



ST. MARY OF CARMEL



**LOVE
LEARN
STRIVE
SERVE
FORGIVE**

2025/2026

NEW FAMILY

HANDBOOK

WELCOME



Victor Argueta

Principal

MESSAGE

Welcome to St. Mary of Carmel Catholic School! We are delighted to have you join our school community. As you embark on this exciting journey with us, we want to reassure you that your family is now part of a nurturing and safe environment that focuses on the values we hold dear: love, learn, strive, serve, and forgive.

Our mission is to provide a quality Catholic education that fosters academic excellence and nurtures each student's spiritual and moral growth. Together, we will explore our faith, engage in meaningful learning experiences, and encourage service to others while embodying the spirit of love and forgiveness.

We look forward to partnering with you to support your child's educational journey. Welcome to the St. Mary of Carmel family!

In Christ,

Victor Argueta

MEET OUR ADMINISTRATIVE STAFF



Mrs. Rita DeLeon
Office & Cafeteria
Manager



Mrs. Rita DeLeon
Admission &
Financial Aid
Coordinator



Mrs. Norma Echavarria
Community Outreach
Coordiantor



Mrs. Maria Martin
Health Coordinator





CHECKLIST

- **Complete Application**
 - You will need copies of your child's:
 - Birth Certificate
 - Immunization record
 - Testing results
 - Sacramental certificates (Baptism and First Communion)
- **Complete Financial aid**
 - This is your tuition account and where payments will be made.
- **Complete Enrollment**
 - Once you are accepted, you will need to set up your FACTS Family Portal account.
- **Purchase Uniforms**
 - Details on uniforms for each grade can be found in the student handbook, on our website, and on the website of our uniform supplier:



IMPORTANT INFORMATION

- School events will be communicated to parents and guardians via our weekly newsletters, which will be emailed to families. The principal's newsletter will be sent out by Wednesday, and the Teachers' Newsletter will be sent out on Friday.
- Bell Schedule
 - Arrival – 7:15 – 7:40 am
 - Tardy Bell – 7:50 am
 - Dismissal – 3:10 pm
- Lunch Schedule
 - PK – K – 10:15 am – 10:45 am
 - 1st – 3rd – 10:45 am – 11:15 am
 - 4th – 5th – 11:15 am – 11:45 am
 - 6th – 7th – 11:45 am – 12:15 pm
- Visitors
 - When visiting the school, please enter the school office. You will be prompted to sign in with our Raptor system.
- All Students must be picked up by 3:45 pm on regular school days and noon on early release days. Students not picked up by 3:45 pm on regular school days will be charged an after-school care fee. During early dismissal, there will not be after-school care.



IMPORTANT INFORMATION

- Afterschool care
 - We offer after-school care from 3:40 – 6:00 p.m. Students in the cafeteria at 3:40 at the end of Carline are signed into After-School Care and will be charged for that day.
 - After-school care includes homework, snacks, and activities such as arts/crafts/movie/playground time.
 - The school provides the snacks through Twelve Oaks Catering Company.
 - The cost for your child is as follows:
 - Pickup by 4:45 pm is \$5 for the first child and \$4 for each additional child.
 - Pick-up between 4:46 and 6:00 is \$7 for the first child and \$6 for each additional child.
- Students attend Mass on Wednesday at 8:30 am each week. FULL UNIFORM REQUIRED.
- Please let the office know immediately of any changes to your address, phone number, or email address so we can update our records.
- If your child needs to leave early, please pick up by 2:50 pm.



IMMUNIZATIONS

The Texas Department of State Health Services has revised the immunization requirements that take effect at the beginning of the school year. The following are the changes that are being implemented.

KINDERGARTEN AND 1ST-GRADE ADDITIONAL REQUIREMENTS:

- Hepatitis A – two doses of Hepatitis A, with the first dose on or after the 1st birthday.
- MMR Vaccine – two doses of MMR vaccine, with the first dose received on or after the first birthday.
- Varicella Vaccine – two doses of varicella vaccine, with the 1st dose on or after the 1st birthday (validation of disease accepted on a separate form).

7TH AND 8TH-GRADE ADDITIONAL REQUIREMENTS:

- A booster dose of tetanus/diphtheria/pertussis-containing vaccine for entry into 7th grade if at least five years have passed since their last tetanus-containing vaccine (or when five years from the previous dose has passed).
- Meningococcal vaccine – one dose for entry into 7th grade.
- Varicella vaccine – two doses of varicella vaccine on or after the 1st birthday for entry into 7th grade.

We recommend that these immunizations be obtained as soon as possible, and a copy of the physician-validated immunization record be turned into the school office/clinic for proper documentation.

The immunization changes are statewide, and we anticipate immunization clinics to be quite busy. Please note that no additional shots are required if your child is already up-to-date on their immunizations.



SAFE ENVIRONMENT PROCESS

To volunteer and visit our campus, our school requires the completion of the Safe Environment Program. The Safe Environment Program has been adopted to:

- Provide a safe and secure environment for minors and vulnerable adults in our faith community.
- Reduce the possibility of false accusations against clergy, employees, and volunteers.
- Provide a system to respond to the victim, his/her family, and the accused.

WHO MUST BE SCREENED?

- All volunteers, including those who work with MINORS (under 18) or VULNERABLE ADULTS (those who, for reasons of mental or physical impairment, cannot recognize danger or, if they do, cannot extract themselves from a dangerous situation)
- All families who choose to fulfill their required volunteer hours, or plan to accompany their child on field trips, coaching, Fall Jamaica, field day, etc., must be screened and cleared through the Safe Environment program.



VOLUNTEER SERVICE HOURS

At St. Mary of Carmel Catholic School, we recognize that collaboration between parents and teachers is essential for the success of all our children. Parental involvement is a vital component in our mission to foster a nurturing, faith-based educational environment.

To support this effort, we have implemented a Family Service Program that encourages volunteerism. Each family is required to complete a minimum of 25 service hours each school year. There are numerous opportunities for families to earn their hours, and we will utilize the Track It Forward app to track and manage these hours efficiently. You can find upcoming events and volunteer opportunities at:

<https://www.trackitforward.com/site/1074502/events>.

If a family is unable to complete 10 hours each semester, a fee of \$25 per unfulfilled hour will be billed to your FACTS account. Your commitment to volunteering not only enhances our school community but also ensures the financial health of our institution. Thank you for being so dedicated to St. Mary of Carmel Catholic School!

VOLUNTEER OPPORTUNITIES BUT NOT LIMITED TO:

Donor Events: Trivia Night & Speaker Series

PTO Events: Sunday Food Sale, Landscaping, etc.

School Jamaica – October 19th, 2025

Recess/Cafeteria

Office Support

Coach a sport or group

Fieldtrips



THANK YOU!

**LOVE LEARN STRIVE
SERVE FORGIVE**



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