAL UNIFORM**

### **Boys Grades 4-8**

Regulation Uniform Khaki Twill Pants  
Oxford Shirts (White, Yellow, Blue, Pink) Short/Long Sleeves  
Appropriate Tie  
Navy Blue Sports Coat  
Saddles/Bucks/Loafers

### **Boys Grades 4-5 Fall/Spring Option**

**Aug-Oct.15**  
**April 15-end**

Khaki Boys' Twill Walking **Shorts**  
White or Navy Short Sleeve Polo Shirt w/school logo  
Sneakers (no high tops/basic colors), Saddles, or Bucks)

**Boys Grades 6-8 Fall/Spring Option**

**Aug-Oct.15**  
**April 15-end**

White or Navy Short Sleeve Polo  
Regulation Uniform Khaki Twill **Pants**  
Saddles/Bucks/Loafers

**FORMAL UNIFORM**

**Girls Grades 4-8**

Grey Kilt (**length-no more than 2 inches above the knee**)  
or  
Grey Skort (front and back panel) **No more than 2 inches above knee**

Oxford Shirts (White, Yellow, Blue, Pink)  
Navy V-Neck sweater Vest w/ School Logo

or

Navy V-Neck Sweater w/School Logo

or

Solid Navy Blue Blazer  
Saddles/Bucks/Loafers (No ballet-type shoes, clogs, or open toes allowed)

Navy Blue, White, or Grey knee-high socks/tights

**Girls Grades 4-8 Fall/Spring Option**

**Aug-Oct.15**  
**April 15-end**

White or Navy Short Sleeve Polo

Grey Kilt (**length-no more than 2 inches above the knee**)  
or  
Grey Skort (front and back panel) **No more than 2 inches above knee**

Saddles/Bucks/Loafers (No ballet-type shoes, clogs, or open toes allowed)

Navy Blue, White, or Grey knee-high socks/tights

### **Dress-down Day**

Casual dress may be worn. All clothing should be clean and appropriate to be worn to school. (Clothing should not have inappropriate logos or designs-- or be cut-off in any way.) The following items are excluded: short shorts, miniskirts, tank, tube, or midriff tops, torn, ripped, or patched clothes. Both girls and boys should wear shoes and socks. No open-toed or backless shoes. Violators will be sent home to change and lose the privilege of being out of uniform.

## **SCHOOL ACTIVITIES**

### **FIELD TRIPS**

Field trips are part of the educational program. A permission slip giving details of the trip will be sent home by the teacher and must be returned to the school signed by the parent/guardian on or before the deadline date.

No student will be permitted to go on the field trip without the written parental/guardian consent contained in the permission slip. Only the school's permission slip will be accepted for any field trip. A class trip is limited to the class(es) taking the trip, the teacher(s) and the chaperone(s). There can be no exception to this rule.

It is the duty of the teacher and the principal to make the trip as safe as possible. For this reason, a student who does not obey school rules will not be permitted to go on the trip. Any student not participating in a field trip is required to report to school on the day of the trip. Grade placement on that day will be at the discretion of the principal.

### **SPORTS**

We encourage all students to be involved in extracurricular activities. Because some sport activities begin before report cards are issued, all students involved in sports activities and cheerleading will be evaluated weekly on the basis of report card requirements as soon as the activity begins. Coaches are notified if any student is suspended at the time of the report card issuance. At the time of the report card issuance, any D, F, I on the report card will necessitate the student being suspended from the sport or cheerleading activity for a one week period. At the end of one week, the student's status will be re-evaluated and the student will continue with the weekly evaluation. If a student is absent from school, he/she may not participate in any practice/game on that day.

CHEERLEADING is available for girls in Grades 6, 7, and 8.

BASKETBALL (Boys and Girls) Grades 4, 5, 6, 7, and 8.

CROSSCOUNTRY (Boys and Girls) Grades 5, 6, 7, and 8.

BOWLING

### **STUDENT COUNCIL**

The Saint Mary of Mount Carmel Student Council is an active part of our school. It encourages leadership, support, and enthusiasm, while providing the students an opportunity to promote special projects and activities. Membership in the Student Council encourages students to set goals and work constructively towards achieving them and to build self-esteem and self-confidence. The Student Council is made up of officers from Grades 6-7-8. Class representatives are elected from Grades 1-8.

## **PENNSYLVANIA JUNIOR ACADEMY OF SCIENCE**

The Pennsylvania Junior Academy of Science is a statewide organization of junior and senior high school students designed to stimulate and promote interest among its members through the development of research projects and investigations. Student participants in this program are encouraged to conduct scientific investigations, prepare a written report and give an oral presentation at regional meetings on their findings. Saint Mary of Mount Carmel School is a member of PJAS. Students in grades 7 and 8 are encouraged to investigate and participate in this organization.

## **FORENSICS**

Forensics competition is available to students in the 5<sup>th</sup> and 6<sup>th</sup> grades on a junior varsity level and to students in the 7<sup>th</sup> and 8<sup>th</sup> grade on a varsity level. Competition is among Catholic schools on a regional and diocesan level.

The focus of Forensics is not only the preparation of interscholastic competition, but also learning the practice of speaking skills and for a variety of occasions, in addition to the development of poise and personal confidence.

## **NATIONAL JUNIOR HONOR SOCIETY**

To increase leadership skills through activities and events within the school community, we have membership in the National Junior Honor Society. The selection process is as follows:

1. Students may not apply for membership. They must be selected by the faculty.
2. The student must be 7<sup>th</sup> or 8<sup>th</sup> grade at the time of selection.
3. Students chosen must have a scholastic average of 92% or higher for at least three consecutive quarters.
4. Students are not chosen on academic achievement alone, but must also display qualities of character, service, leadership, and citizenship activities.
  - A. Character
    1. Takes criticism willingly.
    2. Exhibits cooperation.
    3. Displays good morals and ethics.
    4. Respects others.
  - B. Service
    1. Contributions of self to school, community and classmates.
    2. Participates in extra-curricular activities.
    3. Displays school spirit.
    4. Involved in community service
  - C. Leadership
    1. Holds elected positions.
    2. Promotes and participates in school activities
    3. Exemplifies positive attitudes.
  - D. Citizenship
    1. Participates in community organizations
    2. Participates in school clubs
    3. Displays a high regard for freedom, justice, etc.

## **VOLUNTEERS**

The faculty and staff of Saint Mary of Mount Carmel School are very grateful to all of the parents of our students who have so generously contributed their time and talents to assist in the volunteer programs that greatly augment our instructional program.

Once again we seek your help in the following areas:

Playground	Fundraisers
Library	Cafeteria
Money Counters	Activities (Clubs and Sports)

In September, a sign up sheet will be provided for any parent who cares to assist us here at Saint Mary of Mt.Carmel School with any of the above. All volunteers must have State Police and Child Abuse Clearances, as well as, have taken the Diocesan Virtus training. During the course of the year, we will be asking for your participation in various events. We must have your support to ensure continued success in every area of involvement with our Parent Teacher Guild. This will solidify the school's commitment to provide the best possible education for our children.

## **TELEPHONE**

The school telephone is to be used for official school business only. Students are not permitted to make any out-going calls. Only in cases of emergency will messages be delivered to pupils. Student transportation arrangements must be made at home.

## **SCHOOL POLICY**

### **NON-DISCRIMINATION POLICY**

Our policy is that no child shall be denied admission in our school because of race, color, creed, or sex.

### **ADMISSION POLICY**

Diocesan regulations require that a child entering Kindergarten must be five years old, or a child entering First Grade must be six years old on or before September 1<sup>st</sup> of that school year.

The following information is needed at the time of registration:

1. Evidence of a birth certificate.
2. Baptismal certificate (unless baptized at Saint Mary of Mount Carmel/ St. Casimir's/All Saint's).
3. Registration fee (non-refundable).
4. Proper immunization and record of immunization.

The principal will screen students registering for Grades Two through Eight. A conference with the parents and student will be required for any student in Grades Six-Eight.

When a student enters Saint Mary's, parents or guardians sign a contract ensuring tuition payments to be made in a timely fashion. Tuition payments are vital to the operation of our school. Therefore, at report card time or at the end of the year, we reserve the right to withhold report cards until the tuition is paid.  
We

realize circumstances will occasionally prohibit tuition payment, and we will attempt to accommodate our families with a payment schedule.

### **PARENT/TEACHER COMMUNICATION**

Communication between parents and teachers is an integral part of the education process. Parents are made aware of their child's academic standings through the issuance of report cards and progress reports. Report cards are issued quarterly in accordance with the school calendar. Parents are requested to examine the report card carefully and call the school if there is a concern or problem.

Progress reports are sent home to inform a parent that his/her child is failing to meet subject requirements for that quarter. These reports are sent home at least three weeks prior to the close of the quarter to allow the student ample time and opportunity for improvement.

The teachers periodically send tests home for parents to examine. The signature of the parent is left to the discretion of the teacher.

In the event there is an occurrence which you find ambiguous or for which you would like further clarification, please use the following procedures:

1. Contact the classroom teacher (570-346-4429) to arrange a phone conference to discuss the issue (if the nature of your concern is related to the child in the classroom setting).
2. If you feel that your concern needs to be brought to the attention of the principal, please do so immediately.
3. If the above procedures have been followed and the issue is not resolved, an in-school Advisory Committee may be convened.  
This is utilized only in extreme circumstances or situations.

Direct and immediate communication of your concerns to the appropriate person is the best and most expedient manner in which we can clear the air of any questions or concerns.

Opportunity for a parent/teacher conference is held in conjunction with the issuance of the first report card in November. If at any time a parent desires a conference with a teacher, he/she should call the school and make necessary arrangements. Teachers cannot leave their classrooms for unscheduled parent conferences and/or telephone calls.

Problems or difficulties that may arise between a parent and a teacher should first be discussed with the teacher before the parent calls the Principal. If the problem cannot be resolved at this level, then a meeting may be scheduled with the Principal present.

Any communication sent home to parents from the school, requiring an immediate or dated time response must be carried out. We need the full cooperation of our parents in returning all-important materials on time!

We would like to handle any concern you may have, or we may have, in an honest, and respectful way. Please do not hesitate to contact the teachers or principal when we can be of service to you.

A strong home/school partnership characterized by mutual respect, honesty and support is the key to assuring the maintenance of a quality education.

### **EMERGENCY CARDS**

Information on emergency cards must be kept up to date by reporting immediately any changes of address, telephone number, place of employment, persons to contact in any emergency, medical information, etc. This is absolutely necessary for the health and safety of every student.

### **CLASS ROOM**

Students are expected to keep their desks and classrooms neat and orderly at all times. Desks and coatrooms should be kept in order. Students are responsible for bringing books and supplies to class. At the change of class, students should move quietly and promptly.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take proper care of all school texts and materials. School textbooks are to be COVERED AT ALL TIMES. Loss or damage to any school text or library book will be subject to a replacement or a fine covering the cost of the book. All students will carry their books in a durable book bag. Mesh book bags are not permissible.

School furniture, equipment and property are to be cared for responsibly. Any damage, defacement, or destruction will be penalized by suspension. Parents/Guardians will be expected to assume the cost of necessary repairs or replacement.

### **FOOD ALLERGY POLICY**

Saint Mary of Mount Carmel School is vigilant in protecting the health and safety of all its students. Parents of children with food allergies of any kind need to make the school nurse, faculty, and staff aware of these allergies by providing documentation from the child's physician. The school nurse will provide a listing of students with allergies to classroom teachers and administration. If the student has a severe allergy (ex. Peanuts, tree nuts), parents and students in that class will be informed that snacks in the classroom may not contain nuts and/or tree nuts. If a student has a lunch which contains peanuts, they may not be seated with the student(s) with the allergy. Hence, a peanut-free table exists in the lunchroom. All lunch room tables are washed after each use, and those children with peanuts must wash their hands thoroughly.

### **MILK**

The Saint Mary of Mount Carmel School serves milk (white or chocolate) and/or orange drink to the students on all regular school days. Students may purchase milk or orange drink for **\$.50 a day**.

### **MONEY**

No monies may be collected in school without the express permission of the principal. Mission money is an exception.

## **BEHAVIOR DISCIPLINE PROCEDURES**

As a Catholic school, Christian principles and guidelines are promoted to foster and maintain appropriate behavior. Students are encouraged and expected to treat others with dignity and respect in a spirit of justice and peace. Students are encouraged to assume leadership roles, which foster an atmosphere of unity and cooperation.

Specific behavioral infractions which infringe upon the rights of others within the school community, or which are in any way detrimental to the learning or well being of the children, will be addressed with students and with parents as well, depending upon the gravity of the situation. If there is any question regarding a disciplinary action, communication with the teacher is recommended.

All students are expected to comply with school regulations regarding school dress code, classroom or lunchroom conduct, absences, lateness, homework, leaving school property, care of surroundings, respect for others and any other inappropriate behavior for a Saint Mary of Mount Carmel School student.

All students are expected to behave in an appropriate manner. Appropriate measures will be taken to deal with students who lack cooperation in this regard. The consequences for any unacceptable actions are in keeping with the severity of the infraction.

## **LUNCHROOM AND PLAYGROUND**

In the lunchroom and on the playground, students should:

1. Sit at the assigned table.
2. Remain seated or raise your hand if help is needed.
3. Have permission to leave the lunchroom.
4. Stand, clean your lunch area, push chairs in, and walk to the exit.
5. Stay in the assigned areas on the playground.
6. Refrain from wild running, pushing, shoving, fighting or mistreatment of another student.
7. Be respectful toward others at all times.
8. Never use abusive language.
9. Keep the school property neat and clean.

## **EXPECT RESPECT**

## **DISCIPLINE POLICY**

### **RULES**

Attend all classes promptly—follow directions the first time they are given.

Hand in all homework assignments on time—do all written work neatly.

Keep hands, feet, and objects to yourself—no teasing or name-calling—

Model a strong Catholic Christian attitude at all times.

Stay in the assigned seat—speak clearly when called upon—participate in class discussions.

Come to school with all necessary books, notebooks, and supplies.

Major offenses--a maximum of 1-day **in-school suspension**. Examples are misconduct in the Cafeteria, the use of profanity, truancy from class or conduct unbecoming of a Christian student.

Students will receive a minimum of 1 day in-school suspension to out of school suspension for serious offenses such as truancy, disrespect to faculty/staff, fighting (determined by seriousness of fight).

### **SUSPENSION**

Suspension involves contacting the parent immediately. However, the student remains in the school.

A student may be suspended for the following causes:

1. Fighting (determined by seriousness of fight)
2. Purposeful or repeated disregard for dress code or appearance guidelines.
3. Blatant disrespect for others or property—destruction of school, church, or bus property.
4. Insolence, disrespect, use of vile or obscene language/gestures.
5. Truancy or leaving school property without permission.
6. Smoking in school, on school property, or at any school function.
7. Any other serious offense, which endangers the well being of themselves or others.

Any student suspended must earn back the privilege to participate in school activities by acting in a consistent appropriate manner. Students with disciplinary problems will be placed on PROBATIONARY STATUS for a period of ONE Quarter. If persistent disciplinary problems occur, a student will be placed on CONTRACT, which will be signed by the Parent, Student, and Principal.

Failure to follow the CONTRACT will necessitate possible dismissal from the school.

### **EXPULSION**

Offenses, which make a student liable for immediate expulsion, include the following:

1. Assault of a teacher.
2. Using, taking, selling, or possessing drugs or alcohol of any type at school, on the school grounds, or at any school function.
3. Possession of any type of weapon at school, on the school grounds, or at any school function.
4. Repeated suspensions.

## HOME AND SCHOOL INVOLVEMENT AGREEMENT

The information contained in this Handbook should give you, the parents and students, some understanding of the procedures and practices at Saint Mary of Mount Carmel School. The better the understanding and mutual communication, the better a school seems to function toward its goal of educating your children. If you have any questions or concerns regarding anything in booklet, please feel free to contact the school for clarifications.

Thank you,

Cathy Sosnowski  
Principal

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### Student Agreement:

I know how important my education is to me. It will make me a successful person. I know my parents will help me, but I am the one who will be responsible for what I do. Therefore, I agree to the following:

1. Bring home all notices and work that my parents must see.
2. Pay attention and do all my classwork on time.
3. Do all my homework and bring it to school everyday.
4. Be responsible for my own behavior.
5. Follow all the school rules.

\*Signing this agreement means that I also agree to all policies in the Handbook.

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Student's Signature

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Date

### Parent Agreement:

I understand the importance of my child's performance in school. I also understand that my participation in my child's education is an integral part in his/her achievement, success, and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Review my child's assignments with him/her and give help as needed.
2. Give my child a quiet place to do their homework and study.
3. Make sure my child knows and understands the school rules.
4. Spend at least 15-20 minutes each day reading with my child.

\*Signing this agreement means that I also agree to all policies in the Handbook.

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Parent's Signature

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Date

**PLEASE SIGN AND RETURN TO THE SCHOOL ON THE NEXT DAY OF SCHOOL.**