

*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, grade 5 through 8 is departmental. This means you will have more than one teacher in the upper grades.

*WHAT TIME DOES SCHOOL START?*

A child is considered late if they are not on line by 8:15 a.m.

*WHEN MY BUS ARRIVES, WHERE DO I GO?*

The bus will drop you off at the entrance to the playground. You may not leave the playground without permission from the teacher on duty. 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 A.M. If a teacher is not on duty, you should come in to 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. Children may not be upstairs before the bell rings.

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

This will be due to bad weather therefore 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 freeze in place. Once this bell has rung, there is no more talking. A second bell will ring and you walk to where your class lines up. 🔔

*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 INTO THE CLASSROOM WHAT DO I DO?*

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

*WHAT SHOULD I DO IF I'M LATE FOR SCHOOL?*

If the bus was late you may go directly to the classroom. If you are late for any other reason, you must go directly to the office for a late slip.

*WHAT HAPPENS IF I AM CONSISTENTLY LATE?*


LATENESS INTERFERES with classroom routines. Since a mark is given for "Morning Work" you are responsible for completing it with your homework. If the lateness is an unexcused lateness you must attend detention at lunch time.

*MAY MY PARENTS GO TO THE CLASSROOMS?*

Parents who come to school are requested to go to the office to obtain a Visitors Pass so they do not interrupt the class or its teacher.

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

No gum chewing.	Walk in the hall quietly, others are working.
No running in the hallways or on the stairs.	Respect each other.
No fighting.	Treat the building as if it were your home.
No eating food or snacks during class time unless authorized by a teacher.	

 You may use the telephone only with your teacher's permission and *only in the Office*. You will be expected to pay for the call. In addition, electronic devices (communication, music, or game) are not allowed. Emergency cell phones must be registered with your teacher, by your parent. They must be turned OFF and kept in your backpack. They may not be used for texting, e-mail, or Internet access. This applies to Stay 'N Play also. You must ask permission before making an emergency call or checking voice mail.

*ARE THERE SPECIAL CLASSROOM RULES?*

Each classroom teacher will have his/her own set of class rules which you will find out about at the beginning of the school year. If these rules are not followed you may not be allowed to go on class trips.

*WHAT TIME DO I EAT LUNCH?*

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 have a choice. You can either buy lunch or bring your own. The lunch menu is sent home with the monthly calendar at the end of each month for the following month. You may not go on & off the lunch program during the month. Changes can only be made at the beginning of each month. Snacks may be purchased.

*WILL I HAVE RECESS?*

Yes you will. Pre-K through grade 3 have recess from 11:45 to 12:15. 4th grade through 8th grade have recess from 12:20 to 12:45. 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 various board games, color, work on puzzles, watch a video, or use a computer.

*WHAT DO I WEAR TO SCHOOL?*

(See page 5)

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. Small earrings are permitted, but large hoops and dangling ones are not.

Make-up is not permitted.

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.)

If you come out of uniform you must bring a note from your parents explaining why.

*WHAT CAN I WEAR WHEN NOT IN UNIFORM?*

You may wear shirts, tops, pants, dresses and skirts that are appropriate (in length and size) for school. Tank tops, crop tops, and micro mini skirts are not permitted.

*DO WE EVER GET TO HAVE A PARTY?*

You may celebrate your birthday in school if you would like to do so. You should tell your teacher before the day of the party. Remember to keep the party simple: cupcakes and juice paks only. *Please*, no cakes or pizza. Party bags are not allowed. Remember to include napkins 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. In the older grades the classes usually get to plan the parties with the teacher.

*ARE THERE ANY SCHOOL ACTIVITIES THAT I CAN PARTICIPATE IN?*

Each year there are several choices of activities depending upon the interest. Examples are:

Boys Basketball	Drama Club	Art	Glee Club	ITV - 8 <sup>th</sup> Graders
Girls Basketball	Basketball Clinic	Piano	Band	Yearbook - 8 <sup>th</sup> Graders

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?*

In addition to guest speakers and special programs, various classes may put on a play. At Christmas time the first grade and Glee Club performs. During the Spring, Pre-K and K and the Glee Club put on a performance. Sometimes we have school wide plays or festivals. If you are in grades four through eight, you may choose to be a part of the Glee Club. Anyone in grades 3 - 8 may participate in the Band

*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 school 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 allowed to go on the 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, all classes have physical education, art, music, library, and computer. Fourth -Eighth Graders have a counselor available from A.D.A.P.P. Grades 4 through 8 study Spanish. If you are a fifth or seventh grader, you also participate in the *D.A.R.E.* (Drug Abuse Resistance Education) Program.

*DO WE EVER GO TO MASS ALTOGETHER?*

✚ We come together as a school to celebrate mass many times throughout the year. We celebrate birthdays. This is done once a month. We also go to celebrate other special 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. The amount of time below is a general guideline.

Pre-K & K	15 - 20 minutes	3	35 minutes - 1 hour
1	20 - 30 minutes	4	1 - 1 ½ hours
2	30 - 45 minutes	5 - 8	1 ½ - 2 hours (including studying)

*WHAT HAPPENS IF I DON'T DO MY HOMEWORK?*

In the Upper Grades (4 - 8) a zero will be given and averaged into the student's report card. We certainly would take into consideration that there are times when, for a serious reason, homework cannot be completed (e.g. illness.) On these occasions a note from a parent will be expected.

It is the responsibility of both students and parents to obtain all required homework and assignments when a student is absent. All students should be prepared to take any scheduled tests upon their return.

Unfinished homework assignments will be completed in Detention.

***DETENTION MAY ALSO BE GIVEN FOR THE FOLLOWING REASONS:***

Being disrespectful      Disobeying school and/or class rules


*IS GOOD CITIZENSHIP AND GOOD SCHOOL WORK EVER RECOGNIZED?*

You will receive an Achievement Certificate if you have 90 or above in Religion, Reading, Grammar and Math. You also must have an A or B in conduct.

At the end of each marking period those children whose academic average is 85% with no mark less than 80% will receive second honors. Averages of 90% with no mark less than 85% will receive first honors. The Principal's Award will be presented to children with an average of 95% or over, with no mark less than 90%. Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an **A or B** in conduct to be eligible for honors. 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.**

At the end of the year an awards ceremony for grades 3 - 7 will be held. Those children who receive the highest average in each subject area (90% or over for the last 3 marking periods) will be recognized. A general excellence award will be given to the child with the highest overall average. This student will not get any subject awards, but will receive honor awards.

*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 the books that you are given. You are really borrowing them and need to keep them in good condition for the next child.

Your note books are not for scribbling or doodling. They are for doing class work and/or homework. These should also be kept in good condition.

*WHAT DO I DO IF 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. If there is a change in your dismissal routine or plan a note from your parent is required.

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. Students must remain on bus lines until their bus arrives. No ball playing is permitted.

*IF MY PARENTS WORK CAN I STAY IN SCHOOL AT THE END OF THE DAY?*

There is an after school program (Stay 'N Play) for children whose parents work. Your parents can sign you up. A fee is charged for this program.

## 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)

#### 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

***NO PLATFORM SHOES, SNEAKERS OR HIGH HEELS ARE ALLOWED.***

### 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 blue school T-shirt - any sneaker

#### WINTER

Navy blue school sweat suit - any sneaker (worn instead of regular uniform)

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

**ONLY Official OLMC Gym Uniforms Are Acceptable**

## Archdiocese of New York ~ Summary Statement

Once students have met the necessary admission requirements and have been accepted in Our Lady of Mt. 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 Mt. Carmel (OLMC) 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, OLMC 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 their receipt of the Assignment Book and the student's attendance at the school, a student and his or her parents or guardians agree to the policies, obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending OLMC 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, whether 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 OLMC 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 OLMC School agree to 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. It should be noted, however, that any example set forth in this handbook is only meant to provide guidance to the student and his or her parents or guardians. It is not meant to be a complete listing of improper conduct or resultant disciplinary action.