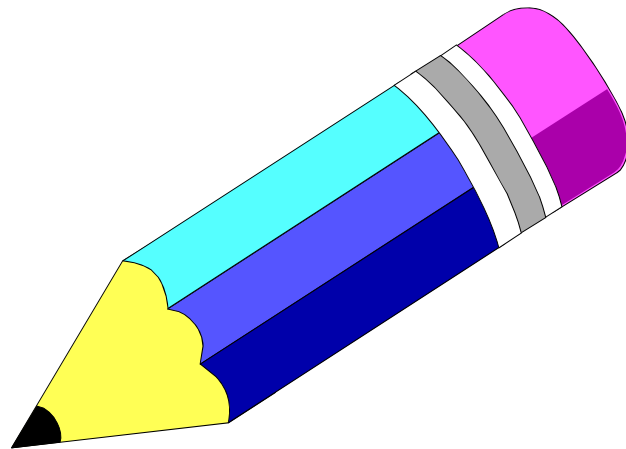


*Our Lady of
Mount Carmel
School*

Elmsford, New York



Parent Handbook

School Philosophy

Our Lady of Mount Carmel School is a viable Christian educational institution that provides a unique, value-oriented quality education in the setting of a faith community.

Our school is a community of Christians who share the faith and confidence that the teachings and the life of Jesus Christ are the essential foundations for a truly happy and rewarding experience with others, by engaging in those activities which instill love for truth, thus inculcating a series of principles or values in their students and their families within an overall context of quality secular education.

This education, in order to be complete, is committed to the development of the whole child - emotionally, socially, physically, spiritually and intellectually. It envisions the growth of a child in such ways as will make him/her a productive, cooperative, contributing citizen in church, school and society. It seeks to have its students develop a healthy self-image and sense of self-worth that will progressively express itself in respect for the world as a whole, showing true active concern for others, be they neighbors or humankind as a whole.

Inasmuch as it envisions itself specifically as a community of Christian faith, Our Lady of Mount Carmel School proposes to teach the message of Christ, and build into the lives of its students, with their families, a sense of the value of worship and personal prayer. In this way one comes to see in active service to one's society, a natural responsibility, the added dimension of that service being a sign and expression of sincere Christian commitment to the Lord in faith. Our Lady of Mount Carmel School provides a Christian environment that will elicit Christian growth, thus creating a leaven for the community in all areas of Christian and Church concern.



Educational Objectives

SPIRITUAL

- I School provides a program of religious education for students:
 - a) sequential development of studies according to the age level of the child.
 - b) opportunities for creative student preparation and involvement in liturgical and sacramental celebrations according to their maturity and talents.
 - c) retreat opportunities and prayer services.
 - d) birthday masses
 - e) Lenten services

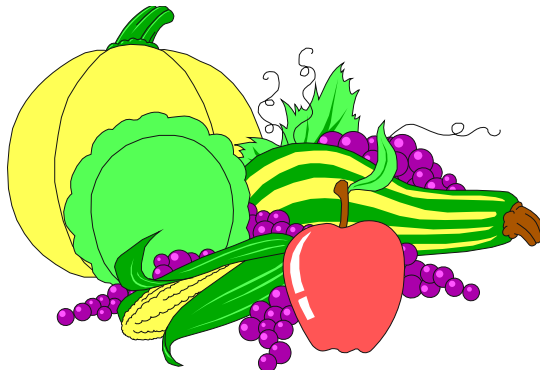
- II Faculty gives priority to creating an environment in which the truths of faith and the message of Christ can be nourished in and lived by each student.
 - a) create an atmosphere of freedom and love
 - b) respecting the readiness of each individual for religious growth
 - c) mutual sharing and trust
 - d) faith witness of the teachers and students
 - e) development of social awareness with opportunities for involvement
 - f) opportunities for daily prayer

- III That the faculty involve parents in the religious education programs of their children to enrich their own lives and to unify the religious formation efforts of school and home.
 - a) presentation of an overview of sacramental programs
 - b) encourage participation in practicing one's faith

- c) cooperative program in which parents assist in sacramental preparation

IV That the faculty evidences compassion and gives service to the needy.

- a) giving special attention to disadvantaged students
- b) participating in civic activities for the good of others
- c) utilize conflict resolution strategies to solve problems
- d) helping the troubled resolve their difficulties
- e) consoling those in sorrow or distress
- f) assisting co-workers in their needs



V That the faculty and students show active concern for world problems.

- a) including aspects of these problems in the classroom e.g. hunger, poverty and environmental concerns
- b) planning activities to develop positive attitudes concerning peace and justice and diversity
- c) developing the dignity of all
- d) students have opportunities to minister to persons in need

CURRICULUM & ACTIVITIES

I To provide a well integrated curriculum implementing the following:

- a) Follow New York State Syllabus
- b) Multimedia materials
- c) Individualization
- d) Promoting the use of technology to foster an improvement in student performance and having a working knowledge of computer programs.
- e) Assembly Programs: Glee Club, Pre-K, K performances - Halloween
- f) Remediation
- g) Special Teacher Services - *Physical Education, Art, Spanish, Computer, Counseling, Music, Conflict Resolution*
- h) Library
- i) Field Trips
- j) Reading Groups
- k) Professional Journals
- l) Competitions - *art, essay, poetry, spelling bee*
- m) Projects
- n) Literacy Program
- o) Book Fairs
- p) Professional Assemblies
- q) D.A.R.E.
- r) University Field Experience (Remediation and Enrichment)
- s) Staff Development workshops
- t) Cooperative Learning



II To prepare our students to be contributing, cooperative citizens of Society, Church and School through:

- a) Cardinal's Appeal & other charitable organizations
- b) Ecology Projects
- c) Peer Tutors
- d) Current Social Issues - *drug, alcohol and aids awareness*
- e) Mission Appeals
- f) General Service
 - 1. *Leaders of Prayer*
 - 2. *Office Helpers*
 - 3. *Altar Servers*
 - 4. *Library Assistants*
 - 5. *8th Grade Kindergarten Dismissal Monitors*
- g) Partner Programs - Pre-K/6, K/7, 1/8

III To foster an environment for active concern for others by:

- a) Preparing baskets for the poor
- b) Showing compassion in time of need, sickness and death
- c) Emphasizing common courtesy
- d) Supporting mission activities
- e) Working together on school projects
- f) Community Service - *Glee Club performs at nursing homes/senior citizens*

IV To foster occasions for healthy interpersonal relationships between the students themselves and advisors.

- a) Teams
- b) Library
- c) School Yard
- d) Glee Club
- e) Informal counseling - listening -advising
- f) Volunteers working with the children
- g) Class Meetings
- h) Group Assignments
- i) Stay N' Play - *after school program*
- j) Partner Program - Pre-K/6, K/7, 1/8
- k) Magic Circle
- l) Recorder Lessons
- m) Scout Troops
- n) Officer Phil
- o) Band
- p) Drama Club



V To foster an atmosphere of self-motivated continuous learning.

- a) Library
- b) Intellectual Curiosity
- c) Respect for the cultures and traditions of all people
- d) Creative use of leisure time
- e) Exposure to good literature and language, art and music
- f) Develop creative and critical thinking
- g) Development of communication skills

SOCIAL

I To provide opportunities for children to come together for enjoyment:

- | | | |
|----------|--------------------------|-------------------------------|
| Activity | a) Class Trips | h) Parent Planned Student |
| | b) Assemblies | i) Parties |
| | c) Holiday Celebrations | j) 8th Grade Graduation Party |
| | d) Birthday Celebrations | k) Team Recognition |
| | e) Penance Reception | l) Dances |

II To maintain and strengthen cooperation and deep personal relationships among the faculty and administration.

- a) Weekly Teachers' Meetings
- b) Faculty Prayer
- c) Teachers' Lounge
- d) Informal Gatherings - *Birthday and Christmas Parties*
- e) Teachers' Recognition Day
- f) Constructive Criticism by Principal



PHYSICAL

I To provide opportunities for physical development.

- a) Physical Education
- b) Health Services
- c) Field Day - Walkathon
- d) Teams - Boys & Girls Basketball
- e) Science - Health Programs
- f) Drug and Alcohol Awareness Programs

EMOTIONAL

I To foster a healthy atmosphere of emotional development leading to a good self-image and feeling of worth.

- | | |
|--|----------------------------------|
| a) Teachers' interest and concern | h) Glee Club |
| b) Professional referrals | i) Enrichment |
| c) Positive classroom reinforcement | j) Classroom display of projects |
| d) Tutoring | k) Band |
| e) Remediation | l) Curriculum Fairs |
| f) Student prepared assemblies | m) Academic Awards |
| g) Acknowledgment of Achievement - <i>Sports, Honor Roll, Peacemaker</i> | |

Rules

SCHOOL DAY SCHEDULE

Classes are in session from 8:15 a.m. to 2:40 p.m. No student may leave the grounds at any time without a note from a parent.

EARLY DISMISSAL

In case of a doctor's appointment during school hours, the student should bring a note signed by his/her parent or guardian stating the time it will be necessary to leave school and the reason. Appointments during school hours are discouraged. Before leaving the school the student must report to the office to sign the Early Dismissal Book.

ABSENCE

A parent must phone the office (592-7575) between 8:45 a.m. and 9:30 a.m. on the morning of the absence. Each absence requires a note signed by a parent upon the student's return to school. Any absence that is not followed by a note will be considered illegal and recorded as such on the student's attendance records. According to state regulations, student illness and death in the immediate family constitute a legal absence.

ILLNESS IN SCHOOL

If a student becomes ill while at school, the parent will be contacted by the school nurse. Children who are ill should not be sent to school (*temperature, uncontrollable coughing, vomiting, pink eye.*)

BRIEF ILLNESS

In Grades 5 - 8 the students are assigned partners. If a student is absent for a couple of days, the child's partner will be responsible for copying the homework and collecting the necessary books. The parents must make arrangements to pick up the assignments. Upon returning to school, the student should contact his/her teachers to discuss the material covered during his/her absence. The student is responsible for making up work missed during absences.

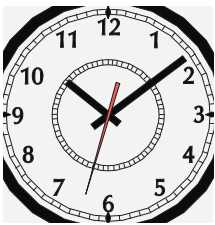
IMMUNIZATIONS

All new entrants must have a physical examination and submit proof, signed by a doctor of the following shots:

	Pre-K	K through 12
Diphtheria containing Toxoid (DPT)	3 doses	3 doses
Polio	3 doses	3 doses
Mumps	1 dose	1 dose
Rubella	1 dose	1 dose
Varicella	1 dose	1 dose
Measles	1 dose	2 doses
Hepatitis B	3 doses (born on/after 1/1/95)	3 doses (born on/after 1/1/93)
Haemophilus Influenza type b (Hib)	3 doses - less than 15 months of age 1 dose - administered on/after 15 months of age	Not Applicable

New entrants must have this information sent to the school prior to closing of school in June.

LATENESS



If a student arrives after 8:15 a.m. he/she must report to the office for a Late Pass. Lateness may be excused or unexcused. Lateness will be excused if there is a delay in the bus transportation provided by the school district or if the student brings a note from a parent explaining some extraordinary circumstances. All other lates are unexcused. After 3 latenesses children will be required to go to detention on Wednesday from 1:00 - 3:00 p.m. If lateness continues parents will be expected to meet with the Principal.

UNIFORMS

GIRLS

SUMMER

(All grades except Pre-K & K)

Light blue dress OR light blue skirt and white knit shirt
White or navy blue socks (knee or ankle) - Navy blue tie shoe

WINTER

Grades 1-5 Plaid Jumper - light blue round collar blouse (skirt optional from grade 3)
Gray pullover V-neck sweater
Navy blue or gray knee socks or tights

Grades 6-8 Plaid skirt - light blue pointed collar blouse
Gray pullover V-neck sweater
Navy blue or gray knee socks or tights

Shoes Grades K - 4 Navy blue tie shoe
 Grades 5 - 8 Black or Navy shoe

BOYS (Grades 1-8)

SUMMER

Navy blue pants - light blue knit shirt (no tie)
Black tie shoe (no sneakers)

WINTER

Navy blue pants - light blue button shirt - plaid tie
Gray pullover V-neck sweater
Black tie shoe (no sneakers)

PRE-K & KINDERGARTEN uniforms are the same in summer and winter

GIRLS Navy blue jumper - white blouse with red trim - navy sweater
Navy blue tie shoe

BOYS Navy blue pants - knit shirt
Black tie shoe

GYM UNIFORM (All grades) **SUMMER**

Navy blue gym shorts - navy school T-shirt - any sneaker

WINTER

Navy blue school sweat suit - any sneaker

D.A.R.E. shirts may ***not*** be worn

UNIFORM VIOLATIONS A student who is unable to wear his/her uniform, or part of it,
must bring a note from his/her parent or guardian.

PHONE CALLS

Phone calls should be made to the school before 9:30 a.m. to report an absence. Calls and messages for your child are disruptive both to the office and the class. Please make plans with your child before leaving home in the morning. Messages should be left *only* for emergencies. Messages will be delivered at 2:15 on full days and 12:00 on half days.

VISITORS

Teachers may not be interrupted during class time. Parents and visitors are asked to report to the office with lunches, messages, etc. Homework for absent children should be picked up at dismissal time (3:00 p.m.) in the office.

SCHOOL CLOSING

In case of bad weather or another emergency, school closings are announced in several ways: radio station *WFAS* AM 1230 FM 103.9, www.wfasfm.com, News 12 Westchester on Channel 12 *or* on our own website: www.olmc.ws . We also have a link to the *WFAS* Storm Center.

NON-DISCRIMINATION POLICY

In accordance with their educational purposes and the Christian teaching of the essential quality of all persons, Our Lady of Mt. Carmel School does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admission policies and other administered programs.

REPORT CARDS AND PROGRESS REPORTS

Report cards/Progress reports are issued four times a year, at the conclusion of each marking period. Progress Report/Report card envelopes must be signed by a parent and returned to the home room teacher. The school passing mark is 70%. Students who fail in a particular subject are expected to attend summer school or be tutored by a teacher who is qualified in that subject area. Honors are awarded to students who receive a satisfactory conduct mark (S) and maintain the following averages in all academic areas (excluding penmanship):

<i>Principal's Honor Roll</i>	95% or above average
<i>First Honors</i>	90% average
<i>Second Honors</i>	85% average

FINANCIAL COMMITMENTS - MINIMUM CONTRIBUTION PLAN REGISTRATION FEE

Explained on a separate sheet.

In February every child must be re-registered for the following school year. There is a per child fee. This is not included in the Minimum Contribution Plan.

BOOK / ACTIVITY FEE

The New York State Textbook Law allows \$55.00 a year per child. To supplement this amount, a book fee is charged for each child. This may be paid annually in September or semi-annually in September and January.

LATE FEE \$10.00

If payment is not received by the end of September and January a \$10.00 late fee will be imposed per semester.

CARE OF BOOKS



Books must be covered with wallpaper or contact as needed. Cardboard should be inserted in soft cover books.

School bags must be used.

PARENTS' GUILD DUES

Parents' Guild Dues are mandatory. This charge is included with the registration fee.

INSURANCE

Insurance is optional at a nominal charge. Notification is sent in September.

STAY 'N PLAY

An after school day care program is available for children whose parents are working. It is in operation when school is in session. In order for your child to attend on half days, they must come on a regular basis. Fees are calculated by the week. Please check with the director if you are interested.

NUTRITION PROGRAM

Children may bring their own lunch. However, hot lunches are served on Monday, Tuesday, Thursday and Friday. Children are enrolled in the program for the entire month. A lunch menu and fee schedule will be sent home at the beginning of each month. Assorted snacks are available each day lunch is sold, as well as on Wednesdays, and other half days.



HALF DAYS

The Public School children receive Religious Instruction on Wednesday afternoon. A Teachers' Meeting is conducted every first Friday of the month.

Dismissal every Wednesday and on the first Friday of each month is at 12:15 p.m.

OFFICE INFORMATION

If there is a change of address or phone number during the year, kindly notify the office in writing.

EXTRA CURRICULAR ACTIVITIES

JV & Varsity Boys' & Girls' Basketball

Glee Club
Chess Club

Art Program

Band
Piano Lessons



CULTURAL DAYS

Field trips to theaters, museums and historical sites are scheduled.

PARENTAL INVOLVEMENT

You who are the parents of our Catholic school children have made a choice. You *have chosen* the community in which your child shall be educated, the soil from which he/she shall be nourished. You *have chosen* not just an academic community where people interact worthily enough about many school matters. You *have chosen* a community of faith, where faith is proclaimed and the values of the Gospel are expressed. You *have chosen* a community marked by the presence of Jesus Christ. The principal long-run religious educational influence of the Catholic school seems to flow from its community-building character. Catholic schools bind parents and children more intimately into the parish community and through the community seem to have a durable impact on adult life - for parents and for children in years to come.

To be successful, parents and teachers must work closely together. This parent involvement must be a viable one. On many occasions it must also be a very *active* participation. If our schools are going to survive we need *you*. Please consider how you can support us. Many times during the year we need volunteers for:

Reading Partners
Craft Workshops
Christmas Fair
Support of Parents' Guild Activities
Help in fund-raising activities

It is important that everyone do his/her part.

Each year it is *expected* that our parents will participate in the project to maintain, paint and repair the school facilities.



Thank you for choosing Our Lady of Mt. Carmel School

We pledge you our best.