

Our Lady of Mt. Carmel School
Elmsford, NY

Pre-K ~ 2



Student & Parent Guide



Pre-K ~ 2nd Grade Student & Parent Guide

WHAT IS MOUNT CARMEL LIKE?

Mt. Carmel is a small, private, Catholic school located in Elmsford, New York. We generally have between 200 and 250 students in grades Pre-K through 8. We have one class per grade. In each class you will find anywhere between 15 and 30 children. Pre-K through 4th grade are self contained. Grades 5 through 8 are departmental. This means you will have more than one teacher in the upper grades.

WHAT TIME DOES SCHOOL START?

School begins at 8:15 a.m. All children *must* be in the school yard no later than 8:15.

WHEN MY BUS ARRIVES, WHERE DO I GO?

The bus will drop you off at the entrance to the playground. If your bus arrives before 8:00 you should go to the classroom where the children are staying with a teacher and wait quietly until the teacher who is on duty comes to get the children and takes them to the yard.

IF YOU RIDE A BUS, YOU WILL SIGN A BUS CONTRACT. It states the rules that you are expected to follow while riding a bus. This contract will also be signed by your parents. If you fail to follow these rules, you can be removed from the bus.

WHAT IF I DON'T COME TO SCHOOL ON A BUS?

If you WALK you should come directly into the playground as long as a teacher is on duty. No child should arrive before 8:00. If a teacher is not on duty, you should come into the school and go to the classroom where the children are waiting with the teacher.

If you come by car, you should be dropped off at the convent driveway on Mortimer Avenue. You may *not* be dropped off where the busses stop. If a teacher is not on duty, you should come into the school and go to the classroom where the children are waiting with the teacher.

WHAT DO I DO IF THERE IS NO ONE IN THE PLAYGROUND AND IT IS AFTER 8:00?

It will probably be due to bad weather. You should come into the school and go directly to your classroom.

I AM IN THE PLAYGROUND AND A BELL RINGS, WHAT DO I DO?

The teacher on duty will ring a bell. This bell tells you to walk to the place where your class lines up. Once this bell rings, there is no more talking.

WHAT CAN I DO IN THE PLAYGROUND BEFORE THE BELL RINGS?

You may stand with your class and talk to your friends. You may not run or play ball. Grades 4-8 are allowed to play basketball.

WHEN I GET TO THE CLASSROOM WHAT DO I DO?

Each teacher has his/her own routine about how they want you to unpack and put your things away. However, all children are assigned morning work which is to be done without talking.

ARE THERE ANY GENERAL SCHOOL RULES THAT I SHOULD KNOW ABOUT?

No gum chewing. No running in the hallways or on the stairs. Walk in the hall quietly, others are working.
No fighting. Treat the building as if it were your home. Respect each other.

ARE THERE SPECIAL CLASSROOM RULES?

Each classroom will have it's own set of class rules which you will find out about at the beginning of the school year.

WHAT TIME DO I EAT?

Grades Pre-K through 3 have lunch from 11:15 to 11:45. Grades 4 - 8 have lunch from 12:00 to 12:20.

CAN I BUY LUNCH, OR DO I NEED TO BRING MY OWN?

You may subscribe to our Nutrition Program which is billed on a monthly basis, or bring your own lunch. A monthly menu is sent home. Snacks may be purchased.

WILL I HAVE RECESS?

Yes you will. Pre-K through grade 3 have recess from 11:45 to 12:15. When the weather is nice, you will go out into the yard for recess. If it is not possible to go outside, you will stay in the classroom. Some of the things you may do are: play board games, color, work on puzzles, play cards, or watch a video.

DO WE EVER GET TO HAVE A PARTY?

You may celebrate your birthday in school if you would like to do so. You should ask your teacher before the day of the party. Remember to keep the party simple: Cupcakes and juice paks are allowed. Please, *no other treats*. Remember to include napkins and plates for your party.

If you are planning a party at home, you may *not* pass out invitations to the children at school.

Holidays and other special parties will be planned by your teacher.

IS THERE AN AFTER SCHOOL PROGRAM?

If your parents work and there is no one at home who can take care of you, there is an after school child care program called Stay 'N Play. You are given a snack and are able to have some play time as well as work on your homework.

ARE THERE ANY SPECIAL ASSEMBLIES AT MT. CARMEL?

We have guest speakers and special programs. At Christmas time the First Grade and Glee Club performs. During the Spring, Pre-K and K puts on a performance with the Glee Club. Sometimes we have school wide plays or festivals. You can join the Glee Club in Fourth Grade.

IF I HAVE TO LEAVE SCHOOL BEFORE THE END OF THE DAY, WHAT DO I DO?

One of your parents must send a note to your teacher informing them of the time and the reason for an early dismissal. When it is time for you to leave, you will meet your parent in the office and get signed out.

If you are sick and need to go home, a parent will be called and arrangements will be made for someone to pick you up.

Unless you have specific permission from a teacher, under no circumstances may you ever leave the grounds.

DO WE EVER GO ON CLASS TRIPS?

Certainly! all classes usually get to go on at least one class trip during the school year. However going on a trip with your class is a *privilege*. At your teacher's discretion it may be decided that you do not deserve to join your class on a trip. Some examples are: consistent lack of responsibility, repeatedly not doing homework, failure to obey school and/or class rules. If you are not going on a class trip, you are expected to be in school on that day.

OTHER THAN THE NORMAL SUBJECTS LIKE RELIGION, READING, MATH, LANGUAGE ARTS, SCIENCE AND SOCIAL STUDIES, ARE THERE ANY OTHER SUBJECTS THAT I WILL LEARN ABOUT?

Depending upon the grade you are in, you will also learn penmanship, phonics and spelling. In addition, most classes have physical education, art, music, library, spanish and computer.

DO WE EVER GO TO MASS ALTOGETHER?

We come together as a school to celebrate mass many times throughout the year. We celebrate birthdays once a month. We also go to celebrate occasions such as: The Holy Days of Obligation, Catholic Schools Week, and Mass of the Holy Spirit.

I KNOW I'LL HAVE HOMEWORK, BUT HOW LONG WILL I SPEND ON IT?

You should expect homework on a regular basis. This is a general guideline.

Kindergarten: 15-20 minutes **First:** 20-30 minutes **Second:** 30-45 minutes **Third:** 45 minutes-1 hour

WHAT HAPPENS IF I DON'T DO MY HOMEWORK?

We certainly would take into consideration that there are times when homework could not be completed for a serious reason such as illness. On these occasions a note from a parent will be expected.

IS GOOD CITIZENSHIP AND GOOD SCHOOL WORK EVER RECOGNIZED?

If you are in grades 1-2 you can be recognized for First or Second Honors.

First Honors	A in every subject or 90% average with no grade less than 85%
Second Honors	B in every subject or 85% average with no grade less than 80%

At the end of each marking period those children whose academic average is between 85 and 89 will receive second honors. Averages over 90 will receive first honors. Children must receive an **A** or **B** in Conduct to be eligible for honors.

In June an Awards Ceremony will be held for First and Second Grades. All children are included in the ceremony. Awards will be given for First and Second Honors. All children will receive a completion award.

HOW DO I CARE FOR MY BOOKS?

Textbooks should be covered in either wallpaper or contact paper (leave the backing on.) Soft cover books should have a piece of cardboard in the front and back and then covered in the same way as the textbooks. No paper wrapping is acceptable.

You may not draw or mark in any of the books that you are given. You are really borrowing them and need to keep them in good condition for the next child.

Your notebooks are not for scribbling or doodling. They are for doing classwork and/or homework. These should also be kept in good condition.

WHAT DO I DO WHEN THERE IS A FIRE DRILL?

You are to leave the room in a single line as quickly as possible. You must walk quietly and follow directions at all times.

If an exit other than the one you usually use is blocked off for any reason you must turn around and leave using another exit.

You are to walk away from the building and gather in a designated area facing the building, remain quiet and wait for instructions.

If you are in the bathroom, library, etc., leave the building immediately.

WHAT DOES YOUNGEST AND ONLY MEAN?

Many times during the school year notes have to be sent home to each family. Rather than send each child a notice, the youngest or only child of the family receives the notice. In this way only one note per family goes home.

Important notices should be sent home in a special folder that you have. You should discuss with your parents where this folder will be placed at home.

HOW WILL I GET DISMISSED AT THE END OF THE DAY?

Dismissal time is 2:40. You will hear a bell ring at 2:30. This lets you and your teacher know it is time to get ready to go home. Each teacher will have his/her own procedure for packing up. There are several ways you may leave. They are:

Bus ~ Car Pick-up ~ Walk ~ Stay 'N Play

Each group has a specific place to meet when they are dismissed. You are expected to get in line quietly and orderly. There is no pushing or running.

WHAT DO I WEAR TO SCHOOL?

Pre-K and Kindergarten uniforms are the same in summer and winter.

Girls: Navy blue jumper - white blouse with red trim - navy blue sweater - navy blue tie shoe
Boys: Navy blue pants - white button shirt - red crisscross tie - navy blue sweater - black tie shoe

Winter Uniform for grades 1, 2, 3

Girls: Plaid jumper - light blue round collar blouse - gray pullover V-neck sweater - navy or gray knee socks or tights - navy blue tie shoe (plaid skirt optional for grade 3 only)

Boys: Navy blue pants - light blue button shirt - plaid tie -gray pullover V-neck sweater - black tie shoe (no sneakers)

Summer Uniform for grades 1, 2, 3

Girls: Light blue dress OR light blue skirt / white knit shirt - white or navy socks (knee or ankle) - white canvas tie sneaker
Boys: Navy blue pants - light blue knit shirt (no tie) - black tie shoe (no sneakers)

Gym Uniform - All Grades (Pre-K is optional. They may wear a gym suit on Thursday if you wish)

Summer: Navy blue gym shorts - white school T-Shirt - any sneaker (worn under regular uniform)
Winter: Navy blue school sweat suit - any sneaker (worn instead of regular uniform)

All hats are to be removed once you enter the school building.

Boys may not wear earrings. Girls' jewelry should be kept simple and to a minimum. (e.g. small earrings are permitted, dangling are not.)

Both boys' and girls' hair should be neat and well-groomed. Unusual hair styles will not be permitted (e.g. no mohawks, tails or designed haircuts.)

Dear Parents,

After you have read this handbook and discussed it with your child, please complete the form below and return it to the classroom teacher.

Thank you for your cooperation.

Sincerely,

Sr. M. Stephen, RDC

Cut _____

To Our Lady of Mt. Carmel School:

We have read and discussed the Mt. Carmel School Pre-K ~ 2 Student & Parent Guide.

Student Name _____ *Grade* _____

Student Signature _____

Parent Signature _____

Date _____

