

**Our Mother of Mercy Catholic School**  
***Family Handbook***  
**2010-2011**



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Website: [www.omom.org](http://www.omom.org)

**Mission Statement**

*Our Mother of Mercy Catholic School exists to provide educational excellence through a Christ-centered holistic program in a safe and secure environment for students from the parish and the surrounding communities. Our Mother of Mercy Catholic School is open to all families who embrace our mission and philosophy of education.*

## Nondiscrimination

Our Mother of Mercy Catholic School does not discriminate against people because of race, color, national origin, sex, age, disability, religion, or political belief. Anyone who believes that they have been discriminated against should write immediately to: Texas Health and Human Services Commission, Director, civil Rights Department, PO Box 149030, MC W-205, Austin, TX 78714-9030 or USDA Director, Office of Civil Rights, Room 326-W, Whitten Bldg. 1400 Independence Avenue SW, Washington, D.C. 20250-9410. Note: Complaints based on discrimination due to political or religious beliefs must be sent to HHSC.

## 2010-2011 Faculty/Staff

### Administration & Staff:

Pastor .....	Rev. Jerome LeDoux, S. V. D.
Principal .....	Carolyn M. Yusuf, Ph.D.
Middle School Lead Teacher .....	Erin Vader
Secretary .....	Nina Davis
Cafeteria Manager .....	Georgette Lee
Cafeteria Aide .....	Talisha McGee
After School Director .....	Karen McDaniel

### Pre-K & Kindergarten:

Pre-Kindergarten Teacher.....	Jametta Masters, B.A.
Kindergarten Teacher .....	Eileen Yanaros, B.A.
Pre-Kindergarten Assistant .....	Mary Powell
Kindergarten Assistant .....	Karen McDaniel

### Elementary School:

1 <sup>st</sup> Grade .....	Hill Redden, B. S.
2 <sup>nd</sup> Grade .....	Rosalind Bowie, M. B. A.
3 <sup>rd</sup> /4 <sup>th</sup> Grade .....	Dana English, M.Ed.

### Middle School:

Science (3 <sup>rd</sup> -8 <sup>th</sup> ).....	Scott Robeson, B.A.
Mathematics/Music .....	Paul Garner, B.A., M.A.
Language Arts/Religion.....	Erin Vader, B.A.; M. S.
Social Studies/P.E. ....	Broderick Williams

## **History of Our Mother of Mercy Catholic School**

The History of Our Mother of Mercy Catholic School shows the sacrifice on the part of many dedicated people who gave their time, talents and treasure that their dream for the community of South Fort Worth might become a reality. In January 1929, Bishop Patrick J. Lynch asked the Josephite Fathers from Baltimore to establish a parish for the African-American community of southeast Fort Worth. Father Narcissus Denis, SSJ, the first pastor, invited the Sisters of the Holy Ghost and Mary Immaculate from San Antonio to establish a school in connection with the parish. A converted small house served as a school for the original fifty students. In 1930, a more-modern fireproof building, Our Lady of Mercy School, was erected at the intersection of Missouri and Verbena.

Increased enrollment necessitated expansion to a larger building. The former Holy Name School at the intersection of New York and East Terrell was available; however, after the move to the new location, the building was found to be structurally unsafe. The school transferred back to Missouri Avenue until the present building was completed in 1958. Several additions were made including a portable kindergarten building in 1965; The Holy Spirit Building (which housed the main office, clinic and science room) was added in 1972. The Title I Lab in 1993 and the Early Childhood Center Annex in 1996. Then in 2005, the Diocese of Fort Worth made a commitment to build a new facility to house the historic Our Mother of Mercy School. The school building was demolished in January of 2007 in preparation for our new facility which opened March 1, 2008. The new school features a full service cafeteria, a nurse's office, a multi-media library center, a 23 station networked computer lab, a music room, an art room and a science laboratory. The long awaited multipurpose building including a gym will follow shortly after the completion of the main building.

### **Accreditation**

Our Mother of Mercy is accredited by the Texas Catholic Conference Accreditation Commission. The school holds membership in the National Catholic Educational Association (NCEA) and the Association for Supervision and Curriculum Development (ASCD).

### **Mission Statement**

Our Mother of Mercy Catholic School exists to provide educational excellence through a Christ-centered holistic program in a safe and secure environment for students from the parish and the surrounding communities. Our Mother of Mercy Catholic School is open to all families who embrace our mission and philosophy of education.

### **Philosophy**

Our Mother of Mercy Catholic School is focused on the teachings of Jesus Christ. Academic attitudes and instructional programs are built on a strong foundation of Christian principles. A primary goal is the development and strengthening of each child's faith life. Our educational goal is to develop the total person through its educational programs which nurture spiritual, intellectual and aesthetic values. Respect and responsibility are critical components that cultivate Christian attitudes and values, and form

the foundation of our discipline program. The school community also believes that it should provide a learning environment that will enable students to develop to their greatest potential.

Our staff strongly believes that all children can learn, and, therefore, may require teaching in different ways. All children need real life opportunities for developmentally appropriate learning activities for their growth in the spiritual, physical, intellectual, aesthetic and emotional realms. The staff is dedicated to providing an instructional program that allows each child to learn and develop to his/her capacity.

In pursuit of its primary goal of total personal development, Our Mother of Mercy School operates on a well-defined vision, and specific goals and objectives.

### **Vision And Goals**

Vision: We, the family of Our Mother of Mercy Catholic School, believe that a high quality education is the fundamental right of every child. All children will receive respect, encouragement and the opportunities they need to build the knowledge, skills and attitudes to be successful, contributing members of a changing global society.

Goal 1: All members of the OMM Family, (faculty, staff, parents and students) will aspire to academic excellence.

Goal 2: The faculty and staff of OMM will provide a highly effective instructional program.

Goal 3: The administration of OMM will seek to strengthen productive partnerships for education.

Goal 4: The faculty and staff of OMM will create a positive work environment and develop leadership and service skills

### **SPIRITUAL FORMATION**

The religious instruction and spiritual development program is the central and unifying force throughout the school. The goal of this program is to form dedicated Christians who know, love and serve God personally and work toward the betterment of themselves and others, now and through their lives. Each student has the privilege of attending and participating in the liturgy each **Friday at 9:00 a.m.**

### **Morning Prayer**

Students are expected to be with their class at **7:50 a.m. in the cafeteria** for Morning Prayer followed by the raising and saluting of the flags. All children are expected to be able to recite the Pledge of Allegiance. The Texas pledge will also be said. Classes begin immediately after the morning announcements.

## ACADEMIC PROGRAM

### Curriculum

The curriculum consists of all the experiences of the child which comes under the supervision of the school. The curriculum of Our Mother of Mercy School follows the guidelines established by the State of Texas, The Texas Catholic Conference Education Department and the Diocese of Fort Worth.

The curriculum includes the study of religion, languages arts, literature, mathematics, science, social studies, computer literacy and science, physical education, art, and Spanish. Instruction shall be in accord with the curriculum standards approved by the Diocesan School Board. Students are encouraged to participate in extra-curricular activities (however, participation is contingent with satisfactory academic progress and conduct). This participation encourages the development of talents and capabilities in the academic curriculum.

Our Mother of Mercy maintains programs which include volleyball, basketball, track, Spelling Bees and Essay Contests, History and Science Fairs, Poetry and other contests.

### ACADEMIC EXPECTAITONS

All teachers and staff members maintain high expectations for all students of Our Mother of Mercy Catholic School. Students who take their academic responsibilities seriously and achieve superior grades will be recognized with appropriate awards and honors. Students in grade 4-8 are honored in the areas of both academic achievement and outstanding effort. For the academic Honor Roll, all grades will be considered with the exception of Handwriting, Physical Education, art and Music, which involve highly subjective and developmental issues. Honor Roll qualifications are as follows:

**A Honor roll 4.0 grade point average**

**B Honor Roll 3.5-3.99 grade point average**

**Honorable Mention 3.0-3.49 grade point average**

Students who choose not to fulfill the academic expectations of Our Mother of Mercy also choose consequences. Failure to turn in homework and or being unprepared for class will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. The individual teachers will inform students and parents of those expectations, classroom rewards and consequences. Grades are the usual consequence of academic performance. Failure to perform academically will result in a conference with the Principal to determine a plan of remediation. The Principal may require a period of academic probation.

### Parent/Teacher Conferences

Parent/Teacher conferences for all students Pre-K-8 are scheduled after the first and third grading periods. Additional conferences may be requested by the teacher or by the parent when needed. If you wish to schedule a conference with a teacher, please call the school office and the teacher will return your call. Please note the teachers have been provided with planning periods daily for purposes which include parent conferences. Please do not try to communicate with the teacher during arrival and dismissal times of the school day. These times are periods when the teachers are occupied with

supervising the safety of children and planning for the school day. It is the intention of the school to keep in close touch with the parents and students alike.

The Roman Catholic Church's principle of subsidiary states that problems should be solved at the lowest level possible. With that in mind, you should go directly to the one with whom you are having a problem before going to that person's superior.

**Process for communication: Parent/Teacher/Principal/Pastor/Superintendent**

**Homework**

Homework which is properly designed and planned to meet the needs of individual students has a definite place in the educational program. Homework will be assigned so as not to interfere with the student's need for rest, relaxation and family activities. Long-term projects may be assigned that require additional reference work.

Homework will be assigned:

- to help the student become more self-reliant
- to help the student learn to work independently
- to help improve skills already learned in class
- to provide the opportunity for students to demonstrate creativity
- to encourage parents to become involved in their children's education
- to provide more time for the slower working child to develop a project at his/her own pace.

Teachers will assign homework Monday through Thursday according to the following:

<u>Grade</u>	<u>Daily Homework Time</u>
Kindergarten – 1 <sup>st</sup>	10 - 30 minutes
2 <sup>nd</sup> – 3 <sup>rd</sup>	15 - 45 minutes
4 <sup>th</sup> - 5 <sup>th</sup>	30 – 90 minutes
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	45 – 120 minutes

**Parent Responsibilities**

1. Check student's folder for home work assignment.
1. Provide a well-lighted, distraction free study area where the student can comfortably read and write.
2. Be positive, provide encouragement and make sure assignments are completed on time.
3. Assist the student with budgeting his/her time
4. Provide a specific time for daily study.
5. Contact the teacher about any concerns regarding homework.
6. Assist in finding materials and resources needed
7. Encourage student responsibility

**Student Responsibilities**

1. Write down homework assignment before leaving the classroom in planner.
2. Listen carefully and follow directions given by the teacher
3. Use time efficiently. Don't wait until the last minute to do long-range assignments
4. Study in a well lighted distraction free area
5. Study at a specific time each day

6. Discuss homework assignments with parents
7. Be neat, well organized and proud of your work.
8. Talk with your teacher if you have a problem doing your homework.

### **Report Cards and Progress Reports**

Report cards are given each nine weeks -4 times a year as indicated in the school calendar. The first and third marking periods will culminate with parent-teacher conferences and report cards will be given directly to parents. The second and last report cards will be given to the children to take home. Parents have the option to set up a conference if they wish. Progress reports will be given out to parents on a regular basis but no less than 3 weeks apart.

Each grade has the following meaning:

- |     |          |                                      |
|-----|----------|--------------------------------------|
| → A | (94-100) | Exceptional                          |
| → B | (86-93)  | Very Good                            |
| → C | (75-85)  | Good/ Average                        |
| → D | (70-74)  | Needs Improvement/ Having Difficulty |
|     | Below 70 | Failing                              |

Report cards for Pre-k and Kindergarten are designed to inform parents of specific skills area and concepts mastered. An explanation of the grading system can be found on the report card for each level.

### **Promotion and Retention**

A student is promoted to the next grade level when all State and Texas Catholic Conference Accreditation Commission requirements are met. Re-teaching and re-evaluation of basic skills will occur throughout each course to aid in the determination of promotion. Promotion will be based primarily on the ability of the student to do the next grade's work and only secondarily on the basis of chronological age, maturity and social development. Promotion in the lower grades should be based largely on reading ability and on oral and written expression. In grades four to eight, promotion should be based on achievement in the major subjects.

A student may not be retained in the same grade for more than two years, nor should a student be retained more than twice in the elementary grades.

It is recommended that students be given the gift of an extra year in the Early Childhood to lower elementary levels if an appropriate stage of maturity for learning has not been reached. If in the teacher's judgment, retention should be considered, the option will be discussed the Principal and arrangements will be made for a conference with the parents no later than the middle of the 3<sup>rd</sup> quarter. Written documentation of this conference will be placed in the child's file. The Principal will make the final determination by May 10 if the student's future education needs can be met by OMM. When a student is promoted against the advice of the professional staff, parents will be required to sign a statement that this is the case.

### **Tutoring**

Occasionally, a child will benefit academically from professional from a source outside the school. If this situation is recommended for a child by a teacher, OMM will make every effort to provide direction and resources to the parent. Fess for tutoring sessions will be borne by the parent. Please note, however,

that OMM teachers are never permitted to charge a fee to tutor a student currently enrolled at Our Mother of Mercy.

## **SCHOOL POLICIES**

### **Admission**

Our Mother of Mercy School requires that a student entering the PK3 program be 3 years of age by September 1, and potty trained. Students entering the PK4 must be 4 years of age by September 1. According to Texas State Law, a child must be 5 years of age by September 1 to enter Kindergarten. A child must be 6 years of age by September 1 to enter first grade.

In accordance with the Texas Catholic Conference accreditation standards, we comply with all immunization requirements of the State of Texas and the Catholic Diocese of Fort Worth. The most important qualification for acceptance into the school is the Principal's assessment that the applicant will enjoy a successful school experience. This assessment is made in consultation with the family, as well as through examination of the student's past academic and conduct records. These records must be provided by parents prior to admission. If a child has been diagnosed with a learning difficulty, it is the parent's responsibility to notify the administration. All new students are conditionally admitted for the first nine weeks.

According to Diocesan Policy #5000, attending a Catholic school is a privilege and not a right of a student. The conduct of a student or the parents of the student may cause the student to lose the privilege of attending Our Mother of Mercy Catholic School.

### **Non-discriminatory Policy**

OMM is in compliance with the Civil Rights Act of 1964 and other federal statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privilege, programs and activities generally accorded or made available to students of the school.

### **Entrance Screening**

OMM retains the option of administering an entrance test to all new students entering Kindergarten through 8<sup>th</sup> grade if deemed necessary. We will notify the parents if testing is required.

### **Registration**

Each family will submit an application for registration/re-registration beginning in January.

### **Criteria**

1. All tuition and fees at the time of application must be current
2. Students must have shown appropriate growth in academic and behavioral standards.
3. All students and parents jointly agree to abide by the following:
  - i. Advisory Council Policies
  - ii. Administrative policies and Regulations
  - iii. School Rules and Classroom Procedures.

### **Admission Documentation Policy**

For all new students, the following documents must be provided to the administration before enrollment is complete:

1. Admission Application
2. Emergency Card
3. Permission for Publication
4. Official state birth certificate
5. Official Baptismal certificate
6. Sacramental record of First Confession and First Eucharist
7. Final report card from previous school
8. Results of any standardized testing
9. Signed Transcript Request
10. Completed Diocese of Fort Worth Health Report including physical
11. Immunization records signed by a physician
12. Information about special health needs
13. Documentation regarding psychological, medical or educational evaluations
14. Registration/Book fee paid in full

### **For all reenrolling students the following is required prior to admission**

1. Completed admission application
2. Completed emergency card
3. Completed permission for publication form
4. Current on financial obligations to the school
5. Registration fee paid in full

### **Withdrawal**

Please notify the administration in writing when plans are made to move from the area or to transfer the child to another school. If you seek admission to another Catholic School within the Diocese of Fort Worth, you must contact the administration for a completed transfer or withdrawal. Please note that the Principal of the entering school must notify the Principal of the withdrawal school when a parent seeks admission to one of our diocesan schools. Diocesan Policy requires that transcripts never be released directly to the parent. The new school must request the student's records in writing. Transcripts will then be sent to the new school after all books and or other school property had been returned and all outstanding fees and tuition have been paid. Registration and book fees are nonrefundable. Tuition fees are also nonrefundable except in cases of relocation.

### **Money Matters**

All checks written to the school should be made payable to OMM School, regardless if the payment is for a fundraiser. There will be a \$30.00 fee for all checks returned by the bank. After the second returned check by a family, the school will no longer accept payment by check. Cash, ATM payment, Cashier Check or Money Order will be required.

## TUITION

The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents are faithful in meeting their financial obligations.

Tuition rates are set by the Our Mother of Mercy Catholic School Financial Committee in the spring of each year and will be paid in one of the following ways:

1. In full no later than July 5<sup>th</sup>; or
2. In semi-annual installments on July 5<sup>th</sup> and January 5<sup>th</sup>; or
3. In 11 monthly installments from July 5<sup>th</sup> through May 5<sup>th</sup>.

Semi-annual and monthly installments are collected through FACTS Tuition Management Service. Families using semi-annual or monthly installment plans will incur an annual enrollment fee collected by FACTS.

A family that registers their child in August will be expected to pay the registration fee and the tuition payment for the first month prior to the student attending class. The balance of the tuition can be paid in nine monthly installments (September 5<sup>th</sup> through May 5<sup>th</sup>) through FACTS.

The annual tuition will be pro-rated (based on the ten months of school – August through May) for a family who enrolls their child during the school year. The family is expected to pay the first month's tuition prior to the student attending class. The balance of the tuition can be paid in equal monthly installments through May 5<sup>th</sup> through FACTS.

Tuition will be paid for each month a child attends at least one school day that month. Tuition payments are considered delinquent if not received by FACTS by the 30<sup>th</sup> day of the month in which it is due. If tuition is not received by the end of the month in which it is due, the student(s) will not be permitted to attend class. No academic records will be issued to families who have delinquent tuition or fees.

Parents are obligated to contact the principal prior to the 30<sup>th</sup> of the month in which they failed to make a tuition payment. The principal, business manager and the parent will develop a payment plan for the delinquent tuition. If this payment plan is not followed, the student will not be permitted to attend class. If a student(s) is not in attendance for 10 consecutive days because of delinquent tuition, Our Mother of Mercy Catholic School will terminate enrollment. The delinquent tuition balance, including all additional delinquent fees, will be referred to a collection agency for processing.

A family may not pre-register for the upcoming school year if they have delinquent tuition. Additionally, if a family becomes delinquent after they pre-register, they will lose the spot and the pre-registration fee will be applied toward their delinquent tuition.

## **LATE FEES**

If a student's tuition bill is not paid by the due date, a \$15.00 late fee will be assessed on the 10<sup>th</sup> day. If a student's account becomes 40 days late, an additional \$25.00 late fee will be assessed.

## **RETURN CHECK FEES**

A \$25.00 fee will be assessed to a student's account any time a payment is made and the check is returned by the bank to the School unpaid. If a second check is returned from the bank during the same

academic year, an additional \$25.00 fee will be assessed. Tuition payments for the remainder of the academic year will not be permitted by personal check.

### **FAILURE TO PAY TUITION**

Failure to pay a tuition bill when due will result in the revoking of school privileges including but not limited to class attendance, issuance of grades, issuance of transcripts, registration for subsequent semesters, participation in graduation ceremonies, field trips, sports activities, awarding of a diploma and participation in classroom examinations. It is imperative that a parent contact the business manager at (817) 923-0058 if the tuition charges are disputed or if extenuating circumstances exist regarding payment.

### **ATTENDANCE/ABSENCES**

Regular attendance in school is necessary for students to be successful. If for any reason a student will not be in attendance, the parent is required to **call the school office at 817-923-0058 by 8:30 a.m. to report a child's absence.** Any requests for missed class work should be directed in writing to the child's teacher. If the parent fails to call, the school will call the parent. **Upon the student's return to school, a written note is presented to the office for a return to class note.** If participation in PE or recess is restricted, a doctor's note is required.

### **Make-Up Work Policy (Grades K-4)**

The following will serve as a guideline for completing make up work

1. All assignments and or tests must be made up within 5 days after the student returns to school. Arrangements must be made with the teacher to schedule make-up quizzes or tests.
2. After 10 days of absences, a student may not qualify to receive grades.

### **Tardies**

**It is the responsibility of the parent to see that students arrive to school on time. Please respect your child, our other students, and our teachers by being punctual.** Any students coming to class after 8:00 a.m. must obtain a tardy slip from the office and present it upon entering the classroom. Four tardies (4) in a quarter will result in an after school detention and a \$25.00 fine.

### **Release of Students**

Students will only be released from school to an authorized parent or guardian. Parents are asked to designate in writing those people who have permission to pick their child up from school. If circumstances require someone other than those designated to pick up the child, notification is required in writing and must include the person's name, address, phone number and driver's license number. **In an emergency, this information can be faxed to the school office at 817-923-3368 before dismissal.** The person must come to the office to sign the child out of school. If we have not received notification from you, we will not release your child until we are able to reach you by phone to confirm your permission.

Custodial arrangements should be documented, kept current, and remain on file at the school office. Please provide copies of all legal documentation with regard to child custody to the Principal immediately when your child begins attends OMM.

### Searches

The Principal or her designee may conduct a reasonable search of a student on the premises if there is probable cause to believe that a student has in his/her possession an item, the possession of which constitutes a criminal offence under the laws of Texas.

### Visitors

All visitors to the school must enter through the front doors of the building. Visitors must sign in and obtain a visitor's pass at the school office upon arrival on campus to ensure the safety of the students and to maintain an orderly learning environment.

If you are coming to have lunch with your child, please notify the office in advance. If you are delivering a forgotten lunch or item, please leave them in the school office and we will deliver them to the student. Please do not bring sodas.

### Student Records

A student's parents and legal guardians have the right to review their student's records in the presence of the Principal. A minimum of one day's notice in writing is required in order to review a student's file. In the case of separation or divorce, the non-custodial parent shall have access rights to a student's records unless restricted by court order. If such a court order has been issued, it is the responsibility of the custodial parent to provide the Principal with an official copy of the court documents,

### Textbooks

Textbooks are provided by the school as part of the book fee. All textbooks, library books and other school materials are property of the school. **Textbooks must be covered at all times.** Students will be charged for the replacement cost of damaged or lost books. This charge will include shipping charges.

### Lunch

Our Mother of Mercy participates in the National School Lunch and Breakfast Program. Applications for free and reduced-price lunch are to be filled out at the beginning of the school year. Students are allowed to bring their lunch and beverages or they may buy milk. **No carbonated drinks are allowed in the lunchroom.**

Bills for the preceding month and menus for the next month are sent out before the end of each respective month.

<u>Food Cost Are As Follows</u>	
<u>Prices Subject to Change:</u>	
Full-Price Breakfast	\$1.50
Reduced – Price Breakfast	\$0 .30
Full - Price Lunch	\$3.50
Reduced - Price Lunch	\$0.40
Adult Lunch	\$4.00
Extra Milk	\$0.50

Parents/guardians are invited to eat lunch occasionally with their children, particularly on a special occasion. Please call ahead so that enough food may be prepared.

Lunch etiquette for the children includes the following:

1. Students must sit at their assigned tables.
2. Children will speak in inside voices.
3. Students are responsible to ensure that tables should be left clean and free of trash.
4. Children will be assigned to wash tables, check for trash and put chairs up for sweeping.
5. No food should be taken out of the cafeteria; generally, no food should be eaten in the classroom.
6. Please review proper table manners with your child/children on a regular basis.

### **CLASS PARTIES**

All grades are permitted to have classroom parties to celebrate All Saints' Day (November 1) Christmas and Valentine's Day (February 14).

### **Birthdays**

Birthdays are important to children. If you would like to purchase ice cream /cake for the class at lunch, arrangements need to be made in advance with the teacher and Mrs. Lee. If you are planning a party at home for your child, please be respectful of the feelings of all the children in the class by not sending party invitations for distribution at school UNLESS every child in the class is to be invited. PLEASE do not have balloons, etc. delivered to the school for your child.

### **HEALTH PROGRAM AND PROCEDURES**

For the safety of each student, parents must complete and return their Emergency Information Card to the administration before the first day of school. If information changes at any time during the school year, please promptly notify the school office. **Immunizations must be current in order to enroll.**

### **Medication**

The school office must be notified before the first day of school, concerning prescribed medications and or any special physical conditions of the child. Diocesan policy states that necessary medications such as those needed for epilepsy, asthma, diabetes, and ADD/ADHD may be given at school.

1. Acetaminophen and ibuprofen may be dispensed if necessary with written permission of a doctor.
2. Only doctor prescribed medications in the original container will be administered to the student. Medication must be accompanied by the appropriate form.
3. The form and instructions for administering must be provided. The form must include specific dosage and times.
4. Medication should be directly handed from the parent/guardian to the school nurse or office personnel. Medication may not be carried or kept by students. It cannot be in backpacks, lunch boxes, etc. **This includes throat lozenges and cough drops.**

### **Illness/Injury during School Hours**

Should a child become ill or injured during the school day, and the matter cannot be handled at school, the parent will be called to make further arrangements. **A child whose temperature is 100 degrees or above must be picked up from school as soon as possible.** A child must be **free of fever and or vomiting 24 hours** prior to returning to school

### **Infectious and Contagious Disease**

A student who has an infectious or contagious disease is not permitted to attend class until the danger of transmitting the infection or disease is no longer present. A doctor's release is required upon the child's return to school.

#### **Parents must keep a child home if the child:**

1. Coughs excessively and or might infect others with a cough or cold.
2. Had a fever or vomited the day before or during the night.
3. Has an active, contagious infection or disease

### **EMERGENCY WEATHER CONDITIONS**

In case of severe weather conditions, please listen to **KXAS or Channel 5** for school closing announcements. Be sure to check and see if Our Mother of Mercy is listed if FWISD is open. Generally, **if FWISD is closed, we will be closed**. If FWISD is open, it does not mean that we are open. To be sure, look for OMM to be listed on the crawl on Channel 5.

### **Phone Calls**

Children are not permitted to come to the office to make phone calls unless the matter is urgent.

Students **may not have cell phones/other electronics** during the school day. Cell phones/other electronics should be given to the student's teacher at the start of the day with the power off. Teachers will secure the phones/electronics during the day, and return them to students at the end of the day. Phones/electronics will be confiscated should students fail to turn them off or use them during the day. Confiscated phones/electronics will only be returned to parents or guardians.

### **STUDENT UNIFORMS**

#### **Uniform Policy**

The school uniform helps to identify our students with the community spirit Our Mother of Mercy School. Students are expected to be in uniform unless the principal has given special approval. School Uniforms are to be purchased at: **Parker Uniform Company, 1125 Oakland Avenue, Fort Worth, Texas (817) 446 - 0436.**

1. Students must enter and leave the school grounds dressed in the proper uniform and shoes. Proper uniform means the items listed below are clean, neatly ironed and hemmed.
2. Official uniform includes the maroon sweater with the Our Mother of Mercy crest. Jackets or coats may not be worn in class.
3. All uniform items should be labeled with the student's name.
4. Students out of uniform will receive a warning. Repeated or willful violation of the uniform policy will result in disciplinary action.
5. The principal reserves the right to send home any student who is dressed improperly.
6. Official uniforms must be worn to chapel and on field trips.
7. All faculty and administrators are responsible for calling a student's attention to anything that is not uniform.
8. *The faculty and administration reserves the right to ask any student to change any aspect of their appearance if it is found to be distracting or not in the spirit of the OMM uniform code.*

#### **Girls Official Uniform: Pre-K thru Grade Five**

Maroon and gray Jumper (Must be purchased at Parker Uniform Company)

White Peter Pan blouse (round collar) or Oxford Blouse (Must be purchased at Parker Uniform Company)

Maroon cardigan sweater with insignia (Must be purchased at Parker Uniform Company)

Maroon or white above the ankle socks

Girls' Shoes: Black low-cut leather dress shoes (flat heels). Black tennis or gym shoes may be worn.

**For safety reasons, no large platform shoes, high heels, open-heel or open-toed shoes may be worn.**

### **Girls (Pre-K thru Eighth) Optional Uniform**

#### **(August-September 30 and April 1-May)**

Cuffed uniform plaid walking shorts or khaki or navy walking shorts (Must be purchased at Parker Uniform Company)

Wine knit shirt

#### **(October thru March):**

Khaki or Navy pull on slacks (Must be purchased at Parker Uniform Company)

Wine turtleneck

White tights

### **Official Uniform for Junior High Girls (Grades 5, 6, 7 & 8)**

Maroon and gray pleated skirts (Must be purchased at Parker Uniform Company)

White hemmed 3/4 length sleeved Oxford Blouse

Maroon cardigan sweater with insignia (Must be purchased at Parker Uniform Company)

Maroon or white above the ankle socks

Girls' Shoes: Black low-cut leather dress shoes (flat heels). Black gym or tennis shoes may be worn.

For safety reasons, no large platform shoes, high heels, open-heel or open-toed shoes may be worn.

### **Boys Official Uniform**

Khaki or Navy pleated pants with black/brown dress belt ( no designer buckles)

White Oxford Shirt

Maroon cardigan sweater (Must be purchased at Parker Uniform Company)

Black or white socks above ankles

Maroon Plaid tie

Boys' Shoes: Black low-cut leather dress shoes. Solid black tennis or gym shoes may also be worn.

### **Boys (Pre-K thru Eighth) Optional Uniform**

#### **(August-September 30 and April 1-May)**

Wine knit shirt or Wine Turtleneck shirt

Khaki or navy walking shorts. (Must be purchased at Parker Uniform Company)

**Shoes:** Shoes must be worn at all times. Black low-cut leather dress shoes must be worn with the official uniform. Solid black tennis shoes are appropriate for every day wear.

**White undershirts** may be worn under shirts and blouses.

**A student's name should be on all garments with permanent ink or name tags.**

### **Make-up and Jewelry**

Make-up is unacceptable for grades Pre-K - 6. Girls in grades 7 and 8 are allowed to wear minimal make-up. Clear fingernail polish is permissible. Girls may wear one pair of earrings. For safety reasons, the earrings should not be longer than the bottom of the earlobe. Other types of facial jewelry may not be worn. A single 16"-18" chain with a cross or other small emblem may be worn but other types of costume jewelry may not be worn. No tattoos or body piercing are acceptable. Watches, one per student may be worn. Alarms on watches may not be sounded during school or church. **Boys may not wear earrings.**

### **Hair**

Hair should be kept neat, clean and properly groomed, free of signs, symbols and designs cut into the hair. Extreme hairstyle or haircuts are not appropriate for girls or boys. Braids must be a natural hair color.

### **Non-Uniform Days**

Occasionally, students will be allowed to participate in non-uniform days during special occasions. Parents will be notified in advance. The school uniform may of course always be worn. Students must be neatly dressed with no holes or frayed edges on clothing. OMM does not allow any apparel of mini-length, halter tops, mini-skirts, spaghetti straps, strapless tops or tops which do not cover the midriff area. Shirts must be tucked in. Belts must be worn on pants. Clothing must be modest and reflective of our school mission. T-shirts may be worn on days designated as T-shirt days, but may not have any inappropriate slogans or writing of any suggestive nature.

## **FIELD LESSONS**

Education should not be limited to the walls of the school. Field lessons are encouraged if they are well planned and the students have a given purpose with specifically assigned tasks to achieve on their trip. All such trips should be made only with the permission of the principal and with a valid rationale. The following guidelines should be followed for field lessons:

1. Formal uniforms should be worn unless the nature of the trip warrants otherwise.
2. If a child's behavior is in question, his/her parent will be asked to accompany the child. Since this is an educational activity, no child should be left behind as a "punishment".
3. Parents driving on field lessons must meet Diocesan insurance requirements, have a Diocesan form on file in the school office and have taken the Keeping Children Safe Course. Per Diocesan policy, OMM requires parent drivers to supply a copy of their current insurance information and driver's license. Please submit new copies upon renewal.
4. Parent chaperones should plan childcare for their other children so that they can be free to provide the necessary supervision. Siblings who are not enrolled in school may not attend field trips.

## **Student Behavior**

OMM recognizes that each person has great dignity because each is made in the image and likeness of God; therefore, each person deserves respect. Respect and dignity are based on the Ten Commandments: We do not steal, lie, cheat, hurt a person in spirit or body, or do anything that would hurt the dignity of another

*Discipline at Our Mother of Mercy School is a values-based program of behavior intended to guide the students to self-discipline, respect for themselves, their teachers and others. Inappropriate behavior will be handled individually in a fair and respectful manner. In general OMM students will:*

- 1. Be polite and kind to others in speech, action and manner.*
- 2. Display respect and prayerful participation during prayer and liturgy.*
- 3. Follow all rules and procedures relating to orderly behavior while using school and church facilities.*
- 4. Respect property of the school and church, as well as the property of others*
- 5. Work to the best of his/her ability*
- 6. Be prepared for class with the appropriate materials.*
- 7. Complete all assignments on time.*

Teachers will use individual disciplinary techniques in their classrooms that promote self-discipline and emphasize mutual respect and courtesy. Generally, individual isolated infractions will be handled as the teacher sees fit. When there is a pattern of disruptive behavior, notices will be sent home or the teacher may write a note in the daily planner to be signed by parents. If negative behavior continues, consequences will reflect the growing seriousness of the problem. Consequences may include – but are not limited to:

- Parent conference
- After-school detention
- In-School Suspension
- Suspension from school-sponsored extra-curricular activities
- Expulsion

Suspension and expulsion are serious responses for serious violations (e.g. fighting, serious disrespectful behavior toward a staff member, another adult, or another student, stealing, cheating, offensive language or gestures, conduct unbecoming a Christian student, inappropriate displays of affection, any action which may endanger the safety of others, any involvement with tobacco, drugs, alcohol or weapons). Parents will be notified of these consequences. Any final action is left to the discretion of the principal.

### **Off Campus Conduct**

Students should remember that they are responsible for the good name of Our Mother of Mercy School at all times. Behavior on or off campus that is detrimental to the school's good name or reputation may result in disciplinary action and even dismissal.

### **Testing Programs**

All schools are required to follow the basic program of standardized testing determined by the Diocesan School Office. Elementary Schools shall administer the Iowa Test of Basic Skills to all students at each grade level. Results of standardized tests are recorded on the student's permanent record. The results of

an individual student's performance on assessment instrument are confidential and may be available only to the student, the student's parents /guardian and to the school personnel directly involved with the student's education program. and shared with parents and students.

The School Readiness Test will be administered to the Kindergarten class and the Kindergarten Readiness Test will be administered to Pre-K 4 students in the Spring (May). Individual results will be compiled and provided to the parents.

### **Safety Drills**

Fire drills will be conducted the first few weeks of school and then monthly after that. Tornado drills will be practiced in the spring. Every classroom has a map posted with the location of where to go for these drills. Students must participate in a quiet, orderly fashion and follow the directions of the staff.

### **Keeping Children Safe**

All adults (including parents) who volunteer in a school activity must have attended a Keeping Children Safe Seminar in the Diocese of Fort Worth and must have documentation on file with the OMM office. This class must be renewed every 3 years. We will be offering this class in September.

### **Child Abuse and Neglect**

School teachers and administrators who suspect that a child has been abused or neglected are required by law (Texas Family Code, Chapter 34) to report it to Child Protective Services.

### **Lost and Found**

Please make every effort to mark clothing and property that your child brings to school. Any found items will be located in the lost and found box in the cafeteria. Unclaimed items left in the box at the end of the year will be given to charity.

**School Schedules:** The school day is from 8:00 a.m. - 4:00 p.m. daily. The middle school students have activities until 5:00 p.m.

### **Lunch Schedules**

11:00-11:30	Pre-K and Kindergarten
11:15-11:45	1 <sup>st</sup> and 2 <sup>nd</sup> grades
11:30-12:00	3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> grades
11:55-12:25	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grades

### **Extended Day**

OMM offers extended care before and after school for parents who register for this program. Enrollment requires a \$30.00 registration fee per family. Afternoon extended care is \$9.00/day. There is no hourly fee. All children not picked up within 15 minutes after dismissal will be sent to extended care and the \$9.00 fee will be applied. Extended Day fee statements will be available weekly and payment is due the 1<sup>st</sup> and 15<sup>th</sup> of each month. A \$10.00 late fee plus a \$1.00/ minute charge will apply to students not picked up by 6:00 p.m.

**Extended Day is not available on any day when the school is not in session or on days of early dismissal.**

## Acceptable Use Policy

### Internet Terms, Conditions, And Regulations

It is the policy of Our Mother of Mercy Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Acceptable Use - The use of Internet and related technologies must be in support of education and research and consistent with the educational (religious) objectives of OMM. (Electronic communications to and from OMM should reflect the Christian principles and educational goals of the school.) Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use - Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

4. Copyright - It is the policy of OMM that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or no-print materials allowed by:

- a. Copyright law
- b. Fair use guidelines
- c. Specific licenses or contractual agreements
- d. Other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of the OMM policy, doing so at their own risk and assuming all liability.

## 5. Other

- a. Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
- b. Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any e-mail must use the school address only.
- c. No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
- d. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- e. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- f. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage software components of a computer or computing system is prohibited.
- g. Prior approval for Listservs is required for student.

Acknowledgement Page

Acceptance at Our Mother of Mercy Catholic School each year is neither guaranteed nor automatic. Each year the faculty evaluates all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at OMM or family members cause disruption to the school community.

Teachers have individual practices and procedures in their classrooms. These may not all be covered in this handbook.

The administration retains the right to amend the handbook. Students will be given prompt notification if changes are made. In all cases the interpretation of the handbook remains with the administration.

Please sign below that you have read and reviewed this handbook and then return this page to the school to be filed in the office. Continued enrollment in school constitutes acceptance of an intention to comply with the policies as stated.

*This page to be signed and turned in to your homeroom teacher the first day of school.*

As a student in Our Mother of Mercy Catholic School, I recognize my responsibilities. I agree to follow all the regulations that are outlined in this handbook and others that are assigned to me. In completing my obligations, I will follow the example of Jesus.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent of a student in Our Mother of Mercy Catholic School, I recognize my responsibility to support the policies as outlined in this handbook. I will encourage my student to follow the rules, and will support the consequences that may occur as a result of my student failing to follow these rules. In doing this, I will support my child and the staff of OMM and follow the example of Jesus.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_