

OUR LADY OF MOUNT CARMEL SCHOOL

MIDDLETOWN, NEW YORK 10940



PARENT-STUDENT HANDBOOK

Mission Statement

Our Lady of Mount Carmel School strives to carry out our mission with Jesus Christ as center through worship and liturgy. He and His mission are the source from which all of our goals and objectives flow.

Philosophy

Our Lady of Mount Carmel School is a Roman Catholic school community of clergy, lay administration, faculty, staff, parents and children who are engaged in an active partnership to educate the children entrusted to our care.

Our purpose is to teach and guide the children to live harmonious Christian lives as members of this society and as citizens of this democratic nation.

We realize that all of our children have unique talents and abilities, which need to be encouraged cooperatively; students will be guided to work together as they achieve the highest ideals of love of God, country, and all persons.

The members of Our Lady of Mount Carmel School work together to provide opportunities for children to learn, think, grow, and share. Through daily practice and modeling, we foster students to be responsible for their learning as they develop independence, initiative and self-confidence.

Our school strives to carry out our mission with Jesus Christ as center through worship and liturgy. He and His mission are the source from which all of our goals and objectives flow.

Belief: Catholic schools are established by the Church as a means of carrying out her saving mission.

The Catholic school carries out the mission of the Church with Jesus Christ as center. Jesus Christ is the center of the school; He and His mission are promoted as the faculty proclaim Christ's message, develop community, lead people to worship, and motivate people to the service of others.

The goals and objectives of the Catholic school flow from and seek to carry out the mission of the Church.

The Christian community has hope in the educational ministry trusting not in themselves but in Jesus Christ who is, at once, the inspiration, the content and goal of Christian education: "The way, and the truth and the life."

The Catholic school is an integral part of the parish. The Catholic school participates in parish life, gives students a sense of belonging to the parish, affords students the privilege of belonging to an educational faith community, educates the young of the parish in accord with Catholic faith, assists in sacramental preparation, takes part in liturgical services, prepares students for service roles in liturgy and other parish activities, and recognizes the pastor as spiritual leader.

Academic Policies

Our Lady of Mount Carmel School follows the New York State Learning Standards Curriculum and the Archdiocesan Guidelines for Learning which emphasize traditional subject matter and skills in a Catholic faith based program. Instruction in music, art, physical education, and computer are also provided.

At Our Lady of Mount Carmel School, all students are motivated and encouraged to learn. Methods of teaching are varied and include individualized instruction, small group learning, class lectures, hands-on projects, and cooperative learning groups, as well as remediation and reinforcement, and challenging exercises for gifted students.

Our program includes academic intervention where students, parents, and staff work together to accommodate the individualized learning needs of our students.

Academic Expectations

Our Lady of Mount Carmel School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Religious Education

The religious education of our children is of prime importance to us at Our Lady of Mount Carmel School. A quality religious education program, utilizing materials recommended by the Archdiocese of New York, has been developed. These materials are supplemented with school liturgies and paraliturgical celebrations.

Our Lady of Mount Carmel's religious education program consists of three major elements:

Instruction : presenting God in such a manner that students will be open to love and celebrate their Creator, Redeemer, and Lifegiver.

Worship: teaching prayers, both formal and informal, as well as individual and communal; creating liturgies and paraliturgies; and sacramental preparations for specific age groups. (Grade 2, First Eucharist and Reconciliation; Grade 8, Confirmation)

Service: providing projects which foster a social conscience sensitive to the needs of all (school, parish, civic community, global worlds); teaching justice, peace, and respect for life through the use of Scripture and the documents of the Church.

In order to reinforce this religious education program, it is expected that the children who are Catholic will attend Mass with their families each Sunday and on Holy Days of Obligation.

All teachers are either certified or are working toward certification in Religious Education as directed by the Archdiocese of New York.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades PreK & K	up to	15 minutes
Grades 1 & 2	up to	30 minutes
Grades 3 & 4	up to	45 minutes
Grades 5 & 6	up to	90 minutes
Grades 7 & 8	up to	120 minutes

Students are required to complete all homework and it is recommended that parents or guardians sign the completed homework. There are days when it is very easy for a teacher to assign work to be done at home; on other days, the instruction may not lend itself to homework. If you notice that your child is consistently without homework, has too much homework, or does not understand the assignments, please check with your child's teacher.

The day following the given assignment, each teacher will check and evaluate the work for comprehension and then either continue on with the stated curriculum, or reteach the previous lesson for mastery.

If assignments are not handed in or consistently done poorly, parents will be contacted. Our students use homework assignment books for organization, and parents may be requested to sign these books as a form of communication between parents and teachers. Assignments are accepted and given full credit only on the day they are due unless parents provide a **valid reason** for the delay. Written assignments are expected to be neat and orderly with correct spelling and punctuation. Classroom teachers may allow students to complete assignments using the computer.

Parents can help by providing the right environment for concentration, time structure, and above all, encouragement. It is essential for your child to establish a homework routine. A quiet area in the home with a table or desk space for writing should be designated for completing homework. Distractions such as televisions, video games, computers, radios, busy households, and overtiredness can cause a child to spend less time concentrating, thus making the homework appear more lengthy or difficult than it really is.

Children must come to Our Lady of Mount Carmel School prepared to learn. Being prepared includes fully completing homework, bringing the completed assignments to school, and bringing all necessary books and supplies to school on a regular basis.

If your child reports that he or she has no homework:

1. Suggest reading a book, magazine, or newspaper for enjoyment.
2. Consider reviewing class notes, such as religion, spelling, and math processes.
3. Work on science, social studies, or other long-term projects that have been assigned, especially in grades 6, 7, and 8.

Not all homework assignments are written. Some will be in the form of reading, studying, or other special projects. Students should expect the following assignments:

1. Practice Work-repeated use of a skill until it becomes automatic and mastered in a variety of settings.
2. Preview Work- examination of material before studying to develop a framework for linking, sharing, and learning new information.
3. Review-looking at information and skills again with an eye towards solidifying information, identifying relevant and irrelevant information, clarifying what still needs to be practiced and learned, and developing questions about the material.
4. Discovery- examining a set of conditions or factors and developing connections or conclusions that can be substantiated.
5. Application- use of practiced, reviewed, and learned information in a format that connects several types of information and skills. It may be a long term project or short term assignment that requires a planned sequence of steps.
6. Problem Solving- use of information in a creative and flexible manner through which a solution to a problem emerges.
7. Creativity- allows students to use their own unique talents and ideas to express themselves.
8. Assigned Reading- may be an assigned book or student book of choice in conjunction or connection with a topic being discussed at school, in connection with a reading incentive program, or student pleasure reading.
9. Combination of the Above- an assignment with elements from all or some of the above types of assignments.

When students work hard during the school week, they should be given time to develop spiritual and family relationships, as well as personal interests, on weekends, holidays, and vacation days, just as adult members of society have the opportunity to do. No homework will be assigned on the above-mentioned days.

Cheating and Plagiarism

Since God gifted each student with intelligence, the Administration and faculty expect that each person will do his or her own work to the best of his or her own ability. Students who are guilty of

cheating and/or plagiarism on a quiz, test, exam, project, homework, etc., will receive a zero and a demerit.

Assignments- Absentees

When a child is absent from school for an excused absence, he/she is responsible to get homework assignments and books from a friend, relative, or classmate. Each student should know test dates and will be expected to take any tests on the day they are given, unless other arrangements have been made with the teacher.

If a parent wishes to pick up a child's homework and books, he/she should call the school office early in the morning (before 9 A.M.). Every effort will be made to have the assignments and books ready at the close of the school day. Please note that teachers and classes cannot be interrupted to prepare such assignments and that teachers' schedules do not always allow time to prepare the work the same day.

It is the policy of Our Lady of Mount Carmel School that assignments will not be prepared in advance of a planned absence.

Grades and Grading

Progress Reports are distributed at the mid-point of each academic quarter. In the first quarter of the school year, all students in Grades 1 through 8 receive a Progress Report. In each subsequent quarter, Progress Reports are distributed on an as-needed basis.

Report cards are distributed four times a year for Grades 1-8. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
 1. class work
 2. homework
 3. quizzes
 4. unit tests
 5. comprehensive examinations
 6. special projects.

The June report card will indicate the 4th Quarter grade and the Final Average for the course. This grade will be recorded on the student's permanent record card.

Numerical marks are recorded on report cards for Grades 1 - 8

- **Passing is any mark 70% or above for Grades 1 – 8.**
- **The designation of 70.00 on a Progress Report indicates an actual grade below 70%; such a grade would be a failing grade.**

Character Development

- The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student
 1. follows class and school rules
 2. shows care in the use of personal property
 3. treats teachers with respect
 4. treats other students with respect
 5. exercises self-control
 6. listens attentively

Honor Roll

Students in Grades 4 – 8 who meet the following criteria will be listed on the Honor Roll :

HIGH HONORS

95% or above in ALL academic subjects (not an overall average of grades).
ALL “A’s” in special subject areas
ALL “A’s” in Character Development
No checks in the academic areas

FIRST HONORS

90% overall average in all academic subjects
No grade below “B” in special subject areas
No grade below 85% on the entire report card
All “A’s” or “B’s” in the Character Development section
No checks in the academic areas

SECOND HONORS

85% - 89% overall average in academic subjects
No grade below “B” in special subject areas
No grade below 80% on the entire report card
All “B’s” or above in Character Development

NOTE: Handwriting, a motor skill, is to be excluded from honor roll qualifications. Special subjects, (given letter grades), are Art, Music, and Physical Education.

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. Detention affects the conduct grade. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it. A student who receives suspension will not be considered for the Honor Roll. Excessive unexcused latenesses of 3 or more will prevent a student from achieving Honor Roll for that quarter. Excessive unexcused absences of 3 or more will prevent a student from achieving Honor Roll for that quarter.

Progress Report Distribution

Progress Reports are distributed at the mid-point of each academic quarter. In the first quarter of the school year, all students in Grades 1 through 8 receive a Progress Report. In each subsequent quarter, Progress Reports are distributed on an as-needed basis.

A grade of 70.00 on the Progress Report indicates an actual grade below 70%. Such a grade is a failing grade.

Please review the teacher's comments and contact the teacher if so indicated on the Progress Report.

Report Card Distribution

Report cards are distributed in November, January, April, and June. Pre-K and Kindergarten students receive reports cards twice a year, in January and in June.

Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Assessments

Developmentally appropriate Mid-Year and End-Year Examinations will be given to students in grades 5-8. Each of these exams will be worth 10% for a total of 20% of the final grade on the report card.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department

assessments. These tests measure academic growth over a period of time.

Standardized Tests

<u>ITBS Testing – Administered in the Fall of each Academic Year</u>	
Grade K - <i>Optional</i>	
Grade 1-8	Core Battery (All grades)
	CogAT (Grades 2,4,5 and 7)

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

<u>New York State Testing</u>	
Grade	Tests
4	English Language Arts, Mathematics and Science
6	English Language Arts and Mathematics
8	English Language Arts, Mathematics, Science and Social Studies

The faculty of Our Lady of Mount Carmel School reviews these test results regularly for the purpose of promotion or retention, academic intervention services (AIS) for those who need extra assistance, and grouping for reading and math.

Assessment Resource Manual

Effective September 2007, the Education Department of the Archdiocese of New York has provided schools with an Assessment Resource Manual. Details from the Assessment Resource Manual are included below:

RATIONALE

Catholic Schools exist for the benefit of children who are the future of the world and the Church. The purpose of the Assessment Resource Manual is to lay the foundation for developing a consistent local school-wide grading policy. The grading policy prescribed represents the main context for which a multi-dimensional portrait of student achievement, which constitutes an integral part of the educational process, is communicated to students, parents, and staff. The manual provides information concerning consistency in grading and terminology in order to provide information that is valid, fair, and reliable.

Each school publishes a school-wide grading policy that must be submitted and approved annually by the District Superintendent. The school grading policy includes a review of assessment quality, content structure, and weighting. It also includes a provision for the frequent review of teacher grade books by the principal. The school policy is discussed annually with the faculty for changes and/or revisions, and is included in the Faculty Handbook as well as the Parent/Student Handbook. All teachers must abide by the policy.

MAIN COMPONENTS

It is the policy of the Archdiocese of New York and the school that:

1. a variety of assessments are used to assess student progress. These include:
 - tests and quizzes
 - class work/participation
 - homework
 - projects/portfolios
 - Mid-Year and End-Year Examinations
2. grading be used as a positive reinforcement for student achievement and growth whenever possible, and not be used punitively. Parents are requested to support this approach in responding to the various reports they receive from the school.
3. teachers maintain records and objective data to support the grades given to their students. If parents have questions regarding grades they should feel free to call the school and arrange a conference with the teacher.
4. parents be informed about their children's progress in an accurate, clear, and objective manner.
5. the school reports student achievement in a variety of ways throughout the school year. The following list identifies the various ways achievement is communicated:
 - Report cards are distributed four times a year for Grades 1 to 8. Report cards are distributed a minimum of twice a year for grades Pre-Kindergarten and Kindergarten.
 - A Parent Information Night must be held during the fall for parents and teachers to meet and discuss policies and standards.
 - The first Parent/Teacher Conference must be held during the first quarter.
 - Communication may be initiated by an administrator, teacher, parent, or student. All communication with parents and students must occur via the authorized school telephone (landline or cell), the school's official e-mail address, website, or through the Archdiocesan Student Information System, and must only be about school matters or matters that are appropriate to be discussed in school.
 - Corrected/graded student work must be sent home in a timely fashion.

- Students must be provided with the necessary remediation when in danger of failing.
- Parents must be notified in writing when a student is in danger of failing or when there is a sudden change in achievement. Parents are asked to respond by taking the action requested in these reports.
- If a student is at risk of being retained, parents must be notified by registered mail as early in the school year as possible. The notice will provide parents/guardians with the opportunity to meet with the child's homeroom teacher as well as the principal.

6. students having an IEP or a 504 Accommodation must be tested according to the dictates set forth in those documents.

GLOSSARY OF TERMS

1. Assessment:

- The gathering, recording, and analysis of data about a student's progress and achievements or about a program's implementation and effectiveness.

2. Class work:

- A student's written and oral academic performance, which includes:
 - Class participation
 - Group work
 - Notebooks
 - Listening skills/following directions
 - Oral reading
 - Work sheets/workbooks

3. Evaluation:

- The application of judgment to the data gathered and its analysis in order to place a "value" on progress or effectiveness.

4. Formative Assessment:

- Evaluations that are administered throughout the academic year to assist teachers in modifying and improving instruction based on student results.

5. Homework:

- The out-of-class tasks that a student is assigned as an extension of classroom work. Four types of homework are commonly assigned: practice assignments, preparation assignments, extension assignments, and integration assignments.

6. Mid-Year and End-Year Examinations:
 - Summative evaluations that are administered at the end of the second and fourth quarters to students in grades 1-8. These examinations must be developmentally appropriate for the grade level.

7. *Portfolio*:
 - A purposeful collection of student work that exhibits effort, progress, and achievement in one or more areas.

8. *Projects*:
 - Long or short-term tools for gathering information to meet a variety of evaluation needs. Projects provide opportunities for students to demonstrate mastery, usually of content or skill application.
 - Labs and/or observation logs (both of which are an integral component of an effective math and science program) are considered projects.

9. *Quiz*:
 - A short oral or written examination to test a student's knowledge.

10. *Rubric*:
 - An established procedure and set of criteria for scoring student performance. It identifies the criteria for different levels of achievement based on a set of standards.

11. *Summative Assessment*:
 - Evaluation at the conclusion of a unit or units of instruction to determine or judge student skills and knowledge. Outcomes are the culmination of a teaching/learning process for a unit, subject, or year's study.

12. *Tests*:
 - A comprehensive oral or written examination created by the teacher and administered frequently in order to evaluate a student's knowledge. BASIS FOR REPORT CARD GRADES

Academic Achievement reflects a wide range of the student's experience, and must include all of the components of academic assessment listed below:

1. Tests and quizzes
2. Class work/ participation
3. Homework
4. Projects /portfolios

Administrators and teachers are strongly encouraged to refer to the following documents as resources in developing the components of their academic assessment program which is the basis of the school-wide grading policy:

- *Archdiocesan Guidelines for Catechesis*
- *ComMIT*
- *Essential Learnings*
- *Essential Learnings Curriculum Maps*
- *Formative Assessment: A Guideline for Classroom Teachers*
- *New Teacher Orientation Guidelines*

The table below identifies the acceptable ranges of weighting percentages for each category that contributes to the grades on the report card for each marking period. The same weighting percentages must be consistent in each classroom throughout the school year and total 100%.

ASSESSMENT TYPE	RANGE
TESTS and QUIZZES	50 to 70 %
CLASSWORK/PARTICIPATION	5 to 30%
HOMEWORK	5 to 20%
PROJECTS/PORTFOLIOS	5 to 30%

The weighting percentages used as Our Lady of Mount Carmel School are as follows:

Tests and Quizzes	50%
Class Work and Participation	30%
Homework	10%
Projects and Portfolios	10%

A compilation of a minimum of 8 grades from the four categories above must be included in each subject per marking period for a student grade.

Within the subjects of reading, mathematics, and language arts only *ONE* grade is to be given in the main category with check marks used in the subcategories should there be the need for improvement.

In Language Arts, the weighting is fixed and is as follows:

40%	Grammar
40%	Composition
20%	Spelling

Speaking/Listening only gets a check mark if improvement is needed.

ARCHDIOCESAN DIRECTIVES FOR REPORTING STUDENT PROGRESS

Numerical grades will be given in grades 1 through 8 on the report card.

Developmentally appropriate Mid-Year and End-Year Examinations must be given to all students in grades 5-8. Each of these exams will be worth 10% for a total of 20% of the final grade on the report card.

A grade of 70% is passing.

It continues to be Archdiocesan policy that the actual numerical grade that a student achieves in the major subjects that appear above the *Average* line on the report card must be recorded. Teachers must provide academic intervention when a student is in danger of receiving a grade below 70.

The grade of “100” only appears on a report card for something that is totally quantitative, not a subject where there is both quantitative and qualitative work.

Extra Credit is strongly discouraged and should never take the place of remediation.

On the report card, letter grades will be given in Art, Music, Penmanship, and Physical Education.

The *Conduct and General Effort Scale* is used to indicate grades for General Effort and Character Development. When completing the portion on Character Development, a single letter grade must be used with a check mark indicating improvement is needed in any sub-category.

Conduct Grade	Number of Checkmarks
A	0
B	1 or 2
C	3
D	4
F	5 or more

No grade is to be given in computer science or library, as these two areas are to be supportive of and integrated into the total learning process.

The grade on the Archdiocesan Religion Examination must be used as the student's End-Year Examination.

Accidents

A student accident insurance fee is added to every child's book bill. In the event of an accident at school you may obtain a claim form from the School Office.

Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Administration

The Pastor is ex-officio the chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the teacher.

If a question regarding procedures should arise, consult:

1. The person concerned, e.g. teacher.
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary beyond that first by the

teacher and secondly by the Principal.

Parents are asked to follow the above procedure with any problems or concerns.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities within the Archdiocese.

The process for admission to Our Lady of Mount Carmel School is that parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Our Lady of Mount Carmel School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

Announcements

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system. All announcements must be written and brought to the office and approved by the Principal.

Attendance

Daily Schedule

Supervision begins at 8:10 A.M. Children should not be dropped off before 8:10 A.M.

First Bell	8:10 A.M.	
Second Bell	8:20 A.M.	(Gathering Prayer; all students must be present by the 8:20 bell.)
Lunch Time	11:35 A.M. – 12:05 P.M.	Grades Pre-K - 8
Recess Time	12:05 P.M. - 12:35 P.M.	Grades Pre-K - 8
Lunch Recess		
11:35 A.M. – 12:05 P.M.		5, 6, 7, 8
12:05 P.M. - 12:35 P.M.		Pre-K, K, 1, 2, 3, 4
Dismissal (K-8)		
First Bell	3:00 P.M.	Dismissal for Latch Key students and for students picked up by car
Second Bell	3:05 P.M.	Boarding of buses
Dismissal (Pre-K)		
Morning dismissal	11:25 A.M.	
Afternoon dismissal	3:00 P.M.	

Excused Absence: A child's absence is excused if the absence occurs for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are **unexcused.**

Lateness: A child should come to school even though he/she may be late.

 Lateness resulting from a doctor or dental appointment will be considered an excused lateness, providing that a doctor's/dentist's note is

submitted. All other lateness, except in the case of an extenuating circumstance, is unexcused.

Unexcused lateness is marked on the report card. Three or more instances of unexcused lateness will prevent a student from achieving Honor Roll for that quarter.

Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

A circumstance will be deemed "extenuating" at the discretion of the Administration.

When the child returns to school, a completed absence form must be given to the teacher. (See Appendix.) This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call. Children must be signed out in the "sign out book" found in the School Office.

Attendance during the period of midterm and final examinations is very important to student success on these assessments. Students must be present for their exams. Makeups will be given only in the case of a legal absence. A doctor's note is required in the case of illness.

Books

All books must be properly covered. Contact paper is not to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. In September, each child will put a clean cover on each

textbook received. In June, all textbooks are collected; extra materials and covers are removed.

e. all workbooks are collected in June.

2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. LIBRARY BOOKS: Books may be borrowed for one week. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Busing is provided to students within a 15-mile limit from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school a note must be submitted to the Principal at the beginning of the school day. (Example: a Middletown student may not normally ride a Minisink bus.)

Students who will travel home by bus will wait quietly in their classrooms with their classroom teacher. The students must be seated and attentive for the announcement that their bus has arrived. After the announcement is made, the students will quietly walk to the back door of the school and wait to be released by the faculty member in charge. Students will walk down the sidewalk and board their bus in an orderly and safe manner.

Regarding bus discipline, students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- *students should obey the driver and monitors at all times.*
- *students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.*
- *in cases of extreme or persistent misbehavior, Our Lady of Mount Carmel School will work in consultation with the public school district about possible consequences.*

Car Transportation

Students who will be picked up by car will quietly walk to the gymnasium at the 3:00 bell. Students will gather in their assigned lines and wait until they are released by the faculty member in charge. Parents may access the gym through the exterior gym door closest to Wawayanda Avenue. This door will remain locked until 3:00 at which time it will be opened by the faculty member. Parents are asked to wait in their cars until the 3:00 bell sounds and to promptly leave the gym when they have picked up their child or children.

Children going home by car must be picked up no later than 3:05 p.m. If your child is regularly going home by car, send a note to this effect at the beginning of the school year. If your child is occasionally going home by car, he/she will need a note on the days that you will pick him/her up. **Any student not picked up on time will be assigned to our Latch Key Program and parents will be billed accordingly. Students may not be left unattended on school property.**

Traffic Flow

For the safety of all involved, please observe the following directions:

1. Parents who drive their children to school must park in the school parking lot on the side of the school and walk the student to the back door of the school. The back door of the school will be opened by a faculty member at 8:10 A.M.

For afternoon dismissal, parents must park in the school parking lot on the side of the school. The outside gym door nearest Wawayanda Avenue will be opened by a faculty member at 3:00 P.M.

2. Cars are NOT permitted in the lot directly behind the school. Children are not to be dropped off on Euclid Avenue and cars are not to be parked on Euclid Avenue. (This is the area where the buses load and unload.)

Drivers are reminded not to pass school buses when they are parked at the school at arrival or dismissal times. This is a New York State Law.

Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

Child Abuse Laws

Under NYS law, school officials are responsible for reporting any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that

the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the Principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

All administrators, faculty, staff, and volunteers are required to participate in training sessions as mandated by the Archdiocese of New York to foster a safe environment and to prevent the sexual abuse of children and young people, and to submit to an appropriate background check according to Archdiocesan policy.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should NOT happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Closing of School/Emergency Closings/Delayed Openings

Closing of School for Inclement Weather:

When school is closed due to inclement weather, the closing will be announced in the following ways:

- through activation of I.R.I.S. (Immediate Response Information System). Registration of contact information for I.R.I.S. will take place at the beginning of each school year
- on the following radio stations: WHUD – 100.7 FM, WPDH-101.5 FM, WRRV – 92.7 FM.
- Closing information is also available through the website the WHUD Radio website at www.whud.com (Storm Center link)

This same procedure will be used if inclement weather develops during the school day.

Delayed Opening of School:

When the opening of school is delayed due to inclement weather, a problem with the school facility, etc., the delay will be announced through I.R.I.S. and through local radio stations, as indicated above in the section "Closing of School for Inclement Weather."

Emergency Closing of School:

Should there be a school emergency during the school day----- ex., no heat, no water, the I.R.I.S. notification system will be activated.

We will also inform radio stations (listed above) concerning our particular emergency closing.

IT IS IMPERATIVE THAT YOUR CHILD/CHILDREN ALWAYS KNOW TO WHOM THEY SHOULD GO IN THE EVENT THAT YOU CANNOT BE REACHED. WE WILL DO EVERYTHING POSSIBLE TO CONTACT YOU BUT THAT ADDED ASSURANCE ON YOUR PART IS OF UTMOST IMPORTANCE.

It is the **PARENT'S RESPONSIBILITY** to be sure the school has your current home, place of employment (father and mother) and emergency numbers (an emergency form, provided by the school office, MUST be submitted in September.) It is the **PARENT'S RESPONSIBILITY** to keep this information current. Written notification of a change of address or telephone number must be submitted to the school and health office immediately upon change in order to keep files as current as possible.

Please review your emergency plan with your child/children in case of an emergency requiring early dismissal from school, including any weather-related early school closings. **On days of early dismissal due to emergency or weather, NO LATCH KEY WILL BE OFFERED. The school will follow whichever choice of dismissal is listed on your emergency form unless we are otherwise notified.**

Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher. The teacher will arrange for this meeting outside of class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the Principal.

If a question should arise, consult:

1. The person concerned, e.g. teacher.
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary beyond that first by the teacher and secondly by the Principal.

Parents are asked to follow the above procedure with any problems or concerns.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- if there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the Principal
- under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on **Child Abuse**.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. **Always the sense of the sacred should prevail.**

Crisis Plan

Should a crisis require evacuation from Our Lady of Mount Carmel School building, students will be brought to a safe place located at Our Lady of Mount Carmel Church or Our Lady of Mount Carmel Parish Center, depending on the availability of these buildings. Both buildings are located on the opposite side of the parking lot from the school. Parents can meet them there.

Discipline Codes

Discipline is a necessary condition in the learning process. Its purpose is to help students develop self-control, self-respect and respect for others. In addition to behavioral consequences and punishment, discipline includes positive reinforcement including friendly, tactful, extolling reminders that shape acceptable behavior. Discipline serves learning least when it becomes a goal in itself.

At no time is corporal punishment permitted. At no time is verbal abuse permitted; this includes name-calling, sarcasm, profanity, and any language that is intimidating or threatens physical violence.

Teachers will discipline students directly for behavior judged to be infractions of the discipline code.

Teachers of Grades PK through 4 deal with discipline in their own classrooms because the classes are self-contained, and the age group needs more immediate attention. These teachers keep their own records on student discipline.

Teachers of Grades 5 through 8 utilize a Discipline Notice. The notice will document the discipline violation. The Discipline Notice will be sent home for a parent/guardian signature.

When students earn detention, parents will be notified. The student will serve his or her detention at the next scheduled detention session.

In-school detention takes place from 11:50 until 12:35. After-school detention is held from 3:15 until 4:00.

Students in detention are expected to work in silence on the assignment given to them by the detention supervisor.

Suspension and expulsion are measures that are reserved for chronic forms of misbehavior that have not responded to other remedial measures. Suspension and expulsion are also measures that are reserved for extreme forms of misbehavior such as fighting, crime, scandal, immorality, disruption constituting a threat to the physical or moral welfare of other students or staff or acting in a way on or off campus that hurts the good name of the school.

The overall discipline system at Our Lady of Mount Carmel School is a progressive discipline system, designed to assist students in correcting their own behavior. As discipline violations increase, so too do consequences.

Copies of the Discipline Notice and of the progression of consequences are listed in the Appendix of this handbook.

Dress Code

Uniform Policy

The school uniform is required for all students in Grades K-8. It is worn from the first day of school.

Students are expected to be in full uniform when they enter the school building at the beginning of the day and when they leave the school building at dismissal.

School uniforms and gym uniforms are ordered in the spring and fall from the school uniform company. Forms are sent home or can be obtained from the School Office.

Any child who is not in uniform must have a note from the parents or a discipline notice will be issued. Only extenuating situations will excuse a student from being out of uniform.

Boys' Uniform

Navy school pants; yellow oxford dress shirt; school tie; navy sweater or vest with the school emblem or navy fleece pullover; black, navy blue, or brown shoes; blue dress socks (quarter socks and no-show socks may not be worn).

Girls' Uniform

Green plaid skirt (Grades 5-8), or plaid jumper (Grades K-4); yellow oxford dress blouse (Grades 5-8); yellow Peter Pan collar blouse (Grades K-4); navy sweater or vest with school emblem or navy fleece pullover; navy knee socks or tights; black, navy blue, or brown shoes. Skirts may not be more than two inches above the knee.

Uniform pants must be belted at all times and shirts must be tucked in. OLMC sweatshirts may only be worn with the gym uniform on gym days.

Warm Weather Uniform

For the warm weather uniform, boys and girls in grades K-8 may choose to wear a short sleeved yellow knit uniform shirt and navy uniform walking shorts. The regular school uniform may still be worn during this time.

The warm weather uniform may be worn from September through the middle of October and from the middle of May through June. The Administration will announce the specific date on which the warm weather uniform will end in October and begin in May.

Shoes

All students must wear a serviceable style black, navy blue, or brown SHOE, not sandals, boots, or sneakers. Heels on girls shoes may not exceed 1 ½ inches. No platform shoes are to be worn. Ballet flats do not provide adequate protection or support for the foot; therefore, as a matter of safety and health, they may not be worn. Sneakers may be worn only on gym days.

Backless sneakers or platform-soled sneakers are not allowed. Heelies are not permitted on the school campus; this includes the gym, playground and parking lot areas.

Gym Uniform – All Grades

All students must wear the school gym shorts and the gray Mt. Carmel tee shirt. Properly fitting sneakers and white socks which come above the ankle must also

be worn. Navy blue Mt. Carmel School sweatshirts and sweatpants are included as part of the uniform.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, boys must be clean-shaven. Also when appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair must be above the shirt collar. It must be at least one inch above the eyebrows and off of the face.

Hair dye or highlighting is not permitted.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment will be made with the parents and with the Principal.

Jewelry and Make-Up

No jewelry (necklaces, bracelets, pins) may be worn with the exception of a religious medal or cross. ONE pair of small studded earrings or small hoop earrings not to exceed ¼ inch in circumference is allowed in the lower lobe of the ear. No dangling earrings are permitted. Boys may not wear earrings. Make-up and nail polish may not be worn to school. Rings are limited to no more than one on each hand. Body piercings and tattoos are not permitted.

Dress-Down Days

Dress down days will be limited in number and left up to the discretion of the administration and faculty. **Dress down days will be granted to students who follow school policy.** When a dress down day takes place, students may wear their own clothes to school. Students must be appropriately dressed. No ripped or torn clothing may be worn. Unacceptable dress includes short shorts, clothing with vulgar slogans, see-through or very tight clothing. Sneakers may be worn on dress down day, but all other school rules regarding shoes, jewelry, hair, etc. remain in effect.

Shorts may only be worn on a dress down day with the permission of the Administration. If this permission is given, the shorts a student wears must be either the uniform gym shorts or shorts that are at least comparable in length to the uniform gym shorts.

Children are asked to bring in \$1.00 on these dress down days. This money is then used by the school to help defray expenses.

The administration reserves the right to judge whether or not a child is dressed appropriately on dress down days. Parents may be called to bring their child's uniform to school if dress is not acceptable. Inappropriate dress will result in dress-down privileges being withdrawn for that student for the remainder of the school year.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Our Lady of Mount Carmel School will follow the policy stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately
- the Principal will verify teacher observation and will notify parents
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school Principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken.

Electronic Devices

Any electronic devices such as cell phones, beepers, electronic games, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day are prohibited. Such devices may not be used on school property. This includes the time period of the Latch Key program. The phone in the School Office is available to a Latch Key supervisor should an emergency situation arise.

Electronic devices which are used on school property will be confiscated and brought to the School Office. The device will be released only to a parent.

For further information, see **Telecommunications Policy**.

Expectations and Responsibilities for Students

Students attend Our Lady of Mount Carmel School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect.
- respect the academic work of others and show personal integrity by not engaging in cheating. This applies not only to testing but also to homework assignments.

- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on dress down days.
- help care for school property and keep the school free from damage and defacement.

Extended Day “Latch Key” Program

A morning Latch Key program is available for all students in Grades Pre-K through Grade 8. The hours for morning Latch Key are 7:00 A.M. until 8:10 A.M. Parents utilizing the A.M. Latch Key program must notify the school in writing the day prior to the day they wish to utilize morning Latch Key. This will insure that A.M. Latch Key personnel will be present for those needing this service.

A supervised after-school program is also available for all students in Grades Pre-K through Grade 8. During after-school Latch Key, children have the opportunity to complete homework, play and relax. A snack is served each day.

On regular school days the afternoon Latch Key program runs from 3:00 P.M. to 5:30 P.M. On half-days of school, the program runs from dismissal at 11:30 A.M. to 5:30 P.M.

A fee of \$1.00 per minute will be charged for late pickup after 5:30 P.M.

Registration forms for Latch Key are sent home in August.

A rate schedule is available in the School Office. Different rates apply when there is a half-day of school.

If your child is not registered in the Latch Key Program and you need to make use of the program, you must inform the classroom teacher and the school office and we will see to it that your child is brought to the program at the end of the school day.

Payment is expected bi-weekly; all checks should be made out to OLMC School and delivered to the School Office. **If an account falls in arrears of more than one month, your child/children will not be allowed to use the Latch Key program until payment is made. THIS WILL BE STRICTLY ENFORCED DURING THE SCHOOL YEAR.**

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege.

Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity.

Students arriving at school after 10:00 A.M. may not participate in extracurricular activities unless they have provided a doctor's note or there has been an extenuating circumstance which would explain the lateness. In the case of extenuating circumstances, the Principal will determine whether the student may participate. A student who has been absent for the school day may not participate in extracurricular activities.

Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation.

In individual cases regarding participation in extracurricular activities, the Principal holds the final determination.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.
- The number of chaperones needed for the field trip will be determined by the teacher and communicated to the Principal. Chaperones who will serve the needs of all students on a class trip must qualify under the Archdiocesan Safe Environment Program. The decision of the Administration will be final in regard to chaperone needs, duties, and qualifications.

Financial Policies

Financial policies will be distributed each February during registration.

Fundraising

Fundraising is an integral part of keeping our school functioning. Profits from all fundraisers are an important financial supplement to tuition, school fees, etc., in order to meet the ever-increasing costs of operating the school. **All families are required to participate in the annual school fundraising drive. (Details are in the Parent/School Contract for fundraising).**

During the course of the school year the Parents' Guild sponsors other fundraisers to benefit the children of Mt. Carmel School. Participation in these fundraisers is not mandated, but families are requested to participate in as many as possible.

Guidelines for the Education of Non-Catholics

Parents must be aware of the intentional Catholic witness in our schools. Our Lady of Mount Carmel School, as a Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching Church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Our Lady of Mt. Carmel School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or

expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the Principal immediately. Teachers, also, should report threats made against them to the Principal.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

New York State immunization requirements for school entrance and attendance are listed in the appendix of this handbook.

Lateness

All students must be present for Gathering Prayer by the 8:20 A.M. bell. The back door of the school will not be accessible after 8:20 A.M. Any student who has not traveled by bus and who has arrived at school after 8:20 A.M. is considered late and must enter by way of the front door of the school. The late student may be admitted to class after the parent has signed the student in at the School Office, presented a note to explain the lateness, and the student has received a Late Pass.

Lateness resulting from a doctor or dental appointment will be considered an excused lateness, providing that a doctor's/dentist's note is submitted. All other lateness, except in the case of an extenuating circumstance, is unexcused.

Unexcused lateness is marked on the report card. Three or more instances of unexcused lateness will prevent a student from achieving Honor Roll for that quarter.

Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

A circumstance is deemed "extenuating" at the discretion of the Administration.

Students arriving at school after 10:00 A.M. may not participate in extracurricular activities unless they have provided a doctor's note or there has been an extenuating circumstance which would explain the lateness. In the case of extenuating circumstances, the Principal will determine whether the student may participate. A student who has been absent for the school day may not participate in extracurricular activities.

Lost and Found

Parents are asked to label coats, jackets, sweaters, gym clothing and other personal items.

Lunchroom

Our Lady of Mt. Carmel School provides a hot lunch program.

- Each class is assigned seating in the lunchroom and is expected to remain there until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom---faculty, cafeteria staff, and parent volunteers.
- A student may not leave the cafeteria without the permission of the faculty member in charge.
- The limit for charging lunch is \$3.00. This must be paid back in a timely manner.
- In good weather, the children use the playground for recess. During inclement weather, the gym and classrooms are used.
- Lunches must be purchased from Mt. Carmel or brought from home. **Parents may not bring in lunch from outside restaurant and/or fast-food establishments.**
- Students may bring in non-carbonated juice or sports drinks. Carbonated beverages are not permitted.

Maternity/Paternity Policies

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the Principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medications

If a student needs any kind of medication during the school day (including cough drops or throat lozenges), the medication is to be brought to the school office and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration
- means of administration (oral, topical. *etc.*)

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Examples include the following:

- the severity of the health care problem, particularly asthmatic or allergic conditions
- a prescriber order directing that the student be allowed to carry his/her medication
- a written statement from the parent requesting compliance with the prescriber order
- the student has been instructed in the procedure for self administration and can assume this responsibility

- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Decisions will be made on a **CASE BY CASE BASIS** and will reflect the age and maturity of the child.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade, and amount.

Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$5) for such purchases.

Please note the following grade level arrangements for students who bring money to school:

- Pre-K: Place the money in an envelope or in a plastic sandwich bag in the student's takehome folder; be sure to label with the child's name, grade, and amount.
- Kindergarten: Place the money in an envelope or plastic sandwich bag; be sure to label with the child's name, grade, and amount.
- Grades 1 – 3: Place the money in an envelope in the student's lunch box; be sure to label the envelope with the child's name, grade, and amount.
- Grades 4-8: The money may be kept on the student's person but not left in the school bag, coat pocket, lunch box, or desk.

The school cannot be responsible for lost money.

Non-custodial Parent

Release of children: Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and

administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property.
- helping students to respect the academic work of others and show personal integrity by not engaging in cheating. This applies not only to testing but also to homework assignments.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Parents' Guild meetings.
- always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment

may result in your child being asked to leave the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Partnership Association

In addition to the contributions of individual parents as listed above, The Parent Partnership Association provides an effective channel of communication between parents and teachers for the benefit of the students and the whole school community. Parent Partnership Association meetings are held quarterly. Several activities sponsored by the Parent Partnership association are held throughout the school year. The support of all families is essential to the success of these events.

Parochial School Basketball/Soccer League

The specific objectives of the sports program include:

1. To develop the ability to think both as an individual and as a team member.
2. To see the need for good health and physical fitness.
3. To improve motor skills.
4. To create a desire to succeed, to excel, and to show good school spirit.
5. To show respect for the rights of others and for authority.
6. To learn high ideals of fairness in all human relationships.
7. To learn to make proper decisions under pressure.
8. To apply moral and ethical standards.
9. To understand the rules of the game.
10. To be socially competent and realize the value of rules.

Student behavior at games is the responsibility of each student and his or her parents. **Students are not to roam the halls or wander outside the school building while in attendance at a game at home or away.** The best supervision occurs when the student's parents are at the games. Parent attendance, therefore, is strongly encouraged and very much appreciated.

We regard participation in extra-curricular sports as a privilege and want to emphasize to the athlete the importance of academic achievement according to one's potential.

Parties—Birthday and Holiday

Birthday Parties

Children in Grades Pre-K - 2 may celebrate their birthdays in their classes.

Grades 3-8 celebrate in the cafeteria at lunchtime. Parents of these children may send in treats such as cupcakes, brownies, etc. for distribution at lunchtime.

Students may bring in non-carbonated juice or sports drinks. Carbonated beverages are not permitted.

REGARDING BIRTHDAY PARTIES, PARENTS MAY NOT BRING IN FAVORS OR “GOODIE” BAGS FOR THE STUDENTS.

Holiday Parties

Parties are planned by the teachers and room mothers for special holiday times such as Halloween, Christmas, St. Valentine’s Day, and the end of the school year. Moderation and good nutrition should be taken into consideration when planning the holiday parties.

REGARDING HOLIDAY PARTIES, PARENTS MAY NOT BRING IN FAVORS OR “GOODIE” BAGS FOR THE STUDENTS.

Outside of School Parties

We wish to include all students in our activities. With this in mind, we ask parents who wish invitations to a party to be given out at school to include:

1. The entire class OR
2. ALL the girls or ALL the boys in the class.

If the parent chooses not to include the entire group, invitations are not to be given out at school. A child wishing to distribute invitations should speak with his/her teacher PRIOR to giving out the invitations.

Promotion/Retention Policy

Guidelines have been established by the Archdiocese of New York concerning retention. When the probability of retention arises, the student’s parents will be advised by March. The criteria will be discussed, as well as the means toward improving the student’s performance for the remainder of the year. Parents wishing to review these guidelines may make an appointment with the Principal at any time.

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school’s regular program of sequential learning objectives. If the student successfully achieves the program’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. Therefore, the decision to retain a student presupposes that although the school has done everything possible to help the student achieve success, the student has not made satisfactory progress. The final determination concerning the retention of a student will remain with the Principal after consultation with the teacher and parent (s). This is

found in the Administrative Guidelines of the Archdiocese of New York.

Release of Students *(during school day)*

The school has a sign-out book located in the School Office.

Occasions for the use of a **sign-out book** are as follows:

- in the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and **must be updated as necessary.**
- when a student is released to a parent or guardian, that adult must sign the sign-out book
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the sign-out book. [Please note: only the **Principal** may **approve** the release of a student for a **prearranged appointment.**]
- In the event of an emergency, the parent/guardian must contact the School Office by phone prior to actual dismissal.

School's Right to Amend

Our Lady of Mount Carmel School reserves the right to amend this handbook. Notice of amendments will be sent as necessary and parents will be asked to sign an acknowledgement of such amendments.

Security and Safety Procedures

General Security

To assure the security of the building and the safety of each child, Our Lady of Mount Carmel School strongly enforces its policy of requiring all visitors, even parents, to report to the School Office. **Access to the school after 8:20 A.M. is through the front door ONLY.** Visitors must ring the front door bell to be admitted. The Principal or school secretary will view the visitor via security monitor and communicate by intercom before building access is granted.

To avoid interruption of the learning process, no one may enter a classroom without permission of the Principal.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Shelter Drills

In the event of bad weather, students may be directed to take shelter in designated areas in the school. Practice shelter drills will be conducted during the school year.

Lockdown Drills

Whenever it is necessary to restrict access to the school or designated areas of the school for safety reasons, a school lockdown will be implemented. During a school lockdown, the guiding principle for the safety of all is “No one in; no one out.” Please respect this need during a lockdown situation. Communication with parents during a lockdown will take place as soon as it is feasible. The primary vehicle for this communication will be through I.R.I.S., as explained in the handbook information on “Closing of School.”

Lockdown drills will be conducted with students and staff during the school year.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and of actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from law enforcement agencies notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Sign Out to Leave the Classroom

Students in Grades 4-8 may not leave the classroom without recording their name, time and destination on the classroom sign-out sheet. Teachers will sign the student's homework book which will then serve as a hall pass.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Our Lady of Mount Carmel School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Our Lady of Mount Carmel School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and /or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available, the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school may also be recommended due to poor performance on standardized

tests or in the classroom. A student may be advanced to the next grade conditionally. In such circumstances, interventions such as summer school, a learning center, or a tutor may be required. A written statement indicating that the above requirements have been met must be received by Our Lady of Mount Carmel School before the next school year begins.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention.

Telecommunications Policy

Student Expectations in Use of the Internet

- *(please see Appendix for complete policy requiring student's signature)*

Use of School Grounds

Our Lady of Mount Carmel School does not have staff available to supervise students present on the school grounds before 8:10 A.M. and after 3:00 P.M. Students should not arrive on the school grounds prior to 8:10 A.M. and parents must arrange to pick up promptly at dismissal times. **IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:10 A.M., PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION.**

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

Summary Statement

Once students have met the necessary admission requirements and have been accepted into Our Lady of Mount Carmel School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady of Mount Carmel School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady of Mount Carmel School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Our Lady of Mount Carmel School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Our Lady of Mount Carmel School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady of Mount Carmel School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any

listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

APPENDIX

**Our Lady of Mount Carmel School
Middletown, NY 10940**

DISCIPLINE NOTICE: Parent/Student Copy Office Copy

Student: _____ Grade: _____

Teacher: _____ Date: _____

Student's Signature: _____

Parent's/Guardian's Signature: _____

(Please return this sheet with your child on the next school day.)

INFRACTION

DEMERIT

_____ Homework Incomplete or Not Done

_____ Disrespect

_____ Uniform or Dress Code Violation:

_____ Cheating

_____ Profanity

_____ Destruction of School or Personal

Property

_____ Misbehavior or Disruption

_____ Possession and/or Use of Electronics

_____ Mass _____ Lunch

_____ Classroom _____ Recess

_____ Assembly

_____ Other: _____

Each demerit results in a detention.

Two infractions in one quarter result in one detention.

Each demerit results in a detention.

Teacher's Comments: _____

PROGRESSION OF CONSEQUENCES FOR DISCIPLINE

- 1ST detention: Student serves detention during recess.
- 2nd detention: Student serves detention during recess and meets with teacher(s) to discuss the situation.
- 3rd detention: Student serves detention after school and meets with teacher(s) and parents/guardians to discuss the situation.
- 4th detention: Student serves detention after school and is suspended from in-school activities (ex., dress down days, etc.) and after-school activities (ex., sports, clubs, class trips, etc.)
- 5th detention: Conference with the Principal to determine if student should continue his or her enrollment in the school

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my child/children or child/children of whom I am the designated guardian ...

Names of Child/Children, Parent or Guardian

...by my child's/children's school, the Department of Education, Archdiocese of New York and its parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant to School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media not yet in existence including, but not limited to, video, print, television, Internet, and podcasts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my child/children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

Print Name

Name of Child/Children [if applicable]

Signature

Signature of Parent or Guardian

Date

Please sign and return to the School Office.

Telecommunications Policy

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA’s), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

- *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 or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Technology Use/Telecommunications Policy Agreement for 2010-2011 School Year for Our Lady of Mount Carmel School

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

User

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

(Please sign and return to the School Office.)

**OUR LADY OF MOUNT CARMEL SCHOOL
MIDDLETOWN, NY 10940**

LATE NOTE

Date: _____

Student Name: _____ **Grade:** _____

Reason for Lateness:

Parent Signature

Our Lady of Mount Carmel School
Middletown, New York 10940

Parent/Guardian/Student Signature Page – 2010-2011 School Year

We have read the handbook and agree to follow the school policies and procedures as stated.

(Parent's/Guardian's Signature)

(Parent's/Guardian's Signature)

Date: _____

Date: _____

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)

(Grade 2 and above Student's Signature)