



ST. MARY OF CARMEL
Catholic School
A BEACON OF HOPE FOR WEST DALLAS FOR 80 YEARS.
1944-2024

Family and Student Handbook

2026-2027

St. Mary of Carmel Catholic School

1716 Singleton Blvd., Dallas, TX 75212

Phone: 214-748-2934

www.smcschool.org

This handbook provides essential information for families and students throughout the school year. It outlines school procedures, expectations, and current diocesan and campus policies. St. Mary of Carmel Catholic School may amend information when necessary and will communicate significant changes to families.

LOVE • LEARN • STRIVE • SERVE • FORGIVE

Policies and protocols related to campus safety and health take precedence when required.

Welcome, SMC Families

A new school year rooted in faith, partnership, and belonging.

Dear Parents, Guardians, and Students,

Thank you for choosing St. Mary of Carmel Catholic School. It is a privilege to partner with you as we form saints, scholars, and servant leaders through a strong Catholic education.

Our shared work is guided by the core values Love, Learn, Strive, Serve, and Forgive and by four Catholic Identity pillars: Prayer, Community, Service, and Human Dignity. Through our House System, monthly virtues, service projects, prayer, and leadership opportunities, students will learn how to live these commitments each day.

This handbook explains the expectations, procedures, and policies that help our school remain safe, orderly, welcoming, and focused on learning. Enrollment at St. Mary of Carmel represents a partnership: families, students, faculty, and staff agree to support the mission of the school and follow its policies.

Please read the handbook carefully, review it with your child, and complete the required acknowledgement forms. The school may amend policies when needed, and families will be informed of significant changes.

May God bless your family throughout the 2026-2027 school year. Thank you for your trust, involvement, and commitment to our SMC community.

Our family partnership:

We pray together, communicate respectfully, support student learning, serve our community, and protect the dignity of every person.

God bless,

Victor Argueta, Principal

2026-2027 Faculty & Staff

The people who serve SMC students and families.

SCHOOL LEADERSHIP

Victor Argueta	Principal
Maria Vega	Curriculum & Instruction Director
Bianca Delgado	1st Grade & Student Life Director
Mitchell Schuck	MS Religion/SS & Campus Minister

FACULTY

Mallely De La Cruz	PreK Teacher
Adriana Malagon	PreK Teaching Assistant
Bianca Delgado	1st Grade Teacher
Sarah Garza	2nd/3rd Math & Science
Rosa Viveros	2nd/3rd ELA/SS/Religion
Dayra Mejia-Reyes	4th/5th Math & Science
Monica E. Puente	4th/5th ELA/SS/Religion
Aidan Murtagh	Middle School ELA
Karen Kirschten	Middle School Math/Science
Mitchell Schuck	Middle School Religion/Social Studies
Jesus Chavez	Coach & Athletic Director
Alina Sanchez	Art Teacher/Library Manager
Denise Aviles	Choir
Mark Turner	Middle School Music
Amy Cele	Elementary School Music

FAMILY & STUDENT SUPPORT

Gisela Cruz	Admissions/Financial Aid Coordinator
Norma Echavarria	Office Manager
Maria D. Martin	Health Coordinator
Daniella Cardona Mendoza	Cafeteria Coordinator & Office Assistant
Joslyn Riojas	Social Media
Guadalupe Olvera	After School Care
Rosa Chavez Venzor	Cafeteria Worker

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2026-2027 school-day highlights: Breakfast and morning care begin at 7:15 a.m.; instruction begins at 7:45 a.m.; PreK dismissal is at 3:15 p.m.; K-8 carline begins at 3:35 p.m.; After-School Care begins at 4:00 p.m.; scheduled early-dismissal days end at 12:00 p.m.

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 passed 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 rigorous 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 a 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

Core Values, Pillars & Houses

A shared framework for Catholic identity, formation, belonging, and service.

OUR CORE VALUES

LOVE • LEARN • STRIVE • SERVE • FORGIVE

The habits through which students show Christ's love in learning, relationships, and leadership.

PRAYER



St. Teresa of Avila

We grow closer to God through prayer and faith.

COMMUNITY



St. Elizabeth of the Trinity

We build belonging through love, respect, and unity.

SERVICE



St. John of the Cross

We serve others as Christ served, with humility and joy.

HUMAN DIGNITY



St. Titus Brandsma

We honor the God-given dignity of every person.

The House System

Each pillar is lived through a Carmelite house. Students remain connected to their house as they grow through the school. Prayer, monthly virtues, service projects, leadership opportunities, celebrations, and restorative practices help students put Catholic identity into action. The House System is designed to deepen faith, strengthen cross-grade relationships, and ensure every student is known, supported, and called to serve.

Admissions

Admission Process

New families to St. Mary of Carmel School must submit an online application for admission through FACTS Family Portal. Prospective students who are applying for 3rd-8th grades 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. A family interview is 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. During this meeting, prospective 5th-8th grade students will be asked to answer specific interview questions for themselves. 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. Once a student is accepted, they are sent through the enrollment process to formally register for the next school year.

New students to St. Mary of Carmel Catholic School will be accepted on a probationary basis. At the end of the first progress report, a meeting with the parents and teacher will be scheduled if needed to evaluate the child's progress. 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 basic medical history during the enrollment packet.
 - 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.

Conditions of Admissions

A student is admitted to a school with the understanding that he/she will be retained in the school until he/she finishes the course, subject to school policies and procedures, unless the student is withdrawn or dismissed. No student shall be admitted to any Catholic school unless there is a reasonable hope that the student will complete that school's program. In doubtful cases students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

In order for a student to be re-enrolled or enrolled in any Catholic school in the Diocese of Dallas, the student must be in financial good standing, that is, all tuition, fees, and any other outstanding financial obligations must be satisfied.

Referral Program

Any current family who refers a new family to SMC will be eligible to receive a \$500 tuition discount. The discount is applied in FACTS after the new family has been enrolled for one full semester.

Termination of Enrollment

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook. If a school decides to terminate enrollment in light of parent behavior, a disciplinary situation or as a way to help a student avoid unnecessary hardship, the school has an obligation to inform other Diocesan schools.

Termination of enrollment as a result of financial issues, legal issues, moral turpitude, or other serious reasons can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

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. A withdrawal form must be filled out and signed by the parent to initiate the withdrawal procedure. 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.

Arrival & Dismissal

Updated to match the 2026-2027 master schedule.

MORNING ARRIVAL

7:15-7:40 a.m. Morning care and breakfast
 7:40-7:45 a.m. Transition to classrooms
 7:45 a.m. Instruction begins

Students arriving after 7:45 a.m. are tardy and must be signed in by a parent or guardian.

AFTERNOON DISMISSAL

3:15 p.m. PreK dismissal
 3:35 p.m. Kindergarten-Grade 8 carline begins
 4:00 p.m. After-School Care begins and applicable charges apply.

Families must display the approved carline tag.

Carline and student-release expectations

- Students may leave only with authorized individuals listed in FACTS or approved by the school office.
- Replacement carline hang tags are \$5; replacement backpack tags are \$2.
- No early dismissal is permitted after 3:00 p.m. on a regular school day.
- Drivers must remain attentive, stay off cell phones, and follow the directions of staff safety patrols.
- Teachers cannot hold conferences during carline. Please schedule conversations by email or through the office.

Absences and tardies

Parents must notify the school office when a student will be absent. Regular, punctual attendance is essential to learning. Excessive absences or tardies may result in a parent conference, attendance plan, or other intervention consistent with school and diocesan policy.

Early-dismissal days: The 2026-2027 family calendar identifies scheduled early-dismissal days at 12:00 p.m. Families are responsible for arranging timely pickup.

1. Notification of Absence: The student's parent or legal guardian must notify the school office by telephone by 9:00 AM on each day the student is absent. You may reach the school office by calling 214-748-2934 ext 100 or by emailing the office manager at rita.deleon@smcschool.org. When notifying the office, please arrange to obtain your child's homework assignments.

2. Homework Availability: The teacher is not required to provide homework or makeup work on the day of the absence. Students will make up the work upon returning to school.

3. Unnotified Absences: If a parent or legal guardian fails to notify the school office, the school will reach out to the parents using the phone numbers provided on the student's emergency contact form.

4. Returning to School: Upon the student's return to school, a note from the parent or guardian must be submitted to the office. This note should state the cause of the absence and/or tardiness.

5. Make-Up Work: Students will be responsible for making up any missed assignments when they return to school. They will have one week to complete the work for the period they were absent. The make-up work can be completed at the teacher's discretion, either before school, during carline dismissal, or by attending tutoring sessions available once a week.

6. Extended Absences: If a student is absent for more than three consecutive days, a doctor's note must be provided to excuse the absence. Please refer to the extended absences policy for detailed information.

7. Excused Absences: Please refer to the excused absence policy for detailed information regarding what qualifies as an excused absence.

We appreciate your cooperation in helping us maintain a supportive and productive learning environment for our students. If you have any questions regarding this policy, please feel free to contact the school office.

Texas Attendance Law

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by Texas Catholic Conference of Bishops Education Department Standards. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

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 at the end of each quarter.

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 Principal and may be required to request a waiver of the attendance requirements from the Superintendent of Catholic Schools. Students missing more than 18 days of school will be required to

attend summer school or to repeat their grade level. Patterns of habitual absence will be investigated for violation of the Compulsory School Attendance Law.

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 their academic grade. Students will be given one to two weeks 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. Family vacations are considered unexcused absences. 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 more than eighteen unexcused absences will be required to attend an approved summer program in order to be promoted to the following grade.

Absence for Other Reasons

When parents wish to take their child out of school for several days for personal reasons, the principal should discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's schoolwork. The final decision, however, is the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence.

Tardies

A student is marked tardy if they arrive after 7:46 a.m. Students arriving after 7:46 a.m. must be signed in by a parent/guardian using the tardy iPad. The student will be given a tardy slip and then can report to their classroom. Students arriving after 10 am will be marked as absent ½ a day. Students with more than 60 tardies in the year may be required to attend summer school.

Students who accumulate excessive tardies in a quarter will be asked to meet with the Principal to discuss a plan to ensure student success.

Truancy

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and apply appropriate remedies. Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is considered

truant. A student considered truant may be subject to disciplinary action in accord with applicable provisions of this Handbook.

Pick Up During School Day

Once a student arrives on school grounds for the day, they may leave for scheduled appointments only with prior approval from a parent or guardian. Students will not be released to anyone other than their parent, guardian, or another adult authorized in writing by the parent or guardian.

It is important for students to attend classes as much as possible, both before and after any appointments. To pick up a student during the school day, parents should come to the front office, request that office personnel call for the student, and sign the student out.

To minimize loss of instructional time, efforts should be made to schedule appointments outside of school hours. A student will not be called from their classroom until a parent is present in the office. Upon returning to school, the parent and student must check in at the office to sign in and obtain an classroom pass.

To ensure the smooth operation of the carline, students will not be released after 2:50 PM unless there is an emergency. Emergency dismissals can occur at any time due to sickness, accidents, or urgent home circumstances. In such cases, the student will leave under the conditions specified by the parent or as noted on their emergency card.

Perfect Attendance:

Students who are in attendance every day of the school year with no more than 10 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. <https://csodallas.org/guides/> 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. In addition, Blended Learning software will be used throughout the school to accelerate student learning by meeting individual student needs.

The daily schedule includes instruction in religion, language arts (reading, literature, writing, spelling, vocabulary, and handwriting), science, mathematics, and social studies / history. Physical education, art, and music are included in the weekly schedule. Counseling lessons are offered once a week by the counselor using the *Kindness in the Classroom*

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.

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 8:30 am each Wednesday, and on Holy Days of Obligation. Students are involved through various roles of ministry: lector, reader, choir, 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 Lenten services, Stations of the Cross, and 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 8th grade use the *Kindness in the Classroom* program. A 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.

Kindness in the Classroom is based on the Kindness Framework developed by Random Acts of Kindness Foundation.

Kindness in the Classroom lessons teach kindness skills through a step-by step framework of Share, Inspire, Empower, Act, and Reflect. Each lesson starts with the 'share' step to reinforce learning from previous lessons. The 'act' piece is woven into the lessons but really takes place in the projects.

Physical Education

Movement, fitness, teamwork, and healthy habits are part of whole-child formation.

Physical education is an integral part of the educational program. All students participate unless a medical provider submits written restrictions or accommodations to the school office.

REQUIRED PE UNIFORM — GRADES 3-8

Students in Grades 3-8 must wear the approved PE uniform during physical education class. Wearing the required PE uniform is part of the student's PE grade. The uniform may be purchased through the approved uniform store identified by school administration.

Students are expected to bring the uniform on assigned PE days, change as directed, and keep all items clean, labeled, and in good condition. A missing uniform may affect the participation or preparedness portion of the class grade.

Participation and safety expectations

- Wear safe, school-approved athletic shoes and follow all teacher directions.
- Participate respectfully and demonstrate sportsmanship, effort, and self-control.
- Provide written medical documentation when participation must be limited.
- Return to participation according to the provider's directions and school health procedures.

Field Trips

Experiences that extend classroom learning into the community.

Field trips are planned by teachers and approved by the principal to support the instructional program. Teachers will communicate the destination, schedule, clothing requirements, and any special expectations in advance.

\$10 STUDENT FIELD-TRIP FEE

Families will pay \$10 per student for each scheduled field trip. This fee helps cover transportation and admission to the destination. Payment and a completed permission form must be received by the announced deadline for a student to participate.

Parent and guardian volunteers

Parents and guardians are welcome to volunteer as field-trip chaperones when space and supervision needs allow. All volunteers must be fully cleared through the diocesan Safe Environment program before the trip and must follow the teacher's assignments, school expectations, and destination rules.

Student expectations

Field trips are a privilege. Students and chaperones represent St. Mary of Carmel and must follow the school's conduct, uniform, safety, and Catholic identity expectations. The school may deny participation when conduct, safety, incomplete forms, or unpaid trip fees create a concern.

Library Program

Weekly access to books, instruction, and joyful reading.

30-MINUTE WEEKLY LIBRARY LESSON

A campus Library Manager will lead a 30-minute library lesson for students each week. Students will learn library skills, explore literature, and check out books. The library program is a central part of the campus literacy plan and supports reading engagement across grade levels.

Book care and replacement charges

Students are responsible for the care and timely return of all borrowed materials. Lost or damaged books must be reported promptly. The school will search for missing items and communicate with the family. If a book cannot be located or is damaged beyond normal use, the family will be charged the replacement cost. Checkout privileges may be limited until the item is returned or the charge is paid.

Family volunteers and book fairs

Parents and guardians are welcome to help decorate the library, re-shelve books, and support other approved projects. Volunteers must be Safe Environment cleared, coordinate with Mrs. Echavarria, and follow the Library Manager's directions and expectations.

The school plans to host two book fairs each year. Family volunteers will be needed to help prepare, operate, and close each fair. Volunteer opportunities and schedules will be shared through the school's volunteer system.

Academic Evaluation and Assessment

Homework

Homework at St. Mary of Carmel Catholic School is designed by teachers to reinforce classroom instruction and support student understanding of academic standards. Homework is not graded and is not included in a student's report card or grade book. Instead, it is a tool used to monitor student progress, identify misconceptions, and help students deepen their connection to content.

Beginning in third grade, students must record all assignments, due dates, and important reminders in a school-provided planner. These assignment books serve as a communication tool between home and school and promote student responsibility.

Teachers review homework regularly to assess understanding and provide feedback. This helps close learning gaps and guide instructional support. Parents are expected to provide a quiet study space and support their child in establishing productive after-school routines.

If a student is absent, it is their responsibility to retrieve missed work. The homeroom teacher or office may help collect assignments, though this is not guaranteed. Students have one week from their return to complete make-up work. Homework missed without communication will be recorded as incomplete, and consistent non-completion may lead to a conference.

Estimated homework times:

- Grades 1–2: 30 minutes
- Grades 3–4: 30–45 minutes
- Grades 5–6: 45–60 minutes
- Grades 7–8: 60–90 minutes

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 in core content areas. 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

Student-Parent-Teacher Conferences

Students help tell the story of their learning, growth, and goals.

FALL CONFERENCE

OCTOBER

Academic progress, habits, and goals

SPRING CONFERENCE

FEBRUARY

Progress review and next-step planning

Two conferences are scheduled each school year. Families will participate in one conference in October and one conference in February. The school will share appointment procedures and specific dates through the annual calendar and family communications.

Student participation: Kindergarten-Grade 8

Students in Kindergarten through Grade 8 are expected to attend. Conferences are designed as student-parent-teacher conversations. Students will share evidence of learning, reflect on strengths and challenges, and help identify goals and actions for continued growth.

Families and teachers may request additional meetings when concerns or important decisions arise. Conferences should remain collaborative, respectful, and focused on the student's academic, spiritual, social, and personal development.

Intervention & Tutoring

Support is designed to close learning gaps without overwhelming students after school.

INTERVENTION DURING THE REGULAR SCHOOL DAY

The master schedule includes protected instructional minutes for intervention and targeted support during the regular school day. Teachers use assessment data, classroom evidence, and the campus MTSS process to provide additional instruction while protecting students from unnecessary after-school workload.

Tutoring as needed

Tutoring may be offered during the year when a teacher identifies a specific need. It is not an automatic weekly program. In exceptional cases—particularly when a student has an urgent or significant learning gap—a teacher may provide additional tutoring outside the regular day after communicating the purpose, schedule, and expectations to the family.

Family communication

Parents or guardians who have concerns about progress should contact the classroom teacher. The teacher and instructional team will review the student's data, current interventions, and next steps. Any after-school tutoring arrangement must be confirmed in advance; supervision and dismissal procedures will be communicated with the family.

NWEA MAP Growth Testing

Assessment information helps teachers plan instruction, intervention, and enrichment.

THREE ASSESSMENT WINDOWS

Students in Kindergarten through Grade 8 take NWEA MAP Growth assessments three times each school year: fall, winter, and spring. MAP Growth is a nationally normed, computer-adaptive assessment that measures each student's current achievement and academic growth in reading and mathematics.

The assessment adjusts to the student's responses, so students may receive questions above or below their enrolled grade level. Students do not need to study for MAP Growth; they should arrive rested, work carefully, and give their best effort.

How the results are used

Teachers and school leaders use NWEA results with classroom grades, observations, and other evidence to identify strengths and learning gaps; plan small-group instruction; adjust curriculum and teaching; monitor growth over time; and determine needs for intervention or enrichment. Results may also support nominations for gifted and talented opportunities, including DECATS and CLEAR, academic contests, and other enrichment programs.

Families receive student reports and explanations of achievement and growth. A single score is never used by itself to make an important student decision.

Additional academic support

Title I: When available, federally supported services provide qualifying students with additional reading and mathematics support based on assessment data and program requirements.

Academic probation and promotion: Students with failing or at-risk grades may receive an academic action plan, progress review, intervention, and a parent conference. A student who earns a failing final grade may be required to complete an approved summer program or documented private tutoring. Families will be notified in advance when retention is being considered.

Promotion, Retention & Student Records

Academic decisions are made through documented evidence, family communication, and student support.

PROMOTION & RETENTION

When a student performs below grade level or earns failing grades, the school will meet with the family, identify the causes, and create a monitored support plan. A student who earns a failing final grade may be required to attend an approved summer-school program or complete documented private tutoring to remediate the grade.

A failing average in two or more major subjects may result in retention. Continued poor performance in reading or mathematics and below-grade-level standardized assessment performance may also be considered. Families will be notified in advance when retention is possible, and the student's progress and readiness for the next grade will be carefully evaluated.

Parent and guardian access to records

Parents and legal guardians may inspect and review a student's educational records at a date and time convenient to the school, unless a court order provides otherwise. Records are reviewed in the presence of designated school personnel. The school may provide copies and may charge a reasonable copying fee.

Families must promptly provide the school with a complete, final, signed court order that restricts access to records or contact with the school. The school will make reasonable efforts to honor the order; however, school personnel are not responsible for interpreting or enforcing family-court orders.

When records may be disclosed

The school generally will not release student records to a third party without written consent. As permitted by law and diocesan policy, records may be disclosed to:

- School officials with a legitimate educational interest
- Another school to which the student is transferring
- Authorized officials for audit or evaluation purposes
- Appropriate parties connected with student financial aid
- Organizations conducting approved studies for the school
- Accrediting organizations
- Parties identified in a judicial order or lawful subpoena
- Appropriate officials in a health or safety emergency
- Authorized state or local juvenile-justice authorities
- Other parties when disclosure is permitted or required by law

Proactive & Restorative Discipline

A Catholic approach centered on virtue, responsibility, repair, and growth.

OUR CORE QUESTION

“What virtue are we called to practice right now?”

Every response should move the student toward reflection, restoration, and better choices.

1

REDIRECT

Adults teach and reteach expectations, use calm prompts, proximity, and other proactive classroom supports.

2

REFLECT

Students consider what happened, what virtue was missing, who was affected, and how to make the situation right.

3

RESTORE

The student repairs harm through an appropriate action, apology, conference, reflection, replacement behavior, or other restorative response.

4

SUPPORT GROWTH

Repeated concerns may lead to a virtue growth plan, house or principal support, family partnership, progress monitoring, or an MTSS behavior plan.

St. Mary of Carmel is no longer identified as a VBRD campus. Our current model remains rooted in Catholic virtue and uses proactive teaching, restorative responses, clear consequences, family communication, and individualized support.

Behavior Levels & Support Pathway

Responses increase according to frequency, severity, safety, and student need.

LEVEL 1

TEACHER MANAGED

Minor, isolated concerns are redirected, reflected upon, and restored in the classroom. Teachers document patterns and communicate with families when needed.

LEVEL 2

TEACHER + SUPPORT

Repeated or more significant concerns receive additional intervention, family contact, documentation, and support from the House System, principal, or student-support team.

LEVEL 3

ADMINISTRATION MANAGED

Severe, unsafe, harmful, or persistently unresolved behavior is investigated and managed by administration, with restorative conferencing and an appropriate consequence or safety response.

Intervention pathway

- Teach, redirect, and allow the student to correct the behavior.
- Use reflection and restoration to repair relationships and practice the missing virtue.
- Communicate with families and document repeated or significant patterns.
- Add targeted supports such as check-ins, a virtue growth plan, behavior contract, skill building, or MTSS plan.
- For serious behavior, administration gathers facts, determines the response, and plans for safe re-entry and continued success.

Consequences may include reflection, loss of privileges, restitution, a behavior agreement, detention, suspension, parent conference, or referral for additional support. The response will be proportionate and consistent with diocesan policy.

Classroom Rules

At St. Mary of Carmel Catholic School, we foster a learning environment built on mutual respect and shared values. To create a supportive and collaborative classroom atmosphere, teachers will work closely with students to discuss the importance of respect and positive interactions with one another. Together, as a class, they will establish a “Respect Agreement” that outlines acceptable behaviors and expectations. This agreement will serve as a guide for maintaining a respectful and productive classroom environment, and every student and teacher will sign it, reinforcing our collective commitment.

To further enhance our classroom experience, we will implement the CHAMPS model, which promotes effective communication and positive behavior. CHAMPS stands for:

- “C” - Conversation: Understanding appropriate levels of dialogue during different activities.
- “H” - Help: Encouraging students to seek assistance when needed.
- “A” - Activity: Clarifying what students are expected to do.
- “M” - Movement: Establishing guidelines for moving around the classroom and school.
- “P” - Participation: Fostering active involvement from all students.
- “S” - Success: Striving for individual and collective achievement.

In addition, a CHAMPS matrix will be provided for various locations within the school, including restrooms, hallways, cafeteria, and other common shared spaces.

Gum Chewing and Candy

Gum chewing is **prohibited** in school and on the school grounds. This includes in the cafeteria and gym. Students with chewing gum will receive a mark on their Check Card. Food, candy, and non-water beverages are not allowed during class unless otherwise directed by the teacher.

Lockers and Cubbies

Lockers and cubbies are school property and will be maintained by school authorities to protect the safety of all. A student assigned a locker has exclusive use but not proprietary rights versus the school. School personnel have the right to inspect student lockers, and reserve the right to search any locker on suspicion of a threat to the health, welfare and safety of the school. It is necessary that a search be reasonable and related to the school official’s duties.

Electronics Policy

Students are not allowed to have their cell phones, tablets or smart watches on their person during school hours, from 7:15am- 3:40 pm, Monday through Friday. Cell Phones, smart watches and headphones are allowed to be kept in a backpack in the classroom if a family determines it is necessary, but the school is not liable for any loss or damages to phones. Similarly, if a phone, tablet or smart watch makes noise in a backpack, teachers will confiscate the device. If anytime during the day a student has their device or headphones on them (out in their hands, on their desk, in a pocket, or making noise) 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 office.

During After School Care or any other extracurricular activity (clubs, sports, etc.) students may only use their phone, with the permission of the adult in charge, to check on the status of their ride, but

not for any other purpose Students in After School Care can, with the permission of the adult in charge, use their tablet or laptop to complete assignments. If students are using their technology for any other purpose their device will be confiscated following the above guidelines.

Bullying/ Harassment Policy

St. Mary of Carmel, along with the Diocese of Dallas believe that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. As a matter of both diocesan school policy and religious obligation, bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated in a Catholic school. Students engaging in such behavior, seriously or in jest, in person or online, may be liable to disciplinary action up to and including suspension and/or expulsion.

The principal and/or other designated administrator(s) will investigate all complaints of bullying, harassment or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and investigated in a timely manner.

Bullying

Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

- a) Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- b) Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- a) Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- b) Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- c) Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimating interference with normal study or movement.
- d) Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

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 to a teacher, Principal, Vice Principal, and/or Counselor. The administration and appropriate faculty will investigate the incident/s and determine an action plan, which will be 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, in person or online) are subject to consequences which may include, but are not limited to, suspension or expulsion.

Consequences and Restoration

In line with the Virtue Based Restorative Discipline model, SMC student behavior that results in harm to oneself, one's classmates, or one's teacher(s) warrants consequences served and reparations made. Assigned consequences will be related to the infraction that occurred and will aim to help students to grow in virtue.

Infractions are categorized into three levels, which are outlined briefly below. Consequences for lower level behaviors may include lunch or recess detention, adjustments to classroom routines or seating, suspension from specials classes, etc. Higher level infractions may result in after school detentions, suspension, or expulsion (see more information below). The goal of each of these consequences, regardless of the severity of the situation, is to encourage the student to reflect on his or her choices, make a plan for the future, and grow in virtue and in relationship with others.

- *Level 1 Infractions* are those that have caused low-level harm to a student's relationship(s) with his or her self, peers, faculty, or staff, by way of not upholding our St. Mary of Carmel Mission and Core Beliefs.
- *Level 2 infractions* are those that have caused mid-level harm to a student's relationship(s) with his or her self, peers, faculty, or staff, by way of not upholding our St. Mary of Carmel Mission and Core Beliefs. Repeated Level 1 behaviors will be escalated to Level 2.
- *Level 3 infractions* are those that have caused serious harm to a student's relationship(s) with his or her self, peers, faculty, or staff, by way of not upholding our St. Mary of Carmel Mission and Core Beliefs. Repeated Level 2 behaviors may be escalated to Level 3.

Detention

Lunch detentions are served during lunch/recess in a location determined by the teacher. After school detentions are served from 3:40-4:40 on Tuesday afternoon on the assigned date in the 8th grade classroom. A \$10 fee will be assessed for all students receiving an after school detention. In the event of a higher level behavioral infraction, parents will be notified via a written document that must be signed and returned.

Behavior intervention and Probation

At the discretion of the school administration, a student may be placed on a Behavior intervention plan and possible probation for conduct that merits additional disciplinary support. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to probation before more serious disciplinary action is taken, up to and including separation from the school. When a student is placed on probation, the following procedure will be implemented:

1. A formal probation must be approved by the chief administrator or designee.

2. A conference with parents, the student, and school administrators shall be held to discuss behavioral interventions and supports.
3. When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
4. A written record of student probation shall be kept for reference should more serious action become necessary at a later time. Effort should be made to assist the student through constructive counseling in order to forestall further sanctions

Suspension

At the sole discretion of the chief administrator, a student may be placed on suspension for conduct that, in the chief administrator's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules, continued serious misconduct, or as a result of a Level 3 infraction. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

Procedures for Suspension

Except when the school's chief administrator determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school should document each step below in written communication to the student's parents. Use of the procedure below, however, is within the sole discretion of the chief administrator, and no student has any right to the use of any or all of the procedures below in a particular case.

- a) After a complete account of the incident has been completed, and a fair opportunity to present all sides of the story have been given, the student will be given a notice of their assigned consequence.
- b) In line with VBRD, a student will first complete a reflection form to help the student reflect on his or her choices, the harm they've caused, and steps they will take to repair the harm, in addition to the consequence of suspension.
- c) A parent/guardian will generally be advised of a suspension by telephone and by a written notice from an administrator.
- d) A written form of suspension should be signed by a parent/guardian and the student. On this form, the exact length of the suspension period should be specified and the reason for the suspension clearly noted, as well as the plan the student has to repair the harm they caused.

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 parents or other family members) 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 (including parents or other family members) 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.

Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section 5177.5.

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:

- a) When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- b) 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.
- c) 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 diocesan schools, the chief administrator 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.
- d) 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 schools, the chief administrator should be consulted.

General 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 a behavior intervention plan. 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 a behavior intervention plan, probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) 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;
- d) Habitual or persistent violation of school regulations;
- e) 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;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;

- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy; (See Policy 5123)
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) 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.

Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) 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 constitute grounds for expulsion.
- b) Notwithstanding section 5177.3(a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

Procedure for Appeal and Review of Expulsion

Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without the right of further appeal.

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.

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.

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 affect physiology and are used for non-medical purposes.

Parent Grievance Policy

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee’s supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

Corporal Punishment

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

Health and Safety

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.

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.

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 (08/11/2026) 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 on the first day of school. **A student whose immunization records are incomplete by the first day of school (08/08/2025) will be given a grace period of 2 weeks. During that time a parent/guardian must provide immunizations requirement proof, otherwise students will not be allowed on campus until necessary documents are received.**

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.) may only be given if parents have written consent using the Diocesan Over the Counter Medicine Form. The medicine must stay in its original container.
- 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 a parent's phone number, family doctor, etc.

Permission for Testing

During enrollment, parents give permission authorizing the school to conduct scoliosis, vision, and hearing screening for students in grades K-8 and screening for Acanthosis Nigricans in grades 1, 3, 5, 7 and new students. 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 parents.

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. A log is maintained to track student visits to the clinic. Repeated trips in a short period of time will be communicated to 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

Quarterly 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 any nits are still found when the child is checked, they will have to go home.

Food 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.).

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.

As of May 2022, the Diocese of Dallas has completed a new Crisis Management Plan that all schools must follow that serves as a complement to the “Standard Response Protocol” program adopted in 2018. A full Crisis Management Plan is on file 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

Tornado Shelters are called on the intercom/ walkie talkies. 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 on campus that might put students’ life in serious risk. No one is permitted to enter or exit buildings or classrooms while a lockdown is in progress.

Secure Drill

The school will periodically conduct lock-out drills to establish safe procedures that are used whenever a situation occurs off campus that might put students at risk. A lock out allows St. Mary of Carmel to secure the perimeter should a dangerous situation exist nearby. Business will be conducted as normal inside the buildings, but no one is allowed in or out of the building until the Lock Out is completed.

Hold Drill

The school will periodically conduct hold drills to establish safe procedures that are used whenever a situation occurs that requires extra privacy or requires students and staff to remain in the classrooms. A hold clears the hallways and has all teachers/students remain in the classrooms until any disturbance is cleared.

Reunification Protocol

In the event of a crisis/emergency evacuation of our campus. St. Mary of Carmel will utilize the Standard Reunification Protocol to reunite students with their families. In the event of an emergency, an off campus reunification location will be communicated to parents. All parents picking up their children

will be required to fill out a form and have their identification verified, so please make sure to bring ID. School faculty and staff are trained in the reunification process.

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.

When the school is on Secure or Lockdown or is in a real inclement weather situation, no person can enter or leave the building. No student 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. During an actual emergency, parents will be notified as soon as it is safe to do so 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.

Social Emotional Health

If a student has expressed an intent to harm themselves or others while on school property, school personnel will first conduct a threat assessment to determine the level of risk the student poses to themselves. After a threat assessment is completed, school personnel will contact the students' family. Depending on the threat level assessed (low, moderate, high), a parent/guardian may be asked to retrieve their student from school to receive further threat assessment. If it is determined that an outside threat assessment is necessary, a parent must take their student to a licensed professional counselor, or other licensed mental health professional immediately following the report or within 3 days from report. The school counselor will provide recommendations for counseling centers but it is ultimately up to the parent or guardian to decide where to seek counsel, as well as the financial responsibility for any fees and charges associated with the visit(s). Furthermore, a parent/guardian will be provided paperwork notifying them of their student's threat to harm themselves or others, which will require their signature. It is the responsibility of the parent or guardian to provide the school with a copy of the licensed professional paperwork permitting the student to return to school as a non-threat to self or others.

If a student has social emotional needs beyond what St. Mary of Carmel is able to provide services for, the school may require parents to seek outside counseling or support services for the student. In these situations, the school will work with the family to determine a timeline for receiving services and will request parental permission/release to be able to communicate with the outside provider.

Communication

Communication between students, teachers, and parents is an integral part of quality education. Parents are encouraged to use email to communicate with teachers with the understanding that email is checked at regular intervals, but not during class time throughout the day. It is the goal of the faculty to respond within 24 hours of receiving the email.

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 proactive learning environment and emphasizes parent participation for student success.

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.

Office Communication

The office will send all printed communication home with each family’s oldest child, via a weekly envelope on Fridays. Envelopes should be signed and returned to your child’s homeroom teacher the next day to ensure that you will continue to receive weekly communications. If an envelope is lost, parent/guardian will be responsible for purchasing a replacement envelope.

In addition, a weekly Principal newsletter will be emailed out every Wednesday evening. **Please notify the school office if you do not receive email and would like a hard copy of the newsletter included in your weekly envelope on Thursdays.**

If you wish to schedule a meeting with the school principal, please contact the office. Please be sure that *questions and concerns with your child’s teacher have been addressed with them first before involving the principal.*

Means of Communication

FACTS SIS is the primary means of communication to parents about grades, missing assignments and important school notices. Parents set up a username and password information to access FACTS SIS information pertaining to each student enrolled at St. Mary of Carmel. Every family in grades PreK through 8 must activate their parentFACTS SIS 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 update grades weekly and assignment information regularly. The District Code for our School FACTS SIS Account is SMCCS

Parents are expected to access email and FACTS SIS on a regular basis. In addition to checking FACTS regularly, parents are expected to review all graded and returned schoolwork to keep informed of their child's progress. Every Friday, 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 October, 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 the start of school
2. During instruction time
3. At dismissal.

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 superintendent/ Catholic Schools Office.

The principal's involvement must be limited to resolving conflicts that arise during school-sponsored activities.

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct

problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

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, that party will be subject to all legal fees that St. Mary of Carmel incurs.

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.

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.

Dismissal, After-School Care & Meals

Dismissal

PreK dismissal begins at 3:15 p.m. Kindergarten-Grade 8 carline begins at 3:35 p.m. Students remain in assigned supervised locations until called. Families must follow the designated route, display the current carline tag, and follow staff directions.

After-School Care

After-School Care begins at 4:00 p.m. and is available until 6:00 p.m. on regular school days. Students remaining after K-8 carline will transition to the program. Care is not available on scheduled half days. The program includes supervision, snack, homework time, and recreation.

Time	First Child	Each Additional Child
4:00-4:30 p.m.	\$5	\$4
4:31-6:00 p.m.	\$7	\$6
Monthly option	\$120	\$100

Students picked up after 6:00 p.m. will incur a \$10 late fee. After-School Care is billed separately from tuition. Unpaid balances may result in temporary loss of program access.

Cafeteria

Breakfast is served from 7:15-7:40 a.m. Lunch is provided during assigned grade-level periods. Students may bring lunch from home. Lunch monitors may assist students with heating appropriate food in the cafeteria microwave. Glass containers and carbonated beverages are not permitted. Families dropping off lunch must check in through the school office.

Cafeteria, Birthdays & Personal Items

Shared expectations protect instructional time, student safety, and a welcoming campus environment.

CAFETERIA EXPECTATIONS

Breakfast is served from 7:15-7:40 a.m. Students eat lunch during their assigned grade-level period. Menus and the ordering process will be communicated to families. Students may also bring lunch from home. Lunch monitors may assist students with heating appropriate food in the cafeteria microwave; students may not operate the microwave independently.

Glass containers, carbonated beverages, and outside fast food are not permitted during the regular school day, except when specifically approved for a school event. Lunches dropped off after arrival must be delivered through the school office. Parents and visitors may join students for lunch only during a school-approved family event or with prior administrative approval.

- Use a low voice after the designated quiet opening of lunch
- Use proper manners and remain seated until dismissed
- Dispose of waste properly and leave the table and floor clean

Birthdays

Classroom birthday celebrations must be arranged with and approved by the homeroom teacher. Families may provide cupcakes or another approved simple treat during the final 20 minutes of the day. Summer birthdays may be recognized with a half-birthday celebration. Birthday celebrations may not take place during lunch because of federal meal-program requirements. Families must provide needed paper goods; flowers, balloons, and gifts should not be delivered to the school.

Students may have a Free Dress Day on their birthday while following the handbook's Free Dress expectations. Wednesday birthdays may be observed on Thursday; weekend birthdays may be observed on the following Monday. Private-party invitations may be distributed at school only when the entire class is invited.

Personal items, lost and found, and forgotten materials

All belongings, including clothing and school supplies, must be clearly marked with the student's name. Marked lost-and-found items will be returned when possible; unmarked items may be donated after one month. Toys, electronics, and unrelated items may not be brought without teacher permission and may be confiscated. Forgotten items delivered during the day must be left in the office. Students may collect them during an appropriate break or lunch so classroom instruction is not interrupted.

Telephone

Students may use the office telephone before school, during lunch and after school 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 in emergency situations.

Damages

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

Lockers/ Cubbies

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

Severe Weather/School Closing

St. Mary of Carmel follows Dallas Independent School District decisions for inclement weather unless extenuating circumstances apply. All closure decisions are reported on Channel 8 and will be communicated directly to the school community via Facebook and FACTS. All decisions are made with student and family safety in mind.

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 5:00 pm each day for various church organizations and community groups. Permission for the use of the school building after hours must be obtained in advance from the Principal or Pastor and placed on the official community calendar.

Visitors

At St. Mary of Carmel Catholic School, the safety and security of our students is our top priority. To ensure a safe environment, all visitors must adhere to the following guidelines:

1. **Check-In Requirement:** All visitors must check in at the main office upon arrival. This includes parents, volunteers, and outside guests. Prior to heading to any previously approved destination, visitors must complete this check-in process.

2. **Raptor Badge:** Upon checking in, visitors will receive a Raptor sticker badge, which must be worn visibly while on campus. This helps our staff identify authorized visitors and enhances the safety of our school community.

3. **Volunteers:** Volunteers are required to check in at the office and must present their driver's license or state ID for scanning each time they visit. Volunteers must also have completed the Safe Environment program as mandated by the Diocese of Dallas to ensure the safety of our students.

4. **Classroom Access:** Parents must obtain prior approval from the principal before visiting classrooms during regular school hours. Such visits will be limited and should be scheduled in advance. Parents attending special school events, such as Coffee with the Principal or other academic functions, must also check in at the office beforehand.

5. **Safe Environment Clearance:** Only those parents who have passed the Safe Environment clearance process will be allowed to interact with students during school hours. This ensures that all individuals around our students have been vetted for their safety and well-being.

6. **Outside Visitors:** Guests from outside the school community must check in at the office and present a valid Driver's License or State ID for scanning. Outside visitors who do not have Safe Environment clearance from the Diocese will not be permitted to remain on campus if they are not cleared to be around students.

By following these guidelines, we can maintain a safe and secure environment for all students and staff at St. Mary of Carmel Catholic School.

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 Friday, May 15th before a student is able to take their final exams and participate in Passing of 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 to technology and the internet at any time. 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 parent 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.

Volunteer & Service Hours

Every family contributes time and talent to strengthen our school community.

50

TOTAL FAMILY SERVICE HOURS

40 general school service hours

+ 10 service hours connected to Jamaica

Requirement applies to each family, not each student.

HOW HOURS MAY BE EARNED

Families may serve through approved school events, classroom support, fundraising, campus projects, committees, athletics, and other opportunities authorized by the school. Jamaica hours may include preparation, event-day service, and approved cleanup activities.

TRACK IT FORWARD

Families will use Track It Forward to sign up for volunteer events and record completed service hours. The Office Manager will communicate the process, review progress, and provide a quarterly update or reminder to families.

UNCOMPLETED HOURS

Any required service hours not completed by the deadline will be assessed at \$25 per unserved hour. This includes any unmet portion of the 40 general hours or the 10 Jamaica hours.

SAFE ENVIRONMENT

Adults volunteering with students must be at least 18 years old, complete all diocesan Safe Environment requirements, renew clearance as required, and check in at the school office before beginning service on campus.

Tuition, Fees & Payment Plans

Clear expectations help families plan for the full school year.

Tuition and FACTS

Tuition and approved fees are managed through FACTS according to each family's agreement. Families are responsible for late fees, returned-payment charges, and penalties associated with delinquent accounts. Registration and other designated fees are non-refundable.

5TH & 8TH GRADE CLASS / PINES CHARGES

Families of students in 5th and 8th grades will be charged the applicable class trip or Pines program cost for each participating child. The amount will be divided into 10 monthly payments, due from August 20 through May 20. If a child will not participate in the Pines trip or applicable class experience, the family must notify the school office in writing by August 15 of each year.

ANNUAL SPORTS FEE PLAN

Students will select sports at Back-to-School Night. Each sport costs \$75 per child. The total annual amount for all sports selected will be assessed to the family's account and divided into 10 monthly payments, due from August 20 through May 20. Sports selections and fees must be completed before participation.

Incidental and office payments

Incidental charges, including After-School Care, fundraising, trips, activities, and other approved costs, are billed through FACTS. Families paying through the office must do so at least three business days before the due date so the payment can be applied before an automatic withdrawal begins.

Final records: The school will not release final student records while a tuition or school-account balance remains unpaid. Final records will be released after the balance is paid in full. Questions about charges or payment arrangements should be directed to the school office before the due date.

Past Due Balances

Any family whose tuition is 30 days past due will receive a collection letter and must make a payment on the past due balance in order for their students to be admitted to class.

Students in 8th grade must have all outstanding balances paid in full by May 12th in order to take their final exams and participate in the Passing of 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 \$11,000. 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

St. Mary of Carmel Catholic School is able to offer limited tuition assistance thanks to the generous donations from our school and parish community, as well as the Diocesan Education Endowment Trust Fund. To qualify for diocesan aid and/or parish partner aid, families must apply using the diocesan financial aid application by the designated deadlines in late fall and early spring.

Assistance from the parish partner program is awarded based on need and individual circumstances. Families seeking financial support are encouraged to apply within the specified timeframes to ensure consideration for available funds.

Additional information regarding tuition assistance applications will be provided each November. Families are encouraged to reach out to the school office for any questions or further details regarding the application process.

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.

Athletics & Extracurricular Activities

Participation is a privilege that supports growth, teamwork, and school pride.

St. Mary of Carmel participates in the Dallas Parochial League and YMCA. Athletic opportunities for students in Grades 5-8 may include basketball, soccer, volleyball, and other approved sports, depending on student interest, league availability, and coaching resources.

SPORT REGISTRATION & FEES

Students sign up for sports at Back-to-School Night. Each sport costs \$75 per child. The total cost of all sports selected for the school year is assessed at the beginning of the year and divided into 10 payments from August 20 through May 20.

BEFORE PARTICIPATION

Required fees must be established in FACTS, and families must submit a current physical/medical clearance and all team registration forms.

ATTENDANCE

A student who is absent, leaves school early because of illness, or is suspended may not participate that day. A Friday absence also makes the student ineligible for weekend participation.

NO PASS, NO PLAY

Students in Grades 5-8 must maintain grades of 70 or higher and satisfactory conduct. Eligibility is reviewed at progress-report intervals.

COMMITMENT

Students must attend practices and games, cooperate with coaches, demonstrate sportsmanship, and represent SMC's core values and Catholic identity.

Payment of a sports fee does not guarantee participation. Academic eligibility, conduct, attendance, completed forms, and team expectations remain required throughout the season.

Home & School Association

A family partnership that supports students, teachers, and the mission of SMC.

St. Mary of Carmel does not operate a PTO. The school's family organization is the Home & School Association (HSA). The HSA works in partnership with school leadership to strengthen family engagement, support campus needs, and build community.

HSA LEADERSHIP & SERVICE

- Help support the daily life and improvement of the school through approved family initiatives.
- Lead and coordinate the school's Jamaica during the fall.
- Organize an additional fundraising event during the spring to raise funds for the school.
- Provide a Field Day shirt for each student.
- Recruit and organize family volunteers in coordination with school administration.

Working with the school

All HSA activities, fundraising, communications, and expenditures must be coordinated with and approved by school leadership. HSA volunteers must follow school procedures, financial controls, Safe Environment requirements, and the directions of the staff member responsible for the event or activity.

Family participation

Every family is encouraged to participate through service, event support, committee work, and attendance at HSA meetings. Approved HSA service may count toward the annual family service-hour requirement when recorded through Track It Forward.

School Uniform Policy

Uniforms support readiness, belonging, and pride in our school community.

Students must arrive each day in the complete uniform assigned to their grade level. Uniform clothing must be clean, pressed, properly fitted, and in good repair. Shirts must be tucked in, skirts may not be rolled, and only school-approved uniform items may be worn.

UNIFORM COMPLIANCE & BORROWED ITEMS

- 1

OFFICE SUPPORT
When a student is missing a required item or is otherwise out of uniform, the student will report to the school office and receive an approved replacement item to wear, when available.
- 2

RETURN NEXT SCHOOL DAY
The borrowed item remains school property. The student must take it home, wash and iron it, and return it to the school office the next school day.
- 3

PARENT CONTACT
If the item is not returned the next school day, the parent or guardian will receive a telephone call from the school.
- 4

FACTS CHARGE
If the item has not been returned by the end of the second school day, the family will be charged the replacement price of the uniform item through FACTS.

UNIFORM TRANSITION REMINDERS

- Students moving from PreK to Kindergarten transition from the yellow uniform shirt to the white uniform shirt.
- Students moving from Grade 4 to Grade 5 should follow the middle-school uniform guidelines, including the designated skirt and tie requirements.
- Students moving from Grade 7 to Grade 8 should follow the approved Grade 8 oxford or polo color guidelines.
- School logo patches and information about approved uniform items are available through the school office.

Borrowing a uniform item does not excuse ongoing non-compliance. Repeated concerns may result in additional parent contact or disciplinary intervention under this handbook.



ST. MARY OF CARMEL

Catholic School

A BEACON OF HOPE FOR WEST DALLAS FOR 80 YEARS.

SINCE 1944

UNIFORM CATALOG

26-27



3RD – 8TH GRADE PE UNIFORM

Required:

- White Gym Shirt with logo
- Blue Basketball Shorts with logo

*** Boys and Girls must wear the PE Uniform during PE**

****The PE Uniform is part of the PE grade.**

***** The gym bag will be sold during the Meet the Teacher event and at the front office.**



PREK 3 & PREK 4 GIRLS MASS UNIFORM

Required:

- Yellow Peter Pan blouse (rounded collar) with school logo. (Short or Long Sleeve)
- School Jumper with school logo
- Cadigan Sweater with school logo
- Navy Blue or White knee-high socks
- ALL Black Schoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Ties **are not** required for PreK

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve

All Black Shoes



Saddle Shoes



Optimal for Cold Months



PREK 3 & PREK 4 GIRLS CASUAL UNIFORM

Required:

- Yellow Polo Shirt with school logo. (Short or Long Sleeve)
- Navy Pants or Jumper
- Navy Shorts (Allow 1st & 4th quarter ONLY)
- Cadigan Sweater with logo or Official School Crew Neck Sweater
- Navy Blue or White knee-high socks (Skirt or Shorts)
- Navy Blue or White Crew socks (pants)
- ALL Black Shoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



1st & 4th Quarter Only



Short or Long Sleeve



All Black Shoes



Saddle Shoes



Official School Sweater

Optimal for Cold Months

PREK 3 & PREK 4 BOYS MASS UNIFORM

Required:

- Yellow Oxford Shirt with school logo (Short or Long Sleeve)
- Navy Pants
- Cadigan Sweater with school logo
- Navy Blue or White Crew Socks
- ALL Black Schoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Ties **are not** required for PreK.

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



Optinal for Cold Months



All Black Shoes



PREK 3 & PREK 4 BOYS CASUAL UNIFORM

Required:

- Yellow Polo Shirt with school logo. (Short or Long Sleeve)
- Navy Pants or Shorts (1st & 4th Quarter Only)
- Cadigan Sweater with school logo or School Official Crew Neck Sweater
- Navy Blue or White Crew Socks
- ALL Black Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



Short or Long Sleeve



1st & 4th Quarter Only



Official School Sweater



Optimal for Cold Months



All Black Shoes



KINDER – 3RD GRADE GIRLS MASS UNIFORM

Required:

- White Peter Pan blouse (rounded collar) with school logo (Short or Long Sleeve)
- School Jumper with school logo
- Cadigan Sweater with school logo
- Navy Blue or White knee-high socks
- ALL Black Schoes or Saddle Shoes
- Cross Tie

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



Optinal for Cold Months

KINDER – 3RD GRADE GIRLS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo.
(Short or Long Sleeve)
- Navy Pants or Jumper
- Navy Shorts (1st & 4th quarter ONLY)
- Cadigan Sweater with logo or Official School Crew Neck Sweater
- Navy Blue or White knee-high socks
(Skirt or Shorts)
- Navy Blue or White Crew socks (pants)
- ALL Black Shoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday,
Thursday, and Friday.

****Unless specified by the Administration.**



1st & 4th Quarter Only



Short or Long Sleeve

All Black Shoes



Saddle Shoes



Official School Sweater



Optimal for Cold Months



KINDER – 3RD GRADE BOYS MASS UNIFORM

Required:

- White Oxford Shirt with school logo. (Short or Long Sleeve)
- Navy Pants
- Cadigan Sweater with school logo
- Plaid Tie
- Navy Blue or White Crew Socks
- ALL Black Schoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

**** NO BOW TIE**

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



All Black Shoes



Optinal for Cold Months



KINDER – 3RD GRADE BOYS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo. (Short or Long Sleeve)
- Navy Pants or Shorts (1st & 4th Quarter Only)
- Cadigan Sweater with school logo or School Official Crew Neck Sweater
- Navy Blue or White Crew Socks
- **ALL** Black Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



Short or Long Sleeve



1st & 4th Quarter Only



Official School Sweater

All Black Shoes



Optimal for Cold Months

4TH & 5TH GRADE GIRLS MASS UNIFORM

Required:

- White Oxford Shirt with school logo (Short or Long Sleeve)
- Plaid Pleated Skirt
- Cadigan Sweater with school logo
- Cross Tie
- Navy Blue or White knee-high socks
- ALL Black Schoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve

All Black Shoes



Saddle Shoes



Optinal for Cold Months



4TH & 5TH GRADE GIRLS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo. (Short or Long Sleeve)
- Navy Pants or Plaid Pleated Skirt
- Navy Shorts (Allow 1st & 4th quarter ONLY)
- Cadigan Sweater with logo or Official School Crew Neck Sweater
- Navy Blue or White knee-high socks (Skirt or Shorts)
- Navy Blue or White Crew socks (pants)
- ALL Black Shoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



1st & 4th Quarter Only



Short or Long Sleeve



All Black Shoes



Saddle Shoes



Optimal for Cold Months

Official School Sweater

4TH & 5TH GRADE BOYS MASS UNIFORM

Required:

- White Oxford Shirt with school logo. (Short or Long Sleeve)
- Navy Pants
- Cadigan Sweater with school logo
- Plaid Tie
- Navy Blue or White Crew Socks
- ALL Black Schoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

***NO BOW TIE**

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



All Black Shoes



Optinal for Cold Months

4TH & 5TH GRADE BOYS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo.
(Short or Long Sleeve)
- Navy Pants or Shorts (1st & 4th Quarter Only)
- Cadigan Sweater with school logo or School Official Crew Neck Sweater
- Navy Blue or White Crew Socks
- ALL Black Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



Short or Long Sleeve



1st & 4th Quarter Only



Official School Sweater



Optimal for Cold Months



All Black Shoes



6TH & 7TH GRADE GIRLS MASS UNIFORM

Required:

- White Oxford Shirt with school logo. (Short or Long Sleeve)
- Plaid Pleated Skirt
- Blazer with school logo
- Plaid Cross Tie
- Navy Blue or White knee-high socks
- **ALL** Black Schoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve

All Black Shoes



Saddle Shoes



Optinal for Cold Months



6TH & 7TH GRADE GIRLS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo.(Short or Long Sleeve)
- Navy Pants or Plaid Pleated Skirt
- Navy Shorts (Allow 1st & 4th quarter ONLY)
- Cadigan Sweater with logo or Official School Crew Neck Sweater
- Navy Blue or White knee-high socks (Skirt or Shorts)
- Navy Blue or White Crew socks (pants)
- ALL Black Shoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



1st & 4th Quarter Only



Short or Long Sleeve



All Black Shoes



Saddle Shoes



Optimal for Cold Months

Official School Sweater

6TH & 7TH GRADE BOYS MASS UNIFORM

Required:

- White Oxford Shirt with school logo (Short or Long Sleeve)
- Navy Pants
- Blazer with school logo
- Plaid Tie
- Navy Blue or White Crew Socks
- ALL Black Schoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

***NO BOW TIE**

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



All Black Shoes



Optinal for Cold Months

6TH & 7TH GRADE BOYS CASUAL UNIFORM

Required:

- White Polo Shirt with school logo. (Short or Long Sleeve)
- Navy Pants or Shorts (1st & 4th Quarter Only)
- Cadigan Sweater with school logo or School Official Crew Neck Sweater
- Navy Blue or White Crew Socks
- ALL Black Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



Short or Long Sleeve



1st & 4th Quarter Only



Official School Sweater



All Black Shoes



Optimal for Cold Months

8TH GRADE GIRLS MASS UNIFORM

Required:

- Light Blue Oxford Shirt with school logo (Short or Long Sleeve)
- Navy Pants or Plaid Pleated Skirt
- Blazer with school logo
- Plaid Cross Tie
- Navy Blue or White knee-high socks
- ALL Black Schoes or Saddle Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve

All Black Shoes



Saddle Shoes



Optinal for Cold Months

8TH GRADE GIRLS CASUAL UNIFORM

Required:

- Light Blue Polo Shirt with school logo (Short or Long Sleeve)
 - Navy Pants or Plaid Pleated Skirt
 - Navy Shorts (Allow 1st & 4th quarter ONLY)
 - Cadigan Sweater with logo or Official School Crew Neck Sweater
 - Navy Blue or White knee-high socks (Skirt or Shorts)
 - Navy Blue or White Crew socks (pants)
 - ALL Black Shoes or Saddle Shoes
- Approved Outerwear: (Cold Months)
- Soft Shelf Jacket with school logo
 - Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



1st & 4th Quarter Only



Short or Long Sleeve



All Black Shoes



Saddle Shoes



Optimal for Cold Months

Official School Sweater

8TH GRADE BOYS MASS UNIFORM

Required:

- Light blue Oxford Shirt with school logo (Short or Long Sleeve)
- Navy Pants
- Blazer with school logo
- Plaid Tie
- Navy Blue or White Crew Socks
- ALL Black Schoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

***NO BOW TIE**

Mass Uniform: Wednesday.

****Unless specified by the Administration.**



Short or Long Sleeve



All Black Shoes



Optinal for Cold Months

8TH GRADE BOYS CASUAL UNIFORM

Required:

- Light Blue Shirt with school logo (Short or Long Sleeve)
- Navy Pants or Shorts (1st & 4th Quarter Only)
- Cadigan Sweater with school logo or School Official Crew Neck Sweater
- Navy Blue or White Crew Socks
- ALL Black Shoes

Approved Outerwear: (Cold Months)

- Soft Shelf Jacket with school logo
- Fleece Jacket with school logo

Casual Uniform: Monday, Tuesday, Thursday, and Friday.

****Unless specified by the Administration.**



Short or Long Sleeve



1st & 4th Quarter Only



Optimal for Cold Months



All Black Shoes



Official School Sweater



SHOP FOR
YOUR
STUDENT

OUR UNIFORM
VENDOR:

AFFORDABLE
UNIFORM



NOTE: THE SCHOOL'S HANDBOOK IS THE GUIDING DOCUMENT FOR UNIFORM REQUIREMENTS; THIS DOCUMENT PROVIDES ONLY A VISUAL SUMMARY



St. Mary of Carmel Catholic School

SHOE POLICY

2025-2026

GIRLS

BOYS



NOT ACCEPTABLE



BOYS & GIRLS - ALL BLACK SHOES
GIRLS: OPTIONAL SADDLE SHOES

*****Tenga en cuenta que se permite usar sudaderas con capucha de SMC en clase, pero NO se consideran parte del uniforme los miércoles para la misa. Los estudiantes aún deben usar un suéter azul marino o un chaleco acrílico azul marino para la misa cada miércoles. En el aula, los estudiantes pueden usar el suéter azul marino tipo pulóver, el chaleco pulóver azul marino acrílico o un cardigan azul marino en el aula. No se permiten otras sudaderas y chaquetas de azul marino.***

*****Please note that SMC hoodies are allowed to be worn in class, but are NOT considered part of the Wednesday Uniform for Mass. Students must wear a Pullover Navy Sweater or Navy Acrylic Pullover Vest to Mass each Wednesday. In the classroom, students may wear the Pullover Navy Sweater, Navy Acrylic Pullover Vest or a Navy cardigan in the classroom. Other Navy hoodies, sweatshirts and jackets are not allowed.***

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. Students seen with nail polish and/or acrylic nails will be asked to remove them when they go home. After a two day waiting period, students will be required to take them off in the Nurses' Clinic.

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 mohawks, tails, splits, and hair below the collar for boys, or **designs shaved into the hair**. Once a student begins shaving their facial hair, 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 their haircut is compliant.

Physical Education Uniform

Students will not dress out for PE

Spirit Day Dress

On the first Friday of each month students are able to celebrate their spirit for SMC by wearing a spirit shirt. Students who dress inappropriately on these days will be asked to call home for appropriate clothes. On these days the students may wear:

- Any solid navy blue or yellow t-shirt
- SMC sweatshirt
- T-shirts or sweaters emblazoned with the SMC logo (purchased at the school)
- Slacks or appropriate fitting jeans may be worn (No holes)
- Regular length shorts, walking shorts, or uniform shorts may be worn during the summer.
- No athletic shorts or pants
- No shoes without socks, sandals, crocs, or flip-flops

Dress Down Day

Students are given a "Dress Down Day" for donation of \$2.00 on the 3rd Friday of every month, meaning they are not required to wear their school uniform. All dress down days are optional; students may wear their uniform on this day. Students must be neat and appropriately dressed. Students **may not** wear the following:

- Clothing in disrepair (ripped jeans or jeans with holes in the knees)
- Shoes without socks, sandals, croc, or flip-flops
- Short shorts or cutoffs
 - Athletic or sport shorts or pants
- Mesh shirts or blouses
- Leggings
- Bare midriffs
- Mini skirts
- Low-riding or baggy jeans
- Tight fitting pants, skirts, or blouses
- T-shirts with inappropriate logos or advertising. This includes, but is not limited to, t-shirts advertising alcoholic beverages or promoting rock groups.

Birthdays

Students are allowed a Free Dress Day on their birthday. Students must abide by the guidelines for Free Dress Days. If birthdays fall on a Wednesday students may have their dress down day on Thursday. If the birthday falls during the weekend, students may have their dress down day on Monday after their birthday.

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. In the state of Texas, teachers are considered to be mandatory reporters and all statements of concern must be reported. Teachers and school staff are reporters, not investigators and are required to report any concerns.

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.

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 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 contact 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.**

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 academic 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 technology policy and may restrict, revoke, or suspend computer use or Internet access at any time. The administration's decision is final. Using technology from home to complete school work necessitates adherence to our school policies for appropriate usage and behavior. During e-learning, all Zoom calls are recorded.

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.

Safety and Security

The internet contains a wide range of information and data. This does not mean that students should be accessing all information. To protect their own safety and security, as well as that of the school, students will access sites permitted by the teacher only. Students will immediately notify a teacher, the principal or the designated system administrator if a potential security problem exists. A failure to report can result in consequences, even if a student did not visit inappropriate sites themselves.

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.

Acceptable Use

Computer use and access to the school's network 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:

- Be polite and use appropriate language. (Cyberbullying of peers will not be tolerated)
- Do not reveal personal addresses or telephone numbers of yourself or others.
- Consider all communications and information accessible via the network to be private property.
- Students may not access private social media accounts on the school's internet and devices.
- Students may not listen to YouTube (or other sites) music videos while working on the school's internet and devices

- Students may not share pictures and videos from school on the internet due to privacy concerns for all students.

Student Email

Student emails may be used to email other @smcschool.org email addresses. System users should only use school electronic mail addresses for internal school purposes. System 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.

Vandalism

Vandalism will result in cancellation of privileges and will result in other disciplinary actions. 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:

- Deleting/altering the work of peers without permission
- Leaving negative/harmful comments online
- Altering photos of peers
- Creation of inappropriate content

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.

Family Name: _____

(Please Print)

St. Mary of Carmel Handbook Acknowledgement Form

Due upon enrollment. A student will not be considered enrolled without signatures on this 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 Saint Mary of Carmel 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 the 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"):	
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Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials:	Yes:	No:
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Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
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Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials:	Yes:	No:
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Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
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Video/Image Release: I/we understand that, from time to time, photographs and video images are taken of students, individually and as a class, for use in school yearbooks, promotional and marketing materials, the school website, and similar publications. Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student, for the following purposes: individual student and class pictures; school or Diocesan promotional, marketing, or organizational publications (e.g., yearbook, school, or Diocesan publications); and for use on the school website. I authorize the School to publish such photographs, images, and video in any manner and medium, to alter the same without restriction, and to copyright the same.		
Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:

Release and Indemnification:

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I 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 any activity described above in this Section 10.

Acknowledgement and 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.

Student Name (print):	
School Name (print):	
Parent Name (print):	
Parent Signature:	
School year:	
Date:	

School Year 2026 - 2027
St. Mary of Carmel School
Acceptable Use Policy for Computers and the Internet
School Year 2025 – 2026

1. I will use the school computers and the Internet for educationally relevant purposes.
2. I will use the school computers under the permission and supervision of school personnel.
3. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
4. 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.
5. I will not access games or social media websites while working on school computers.
6. I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.
7. I will not use e-mail, enter any chat rooms or use instant messaging for personal reasons.
8. I will respect all school hardware and take caution so as not to damage any equipment. I understand that I am responsible financially for any damage I may cause.
9. I will not make any changes to the computer setup (including but not limited to changes to the Windows' Desktop such as changing the background picture).
10. 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.
11. I will not trespass, delete or tamper with anyone else's files, folders, or work.
12. I will promptly inform a teacher if any messages I receive are inappropriate.
13. I understand computer files are not private. Teachers may view the contents at any time in order to maintain system integrity.
14. I understand that all Class Zoom calls are recorded for tracking purposes.
15. 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 to the Internet, and use technology at school.

Parent signature: _____ Date: _____

COPPA Agreement

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize St. Mary of Carmel Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

Date: _____

OPT IN ____OR OPT OUT ____

Nuestra escuela utiliza ciertas herramientas y aplicaciones a través del internet que estimulan el aprendizaje de su hijo. Para que su hijo menor de 13 años utilice estas herramientas y aplicaciones, la ley federal requiere que usted dé su consentimiento. Una lista de las aplicaciones y servicios a través del internet que utiliza nuestra escuela, o que puede decidir utilizar, ha sido incluida con este formulario de consentimiento de los padres de familia. Para poder utilizar estos programas y servicios, su hijo debe proporcionar cierta información de identificación personal. Generalmente, esta información se limita a su nombre y apellido, un nombre de usuario y dirección de correo electrónico.

Los reglamentos de privacidad de los programas pueden encontrarse en los sitios web de los diseñadores de estas aplicaciones. Si usted tiene preguntas acerca de un reglamento en particular o desea información adicional acerca de estos reglamentos de privacidad, le pedimos que revise el sitio web correspondiente o se ponga en contacto con el maestro de su hijo. Bajo la Ley Federal de Protección de la Privacidad Infantil en Internet, los operadores de estas aplicaciones y servicios educativos deben notificarle a usted, como padre de su hijo, y obtener su consentimiento antes de recopilar información personal limitada de niños menores de 13 años.

La ley permite que las escuelas den su consentimiento a la recopilación de información personal en nombre de todos sus estudiantes. Esta forma, al ser llenada y conservada en nuestros archivos, autorizará a nuestra escuela a dar el consentimiento para que su hijo proporcione información de identificación personal, la cual consta de nombre y apellido, un nombre de usuario y una dirección de correo electrónico, a los operadores de las aplicaciones identificadas en la lista adjunta.

Si usted da su consentimiento para que su hijo proporcione información de identificación personal para utilizar las aplicaciones y servicios a través del internet, marque la casilla AUTORIZO en la parte de abajo. Al marcar la casilla AUTORIZO, usted autoriza expresamente que la Escuela Católica de Santa María proporcione nombre, apellido, nombre de usuario y dirección de correo electrónico de su hijo a los operadores de una o más de las aplicaciones identificadas en la lista adjunta. Asimismo, usted acuerda liberar e indemnizar a nuestra escuela de y contra cualquier reclamación que surja al proporcionar dicha información a los operadores de las aplicaciones y servicios que se encuentran en la lista adjunta.

Si usted no desea que nuestra escuela proporcione dicha información, seleccione la casilla NO AUTORIZO en la parte de abajo. Tenga en cuenta que la casilla NO AUTORIZO evitará que su hijo participe en ciertas actividades educativas, incluyendo el uso de las aplicaciones incluidas en la lista adjunta. Si bien nuestra escuela generalmente hará los intentos razonables para proporcionar tareas alternativas para su hijo, nos reservamos el derecho de determinar si el impedimento constante de que un estudiante participe en el plan de estudios asignado perjudique el progreso académico del estudiante en la escuela y requiere que tanto usted como nosotros exploremos otras opciones.

Nombre del Estudiante: _____

Nombre del Padre/Tutor (IMPRESO): _____

Firma del Padre/Tutor: _____

AUTORIZO _____ O NO AUTORIZO _____ Fecha: _____

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.

School Directory Information Release

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