

PARENT-STUDENT HANDBOOK

The first duty of each student and family will be to fully familiarize themselves with this material so there will be no excuse for failure to comply with the rules.

MISSION

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

PHILOSOPHY

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

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

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

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

GOALS AND OBJECTIVES TO ACCOMPLISH

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

ADMINISTRATIVE AND BUSINESS OFFICES ACCREDITATION

Mount Carmel Elementary is fully accredited by the Diocese of Lafayette and the Louisiana State Department of Education.

STATEMENT OF ADMISSION

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

PRIORITIES FOR ADMISSION

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

NOTES

- A. All admissions will be administered by the principal.
- B. Students transferring from other Catholic schools have priority over students transferring from public or private schools.
- C. Should a conflict in any category arise, the principal will make the final resolution.

WITHDRAWALS

Students who transfer to another school during the school year must follow certain office procedures.

VISITORS ON CAMPUS

All visitors, including parents, must report to the **receptionist** upon entering the school building. Students may not have visitors except in cases approved by the principal.

TRANSPORTATION

The Vermilion Parish School Board provides bus service to our students. Arrangements can be made by calling that office at 893-3973/898-5708. Students riding buses are subject to the rules and regulations of the bus driver and, in the case of misbehavior, will be removed from the bus for a period deemed suitable by the principal. Continued violations will result in bus privileges being withheld.

SCHOOL OFFICE HOURS

The business offices are open from 7:10 a.m.-2:35 p.m. weekdays during the school year. Summer office hours are from 8:00 a.m.-12:00 p.m., Monday – Thursday, for one week after the close of school. The business offices will reopen on August 1st.

ATTENDANCE, ABSENCE, TARDINESS

1. Unless necessitated by bus schedules, students should not arrive at school earlier than 7:00 a.m. and should be picked up **NO LATER THAN 2:30 P.M.**
2. Any student arriving for class **AFTER THE 7:22 A.M. BELL IS CONSIDERED TARDY. STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT PARENTAL SIGNATURE. TARDINESS AFFECTS PERFECT ATTENDANCE.**
3. **When a student is absent, the parent must call the office before 9:00 a.m. Upon returning, a note signed by parent or guardian is required to be re-admitted with an excused absence. Students with unexcused absences will receive a “O” on all work missed.**
4. Those who anticipate a need to be absent must bring a note of request from the parent and also have the approval of the principal.
5. **Louisiana law states that elementary children missing more than 14 unexcused days per school year will not be given credit for that year’s work. Exception can be made only in the event of extended illness (verified by a physician) and/or approved by the principal.**
6. A note from a doctor or health unit is required for a student **returning after any contagious illness or after being absent for five consecutive days.**

EMERGENCY CLOSING OF SCHOOL

In certain extreme cases, usually due to inclement weather, it is necessary to close the school. The decision to do so is made as early as possible and announced over KATC TV Channel 3, KLFY TV Channel 10, KMDL RADIO FM 105, KTDY FM 99.9 and KXKC FM 99.1. Mount Carmel will be closed if public schools are closed due to bad weather.

EARLY DISMISSAL

Occasionally, Mount Carmel is obliged to dismiss early. When this happens, you will receive written notification from the school through your child.

MESSAGES

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

HEALTH RECORDS

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

MEDICATIONS

School personnel are prohibited from dispensing medication of any kind.

EMERGENCY INFORMATION

Please notify the school receptionist of any changes of emergency numbers where responsible parties can be reached.

FINANCIAL OBLIGATIONS

Tuition fees are divided into ten equal payments and are deducted by automatic debit from your personal account or can be paid in full at the start of the school year.

DISCIPLINE POLICY

Mount Carmel upholds a school-wide discipline plan. Students/Parents will receive a copy of their respective grade level discipline policy.

GRIEVANCE POLICY

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

1. Consult with the teacher or concerned party first.
2. If the situation persists, then a consultation with the principal should be scheduled next.
3. Once the above two steps have been taken, if the problem still persists then **and only then** can an appeal be rendered to the Board of Director's chairperson. The Board of Directors is a governing board and will not act on any matters that have not been formally addressed with the principal and teachers.

RELIGION COORDINATOR

To ensure coordination of religious instruction and related activities such as liturgies and prayer experiences. Mount Carmel employs a part-time religion coordinator.

LIBRARY

Classes visit the library on a regular schedule. The library is open from 7:10 a.m. to 2:30 p.m. and remains open during lunch recess.

CAFETERIA

The Department of Education of the Diocese of Lafayette, as the sponsoring agent, administers the Food and Nutrition Programs under the guidelines set forth by the State Department of Education and the United States Department of Agriculture. **School policy requires that all students eat a cafeteria meal.** Any request for exception must be accompanied by a physician's written statement. Parents are billed monthly for meals. **Payment is due by the first of the month.**

TESTING

In addition to regular subject tests given in the classroom, all Mount Carmel students are given standardized norm-referenced tests annually. These tests compare a student's progress to that of students across the nation and detect specific strengths and weaknesses of a child.

VERMILION PARISH PUPIL APPRAISAL SERVICES

Pupil Appraisal Services are an integral part of the total instructional program of a school system. The purpose of the Pupil Appraisal Services is to assist students who have exceptionalities by providing services to students, parents, teachers, and other school personnel: Speech Therapy; TAG; Title 1 / Reading Lab.

PRESCHOOL

Mount Carmel Preschool offers a structured learning environment for ages 3-5 in preparation for Kindergarten. Organized activities include: Religion, pre-reading and math skills, computer, library, and social development. Speech therapy offered to Mount Carmel students by the Vermilion Parish School Board is available to the preschool students also.

HOMEWORK

All students can expect daily homework. Students are expected to have homework properly completed before arriving at school in the morning.

ABSENCES (Homework Responsibility)

GRADES 1-4

Work will be collected and may be picked up at the office **after 2:30 p.m.** and check RenWeb.

GRADES 5-8

Parents may come to the school to get books from the student's locker **after 2:30 p.m.** Students should call a classmate for missed assignments or check RenWeb.

RELIGION PROGRAM

All students, without exception, attending Mount Carmel must attend religion classes and all scheduled religious activities.

REPORT CARDS

Report cards are sent home on a nine-week basis (four times a year). Mid-quarter progress reports are sent home for all students.

GRADING SCALE

94-100	A	4 quality points
87-93	B	3 quality points
80-86	C	2 quality points
70-79	D	1 quality point
Below 70	F	0 quality points

HONOR ROLL RECOGNITION

1. Principal's list—All A's including conduct.
2. Honor Roll—All A's and B's in any combination and no C's. A certificate is awarded at the end of the year to those students who have maintained the Principal's List or Honor Roll status for all four quarters. The names of these students are printed each quarter in the Abbeville Meridional.

PROMOTION

1. Kindergarten students who do not meet Mt. Carmel's criteria will not be promoted.
2. Any student in grades 1-5 who fails reading will not be promoted.
3. Any student in grades 1-8 who fails math, reading or English will be referred to the School Building Level Committee for a promotion decision.
4. If a student earns a failing grade in the third and fourth quarter in any **subject**, he/she fails that subject for the year.
5. If a student fails any two subjects he/she will not be promoted to the next grade.
6. Students who are taking the LEAP test in public schools would need to pass the LEAP test to continue to the next grade at Mount Carmel.
7. It is mandatory that 8th Grade students attend the award and graduation ceremonies to complete their 8th grade year.

MT. CARMEL ELEMENTARY
UNIFORM POLICY
2011-2012

We want to remind the parents as well as the students that the uniform is representative of Mt. Carmel Elementary as are the students. It is important that we all develop and maintain pride in our school uniform and help our students to do the same. All clothing must be neat, clean and not torn. The uniform should fit so that the student is comfortable and is not bothered by a shirt that does not stay tucked in or pants that are too tight, or walking shorts that are of inappropriate length.

It would be impossible to anticipate all problems that may arise in the future, yet each year a few distracting fads and circumstances show up on school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Mt. Carmel Elementary will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles in our existing policies.

DRESS CODE GIRLS

Blouse or Shirt — Blouse or knit shirts must be white, plain uniform type and **tucked in at all times**. They may be short or long sleeved with the Mount Carmel logo. No monogramming is allowed on any article of clothing. **All undershirts must be either solid white or the Mt. Carmel P.E. shirt.**

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

Skorts – Brown plaid uniform skorts may be worn. **THE SKORT MUST BE THE UNIFORM SKORT CHOSEN BY THE SCHOOL.** The length must be a maximum of four (4") inches from the ground when kneeling.

Walking shorts — Walking shorts (longer shorts) are to be brown plaid and worn as part of the uniform. A **brown uniform belt is required as part of dress**. The length of shorts must be a maximum of four (4") inches from the ground when kneeling.

Pants/Belts — Dark brown uniform pants. **NO** corduroy or cargo pants. A **plain, brown belt is required as part of dress; no decorative belts will be accepted. No low-rise (hip-hugger) pants.**

Shoes — Shoes must be **EITHER SOLID white, SOLID brown or SOLID black**. These shoes may not have variations of other colors. The shoestrings must be the same color as the shoe and must be kept tied at all times. **NO** cleated, high-heeled platform shoes or sandals are allowed. Dark brown/beige boat shoes/topsiders are acceptable; no "*Toms*."

Socks — Plain solid white or solid brown socks must be worn with **NO LOGOS. NO SPORTS or ANKLE SOCKS ARE ALLOWED (Socks must be at least 4" above ankle).**

Sweaters/Sweatshirts — Sweaters and sweatshirts must be plain **solid dark brown or solid white**. No turtlenecks or screened sweatshirts are allowed. The white uniform shirt must be worn underneath the sweater or sweatshirt at all times.

Jackets — Only solid white or brown jackets will be allowed in the classrooms.

Jewelry — For safety reasons, **NO LOOP OR DANGLING EARRINGS** may be worn. **ONE pair of small earrings is acceptable. One small necklace is allowed, hidden under uniform shirt; no chokers. Only ONE sports band or ONE small bracelet, NO LARGE JEWELRY.** Only clear fingernail polish is allowed.

Hair — Though hair styles change often, we **WILL NOT** allow hair lengths, styles, highlighting or coloring which draw attention to the student. Hair must be kept clean and well groomed. No extreme cuts are acceptable. Bows worn are to be brown/white only, **no hair feathers/adornment, etc.**

DRESS CODE BOYS

Shirts — Shirts must be plain white knit, long or short sleeved, with the Mount Carmel logo, two or three button openings, and a knit collar and **tucked in at all times**. No monogramming is allowed on any article of clothing. **All undershirts are to be either solid white or the Mt. Carmel P.E. shirt.**

Pants Dark brown uniform pants. **NO** corduroy or cargo pants. A **brown belt is required as part of dress. No low-rise (hip-hugger) pants.**

Walking Shorts — Walking shorts (longer shorts) are to be dark brown and uniform type. A **brown belt is required**. The length of the shorts must be a maximum of four (4") inches from the ground while kneeling.

Shoes — Shoes must be **EITHER SOLID white, SOLID brown or SOLID black**. These shoes may not have variations of other colors. The shoestrings must be the same color as the shoe and must be kept tied at all times. **NO** cleated, high-heeled platform shoes or sandals are allowed. Dark brown/beige boat shoes/topsiders are acceptable.

Socks — Plain solid white or solid brown socks must be worn with **NO LOGOS. NO SPORTS or ANKLE SOCKS ARE ALLOWED (Socks must be at least 4" above ankle).**

Sweaters/Sweatshirts — Sweaters and sweatshirts must be plain solid dark brown or solid white. No turtlenecks or screened sweatshirts are allowed. The white uniform shirt must be worn underneath the sweater or sweatshirt at all times.

Jackets — Only solid white or brown jackets will be allowed in the classrooms.

Jewelry — No earrings are permissible. **One small chain is allowed, hidden under uniform shirt; no chokers. Only ONE sports band or ONE small bracelet, NO LARGE JEWELRY.**

Hair — Though hair styles change often, we **WILL NOT** allow hair lengths, styles, highlighting or coloring which draw attention to the student. Hair length will be above the collar and above the ears. Hair must be kept clean and should be well groomed, and **MUST NOT TOUCH EYEBROWS**. No extreme cuts or long sideburns are acceptable. Boys must be clean-shaven.

PLEASE MARK YOUR CHILD’S POSSESSIONS SO THEY MAY BE RETURNED WHEN FOUND.

BASIC STUDENT RULES

Students are financially liable for deliberate damage or destruction of school property. Students are not allowed **individual electronic devices (i.e. cell phones, MP3 players, I-pods, nanos), tobacco, drugs, alcohol, medication, weapons or (hard) baseballs** on Mt. Carmel School Property. **If a cell phone is necessary for any after-school/extra-curricular sponsored activity, a parental note must accompany the student on the day the cell phone is needed; otherwise, cell phones are not permitted at school.** The cell phone must be turned in to the office before school and picked up after school. Periodic searches will be conducted by the administration.

SCHOOL SPONSORED STUDENT ACTIVITIES AND CLUBS

(Eligibility for extracurricular activities are specified for grades 4-8th)

Student Council (5-8th)	Beta Club (6-8th)
Yearbook (8 th)	4-H (4-8 th)

Athletics

Cheerleading	Football
Basketball	Track
Tennis	Golf
Baseball	Softball

SCHOOL CALENDAR 2011 – 2012

August 3-8	Faculty Prayer/In-service
August 9.....	Students Report
September 5.....	Labor Day
November 21-25.....	Thanksgiving Holiday
December 21- January 3.....	Christmas Holidays
January 16.....	Martin Luther King, Jr. Holiday
February 20-24.....	Mardi Gras Holiday
April 6-13.....	Easter Holiday
May 23.....	Final Day

