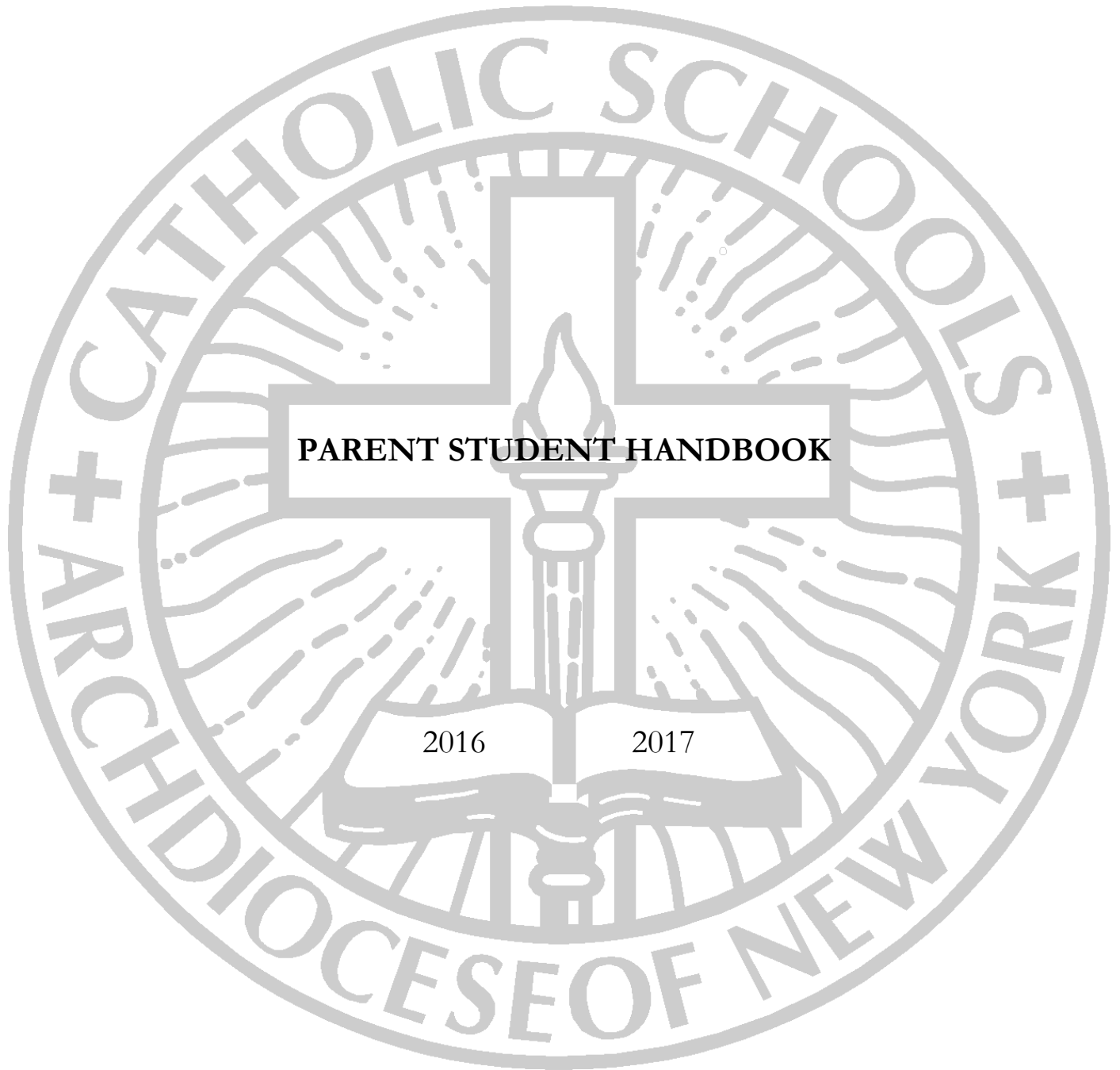


# Our Lady of Perpetual Help School





# OUR LADY OF PERPETUAL HELP SCHOOL

575 Fowler Avenue Pelham Manor, New York 10803  
(914) 738-5158 FAX (914) 738-8974 E-mail [W502@adnyeducation.org](mailto:W502@adnyeducation.org)

## Philosophy

Our Lady of Perpetual Help School is committed to providing an environment in which students can develop strong academic skills, as well as, the Christian values of Justice, Peace, Love, and Compassion. These qualities will be cultivated by our community involvement in service activities. Recognizing parents as the primary educators of their children, the school endeavors to augment the religious and academic teachings begun in the family by providing, through student-teacher relationships, a family-like spirit of respect, trust, and support in which each child can develop fully, grow in Christian virtue, and become a responsible citizen contributing to the moral fabric of society.

Vital to this end is a school dedicated to design an environment, which will maximize the growth of each individual no matter what the student's ability or level of maturity. The task of our school is fundamentally a synthesis of culture and faith, reached by integrating all the different aspects of human knowledge taught in the light of the Gospel.



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September 2016

In recent years, because of the concern of the Federal Government in regard to asbestos containing materials, an annual inspection is mandated. The annual inspection of our school revealed all asbestos containing materials are in priority III condition, indicating that only ongoing inspections are needed to assure proper maintenance for the future.

The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all students and employees.

In addition, we are also in compliance with the regulations regarding the spraying of pesticides on school property.

## Our Lady of Perpetual Help School

Proposed Calendar 2016 – 2017

September	2	Superintendents Conference Day (Data Day)	NO SCHOOL
	3	Superintendents Religion Conference Day	NO SCHOOL
	5	Labor Day	NO SCHOOL
	6	Superintendents Conference Day	NO SCHOOL
		Opening Day for Grades PK through 8 ( <i>half day</i> )	8:15-12:00
	10	Grades PK-8 (Early Drop Off begins) ( <i>half day</i> )	8:15-12:00
	11	Full Day of School (lunch program and After School begin)	8:15-3:00
	16	Home/School Meeting <i>Back to School Night</i>	7:00 PM
	24	Archdiocesan Faculty Professional Development	11:00 DISMISSAL
28	Golf Outing at <i>Pelham Country Club</i>		
October	2	Faculty Meeting	12:00 DISMISSAL
	12	Columbus Day	NO SCHOOL
	13	Begin wearing Winter Uniforms	
	19	Individual (Gr. PK-7) and Group (Gr. PK-8) School Pictures in Full Uniform	
	19 - 23	Interim Assessment #1	
	30	Superintendents Conference Day	NO SCHOOL
November	6	TACHS Exam – Grade 8	
	11	Veteran’s Day	NO SCHOOL
	13	END OF 1 <sup>ST</sup> QUARTER / Faculty Meeting	12:00 DISMISSAL
	20	Report Card Conferences (by appointment)	12:00 DISMISSAL
	23	Retake Day for Individual Pictures / 8 <sup>th</sup> Grade Graduation pictures	
	25	Thanksgiving Recess Begins at Dismissal	NO AFTER SCHOOL
	26-27	Thanksgiving Recess	NO SCHOOL
December	4	Faculty Meeting	12:00 DISMISSAL
	8	Feast of the Immaculate Conception	9:00 Mass
	17	Band Concert/ Christmas Show	7:00 PM
	22	Christmas Recess Begins at Dismissal	NO AFTER SCHOOL
	23-31	Christmas Recess	NO SCHOOL
	January	1	Christmas Recess
4		School Resumes	
15		Faculty Meeting	12:00 DISMISSAL
18		Martin Luther King, Jr. Day	NO SCHOOL
25-29		Interim Assessment #2	
30		END OF 2 <sup>ND</sup> QUARTER	
31-2/6		Catholic Schools Week: <i>“Catholic Schools: Communities of Faith, Knowledge and Service”</i>	
February	4	Eighth Grade Pining Mass	9:00 Mass
	5	Report Card Distribution	12:00 DISMISSAL
	10	Ash Wednesday	9:00 Mass

	15	Presidents Day School is in session 2/16-2/19	NO SCHOOL
March	4	Faculty Meeting	12:00 DISMISSAL
	21-29	EASTER RECESS	NO SCHOOL
	30	School Resumes	
April	5-7	NYS ELA Assessment Grade 3- 8	
	13-15	NYS Math Assessment Grade 3- 8	
	15	Faculty Meeting	12:00 DISMISSAL
	15	END OF 3 <sup>rd</sup> QUARTER	
	22	Report Cards Distributed	
	28	Card Party	
	29	Card Party Thank you	NO SCHOOL
May	1	First Holy Communion	9:30 Mass
	2	Optional Summer Uniform begins	
	5	Ascension Thursday	9:00 Mass
	6	Confirmation	5:00 Mass
	19	Archdiocesan Faculty Professional Development	11:00 DISMISSAL
	24-25	Walk-A-Thon	
	26	Grade 8 Dinner Dance at Beckwith Pointe	7:00 – 11:00
	30	Memorial Day	NO SCHOOL
June	1	Final Exams begin Grades 5-8	
	2	Archdiocesan Religion Exam - Grades 3-8	
	9	Pre-K Graduation ( <i>Last Day of School for PK</i> )	9:30 AM
	10	Kindergarten Graduation ( <i>Last Day of School for K</i> )	10:30 AM
	10	Faculty Meeting	12:00 DISMISSAL
	10	Grade 8 Graduation ( <i>Last Day of School for gr. 8</i> )	5:00 PM
	15	Field Day ( <i>Grades 1-7</i> )	12:00 DISMISSAL
	16	Faculty Planning Day	12:00 DISMISSAL
	17	Report Card Distribution	10:00 DISMISSAL

*\*Please note that while we strive to adhere to this calendar, all dates are subject to change if unforeseeable situations arise. Monthly calendars, with updates, are sent home September–June.*

# School Policies

## *Academic Expectations*

Our Lady of Perpetual Help 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, sign and return on the next school day.** A 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. **Repeated absences when tests are given will be discussed on an individual basis and may result in a grade penalty.**

## *Graduation*

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

## *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 Pre K & K	<i>approximately</i> 15 minutes
Grades 1 & 2	<i>approximately</i> 30 minutes
Grades 3 & 4	<i>approximately</i> 45 minutes
Grades 5 & 6	<i>approximately</i> 90 minutes
Grades 7 & 8	<i>approximately</i> 120 minutes

Students are required to complete all homework and **it is expected that parents or guardians sign the completed homework.** Homework not handed in on the day it is due will result in a "0" grade and demerits.

## *Grades and Grading*

Report cards are distributed four times a year for Grades Pre-K to 8. The report card is a link between the school and the home. Progress Reports will be sent home at times between Report Cards.

### 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. tests
  2. quizzes
  3. classwork/participation
  4. homework
  5. projects/portfolios

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1 – 8.
- Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

### Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with check marks indicating improvement needed in any sub-category.

The "Conduct Grade" 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
7. uses technology appropriately

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

### Honor Roll Policy

Due to changes in the curriculum, associated with the new Common Core Standards, the Honor Role will be suspended for the 2014-15 school year and revisited for the following year.

### Report Card Distribution

Report cards are distributed in November, February, April, and June following the end of each quarter. 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 once school is closed.

### Promotion/Retention

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 year'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 indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

If a child is required to go to summer school for promotion, that child must attend an approved summer school program. If the child does not attend an approved summer school, the child can be retained.

The final decision to promote or retain a student is made by the principal, based on the student's academic performance and best interests. It should be made after discussion with the parent, teacher, and student.

This table indicates the specific failures by grade level that might result in retention at the grade level:

LEVEL	ACADEMIC PERFORMANCE
Kindergarten	Evidence that the child is immature and not meeting program expectations
Grade 1	Evidence of developmental immaturity and a failure in reading
Grade 2	Failure in reading
Grade 3	Failures in reading and mathematics
Grade 4, 5, 6	Failures in reading and mathematics, or Failures in reading or mathematics and failures in two of the following subjects: religion, science, social studies, and language arts
Grade 7,8	Failures in reading and mathematics or Failures in reading and language arts or Failures in reading or mathematics or language arts and failure in one of the following subjects: religion, science, social studies

## Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion tests, interim assessment, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Archdiocesan Test (Will be used as the student's Mid-Year and End-Year Examinations)

Religion Test	Grades 3 to 8	January and June
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Archdiocesan-approved Standardized Assessment

Standardized Assessment – Administered One Time a Year in the Spring	
Grades K-2	ITBS

Interim Assessments

Interim Assessments – Administered Two Times a Year
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NY State Tests

English / Language Arts	Grades 3-8	According to NY State Schedule
Math	Grades 3-8	

The faculty of Our Lady of Perpetual Help School reviews these test results regularly for the purpose of promotion or retention *in conjunction with classroom performance* and grouping for reading and math.

**Accidents**

A student accident insurance fee is added to every child’s Miscellaneous Fee. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance is secondary to the parent’s own medical insurance coverage.

**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, Regional Boards, or religious communities with the Archdiocese.

The process for admission to Our Lady of Perpetual Help School is as follows: parents must complete the school application form and provide all required documents. Following an interview, an evaluation of the materials, and a two day student visit, the parent will be notified in writing about the status of the child. Our Lady of Perpetual Help 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.

**After School Program**

An after school program is available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children on time at the end of the program or activity. Students will be released only to a parent or a person specified IN WRITING by the parent. Information can be found in the After School Handbook located in the Appendix of this handbook.

**Announcements**

Informational announcements are made daily at the morning assemble and throughout the day over the school P.A. system. Courteous attention is expected when any message is presented. All announcements must be written and brought to the office and approved by the principal.

## Attendance

Excused Absence: A child is legally absent from school 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. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school, a completed absence form must be given to the teacher. This form, distributed at the beginning of the school year and available on the school web page and at the Main Office, 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. ***Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. Work will not be sent home prior to a vacation. Students are required to make-up missed work and tests within one week of their return to school.*** If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) 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 8:30 A.M. Absence notes are still required in addition to the phone call. Students who are home sick should concentrate on resting and getting better and will make up missed work upon their return to school. In the case of prolonged absences please contact the classroom teacher to make arrangements to make up missed work. Homework will then be compiled and ready for pick up at 2:30 P.M. Students who are absent on any given day must bring a note from their parent or guardian explaining their absence upon their return to school. It is always the responsibility of the student who is absent to make up class work, homework, and tests/quizzes given on the day of their absence in order to continue their academic progress.

**Any child who is absent for 3 days must have a note from a doctor stating that they are non-contagious and free to attend school. In addition, good health practices require that a child be fever free (without the aid of medication) for 24 hours before returning to school.**

Students who demonstrate chronic lateness (5 times in a month) will receive one hour of detention after school hours. Excessive student absence and lateness in any given year may lead to the denial of registration for the following school year. Disregard for prompt arrival at school demonstrates a rebuff of "respects school authority and follows class and school rules" on the conduct scale of the report card and will be reflected in a drop in a student's conduct grade i.e. 2 detentions and/or 10 times late will result in a drop in the conduct grade.

*If a student is absent or goes home during the day they may not participate in afterschool activities such as sports, parties or assemblies.*

## Books

All other resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

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 children 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 from the classroom library for two weeks. 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. If books are returned late, there will be a five cents fine per day per book, payable by the child. 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.

Additional sets of books for home must be purchased by the parent. We will assist you with this process if necessary.

## **Buses**

Busing is provided, within a 15-mile limit to students who reside in public school districts that provide bussing, 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.

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 persistent misbehavior, suspension will be imposed.*

## **Change of Address, E-mail, Phone**

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency. In addition, parents have the responsibility of keeping their IRIS information current.

## **Charter for the Protection of Children and Young People (B.11)**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled “Right, Safe, Good Relationships”, which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

## Child Abuse Laws

Under NYS law, school officials are *legally obliged to* report 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 a teacher or school nurse suspects abuse or neglect, he or she must immediately report the alleged abuse to the proper agency. The principal must also be advised of the report.

## Child Custody

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement
- Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.
- Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc..
- Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents will be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## 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 by sending a note to the teacher in question and the teacher will arrange for this meeting outside 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. The teacher’s first responsibility is the students. Parents should not expect teachers to be available for conferences of any

nature during the morning assembly time (8:00-8:15). A parent who is refused a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

## 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.

## Contacts with the Media (H.2)

Parents have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office, in addition, they must fill out the photo/video release form.

## Crisis Plan

Should a crisis require evacuation from the Our Lady of Perpetual Help School building, students will be brought to a safe place located at Our Lady of Perpetual Help Church and parents can meet them there.

1. Plan for **Evacuation of the Building**: CODE – “Go to Church” or the fire bell will ring. All exit the building immediately and go to the Church. As in a fire drill, the teacher is the last one out of the room and brings the attendance book.
2. Plan for **Building Lockdown**: CODE - “We are in lockdown. Lockdown your classrooms!” All go immediately to the nearest classroom. The teacher LOCKS the classroom door, COVERS the door window, PULLS the BLINDS CLOSED. All stay in their desks or hidden as directed by the teacher and NO ONE LEAVES OR ENTERS THE ROOM.

Parents will be notified, where possible, through the IRIS system as to the nature of a problem and the children’s safety and location.

## Daily Schedule

The following schedule will be observed by Grades PK - 8:

7:30 AM	Early Morning Drop Off <i>(fee is charged)</i>
8:15 AM	School Day Begins <i>(doors open at 8:00)</i>
11:15 -12:20	Full Day Pre-K – Grade 2 Lunch
11:45 -12:20	Grade 3 – 8 Lunch
11:45 PM	Half Day Pre-Kindergarten Dismissal
3:00 PM	K- 8 and Full Day Pre-K Dismissal <b><i>(children not picked up by 3:05 will be sent to the Afterschool program)</i></b>
Dismissal-6:00 PM	After-School Program <i>(fee is charged)</i>

Before 8:00 AM and after 3:00 PM Our Lady of Perpetual Help School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students should not arrive on the school grounds prior to 8:00 AM and parents must arrange pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION and/or the student must go to the Early Morning Drop Off Program.

**It is not the responsibility of the crossing guard to wait with your child for your arrival in the afternoon. Please be prompt for our 3:00 pick up. Any child not picked up by 3:05 will be sent to the after school program and the daily fee will be collected when the student is picked up.**

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## Discipline Code for Student Conduct

*The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.*

*By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.*

*Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.*

*Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.*

*It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.*

*The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For such acts as disrespect, dress code violation, missing homework/classwork, improper behavior before, during or after school, defacing school property, etc. demerits are given resulting in detention. Repeated violation of these rules and regulations may result in suspension from school or the non-reregistration of the child for the next school year.*

*For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.*

*In cases where a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.*

*In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for such an offense.*

*It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the Internet). Such misconduct could result in punishments including the possibility of suspension and/or expulsion.*

*Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.*

## **Dress Code**

Your school uniform confirms your attendance at Our Lady of Perpetual Help School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform ***always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.***

The official, and only, provider of the school uniform is Leibman's in New Rochelle. All OLPH Shirts, sweaters, and gym clothing is embroidered with our initials – OLPH.

*Girls PK – 4* Plaid jumper, White, Yellow, or Navy Polo Shirt (short or long sleeved); Navy OLPH Sweater with school logo; Navy knee-high socks or tights; School shoes.

*Girls 5 – 8* Plaid skirt; White, Yellow, or Navy Polo Shirt (short or long sleeved); Navy OLPH Sweater with school logo; Navy knee-high socks or tights (no thigh high stockings); School shoes. SKIRTS MUST REACH THE MIDDLE OF THE KNEE AND NO SHORTER. ALL BLOUSES MUST BE NEATLY TUCKED IN.

*Boys PK - 8:* Navy dress uniform trousers and a BELT (no corduroys, Dockers, or baggies), white or yellow polo shirt (long or short sleeved), Navy OLPH Sweater with school logo; Navy or black crew socks; School shoes. ALL SHIRTS MUST BE NEATLY TUCKED IN.

***Girls and Boys Shoes:*** Shoes may be black or navy, flat tie oxford, low-style, or flat-heeled buckle, maximum heel height of one (1) inch. Shoes should have rubber or gummed sole bottoms. Diesels and Sneaker-type shoes are not permitted unless it is the official shoe provided through Leibman's. NO loafers, slip-on shoes, high top shoes, or boots are allowed. High heels and thick soles are not permitted.

***Gym Uniform:*** Navy blue sweat shirt and sweat pants with the OLPH School name on them, (girls and boys) or navy uniform shorts (no more than 2" above the knee; no extra-long or baggy shorts); yellow OLPH gym t-shirt and sneakers; Students must wear sturdy, athletic sneakers with support on Gym days with white athletic crew socks. Anklets and patterned socks are not permitted. FASHION SNEAKERS AND THOSE WITH WHEELS OR SNEAKERS THAT CAN ACCOMMODATE WHEELS ARE NOT PERMITTED.

*Girls PK - 8:* **Jewelry:** No jewelry is permitted except for a wristwatch, one ring per hand, and small earrings (1 per ear located in the lobe-no cartilage piercings are permitted). Post and stud style earrings only. For safety reasons, HOOP, DANGLING AND OVER-SIZED EARRINGS ARE NOT PERMITTED.

*Boys PK - 8:* **Jewelry:** Jewelry is not permitted except for a wristwatch.

**Hair, Nails, Makeup, etc.:** Hair should be clean and well groomed. The boys' hair should not reach the shirt collar. Bangs should not be so long that they impede vision. Boy's hair must be cut short, and kept clean and neat. **If shaved, it must be shaved one length. Heads may not be partially shaved and lines of any type are not permitted.** Girls may wear ribbons in their hair or simple barrettes. No kerchiefs, bandannas, hats, head wraps, large bows, multiple beads or large hair accessories are permitted. NO NAIL POLISH, TIPS, EXTENSIONS; NOTHING ARTIFICIAL PLACED ON THE NAIL. Makeup is unacceptable for school attire, including lip-gloss, scented lip balm and scented lotion. Anything that will present a distraction is not permitted.

***Girls and Boys:*** Undergarments should not be visible through the shirt. OLPH team sweatshirts may be worn on gym days only. Team uniforms may never be worn for gym classes. The presence of anything that proclaims a current fad is not permitted. All students' general appearance must be neat and presentable.

Uniform Options: -Navy dress (twill) shorts (boys and girls) or navy skort (girls) may be worn from May 1<sup>st</sup> – end of school and in the fall until Columbus Day with a white or yellow polo shirt and navy blue knee highs or anklet socks and school shoes. Thigh highs are not permitted.  
-White Turtle neck in cold weather  
-**On Gym days only** students may wear OLPH Basketball/Volleyball sweatshirts.  
-8<sup>th</sup> grade students may wear their graduation sweatshirt or new high school (after registration) sweatshirt in place of the school sweater.

**NOTE:** Students who are not in compliance with full uniform code will receive demerits.

### Personal Appearance

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

**Uniforms should be neat and clean.**

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 with the parents will be made.



## Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Our Lady of Perpetual Help School will follow the policy as 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, the police may be called, and parents must pick up the child immediately
- 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, a party, dance, or school outing. Parents will be notified and appropriate action will be taken *which may include suspension or mandatory withdrawal from the school.*

## Electronic Devices

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones, tablets, and other personal electronic devices).

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Any electronic or digital device including but not limited to cell phones, beepers, cameras, video recorders, 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 is prohibited. All electronic devices must be placed in a zip lock bag labeled with the student's name and handed in to the classroom teacher at the beginning of the day. They will be returned at dismissal time. These devices, if found, will be given to the principal and a parent will need to pick it up.

Students may not take pictures or record video images in the classroom unless specifically requested by the teacher.

## Emergency Closings/Delayed Openings

Parents and students will be notified of delayed openings, and closings due to snow and other emergencies. Because we will use the IRIS system for notification, it is imperative that you let the school know if there are any changes in phone numbers. **Parents will be responsible for keeping their IRIS information current.** In addition, we will also contact News 12 Westchester and Bronx where the information will be on the television and on line. We will also change the message on the school phone (914-738-5158) to reflect any changes we will have, when possible. It is crucial that each family fill out and hand in to the office an emergency information form with the most up-to-date telephone contact phone and cell numbers. Please notify the office when these numbers change during the year.

**Because our students come from many different areas, it is up to each parent to exercise good judgment as to the condition of the roads in your neighborhood.**

If school is closed for any reason the gym and grounds will also be closed for all extracurricular activities.

## Expectations and Responsibilities for Students

Students attend Our Lady of Perpetual Help 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. This includes respecting the work of others by not cheating.
- 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 no-uniform days.
- help care for school property and keep the school free from damage and defacement.

## 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. 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. **Students who are absent during the day or go home for any reason may not participate in afterschool activities.**

## Faculty Meetings

Faculty meetings are essential for staff professional development and are scheduled on various days throughout the year. All children will be dismissed at 12:00 PM on these days unless otherwise advised. Please check the School Calendar for days and dismissal times.

## Field Trips

*It is the policy of the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.*

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 or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

## Financial Policies

### 1. TUITION Schedule: Grades Pre-K - 8

*The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.*

**TUITION is payable on the 1<sup>st</sup> of the month and DUE by the 10<sup>th</sup> OF EACH MONTH.** Tuition is an annual fee paid in 10 monthly installments. OLPH accepts credit cards for the payment of tuition and fees (over \$100.00). If we reach the end of the month that a payment is due and it is not paid families will be asked to come in to school and put the payment on a credit card. Failure to do so will result in the child not being permitted to participate in classes and any extracurricular activities and sports.

If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

PARISHIONER RATE		NON PARISHIONER RATE
\$5050	Pre K4* (1/2 day program)	\$5050
\$7500	Pre K4* (Full day program)	\$7500
\$5950	1 child	\$7550
\$8300	2 children	\$10400
\$9900	3 children	\$12600
\$10950	4 children	\$13650

\*multiple child discount does not apply

Parishioners: -Catholic parents and children who are registered members of Our Lady of Perpetual Help parish, attend Sunday Mass, and contribute a minimum of \$400.00 in the 2015 calendar year to support of the parish. Families who have not been attending Mass and who have not contributed **\$400.00** will no longer be eligible for the parishioner rate and will be assigned a new tuition rate for non-parishioner families.

### 2. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor. Please contact him at the rectory. It is an accepted policy in the Archdioceses to not send out reports, applications, recommendations etc. if monies are owed. Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and the support you give to Our Lady of Perpetual Help School.

## Fire Drills

Fire drills at regular intervals are required by the 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.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. Our Lady of Perpetual Help 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 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/Bullying Policies**

Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior by either students or parents is unacceptable.

Our Lady of Perpetual Help School provides a safe environment for all. Verbal, internet, telephone, 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/bullying of any type is not tolerated. The principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately.

## **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 Archdioceses 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. The school reserves the right to call 911 in any case of a medical emergency.

**Any child who is absent for 3 days must have a note from a doctor stating that they are non-contagious and free to attend school. In addition, good health practices require that a child be fever free (without the aid of medication) for 24 hours before returning to school.**

## Immunizations

All students entering Our Lady of Perpetual Help School for the first time are required to have a physical and all inoculations as required by the New York State Department of Health before admission to the school. In addition, physicals are required in grades PK, K, 2, 4 and 7. Additional immunizations are required as outlined in the information found in the appendix.

Please see the Appendix for complete compliance information.

## Lateness

***Student lateness interrupts the learning process for your child and all other children in that classroom.***

Any student arriving at school after 8:15 AM is considered late. If your child is not in the cafeteria at 8:15, they should enter through the door on the ramp and sign in with the monitor. If the students have left the cafeteria, the parent must come in to the school at the main entrance and sign the child in. **DO NOT DROP THEM OFF AND DRIVE AWAY.** All doors will be locked for security purposes.

***Repeated lateness will result in a drop in the conduct grade and could impede your child's re-registration for the coming year.***

## Liturgy/Religious Education

\*All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

\*Students in grades 3 through 8 are required to take the Archdiocesan Midterm and Final Religion Examinations.

\*Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

\*Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

\*All students in Pre K to 8 will attend Mass as indicated in the school calendar. Respectful participation of every child is required at school liturgies. In addition, participation in Family Masses on Sunday's is greatly encouraged.

## Lunchroom

Our Lady of Perpetual Help School's hot lunch program is run by Lunch with Lou. Menus are completed and paid for on line. Parent supervision is an integral part of our program. Parents are encouraged to donate their time to the lunch program. Those volunteering are assigned days on a rotating schedule. Parent lunch supervision schedules are sent home at the beginning of the school year and monthly, thereafter. They are also available on the school web page. Parents should be at school by 11:15 on the days they are volunteering their time and must use the sign in book in the cafeteria. Please be aware that we do not have facilities to heat food for the students, as well, parents are asked to not bring food at the last minute as time is limited. Also, in the interest of health and jealousy issues parents are asked not to send/bring in fast food items for lunch. Parents who are not able to volunteer their time will be charged \$100.00 per year if paid before June 15, 2016 or \$150.00 if paid after that time. Thank you for your assistance.

Please see the Appendix for guidelines for lunchtime supervision.

## **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.

## **Student Abortion Policies**

### *Rationale:*

*The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."*

### *Policies:*

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

### *Guideline:*

1. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.

## **Medications**

As per the directives of the Pelham School District, which supervises our nursing services, if a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and kept there. A written statement from the parent or guardian requesting administration of the medication in school as well as a written order by the licensed prescriber is required. The forms are available from the school nurse. 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

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. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- 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.

The school nurse provided by The Pelham School District and principal have the final say on all medication policy.

## Money

Money that is brought to school for a specific purpose (tuition, bake sales, class trips, book fair, raffles, Santa's Workshop, etc.) must be put into an envelope with the child's name and grade and amount. If a student does bring money to school the money should be given to the teacher at the start of the day or kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money. As we are not a bank and cannot make change, exact change is expected.

## Non-custodial Parent

### Release of Copies of report cards, school notices, 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.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents will be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made by the custodial parent.

## 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 invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

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 classwork, 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. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- 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 Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal *abuse* or physical harassment may result in your child being *required* to *withdraw from* 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 Organizations

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. The Home School Association works with and reports directly to the principal. All programs and correspondence must be approved by the school administration before being implemented.

The main purposes of the Home School Association are:



- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

## Parking

### **In the morning parents should either:**

Pull in the parking lot entrance and proceed around the circle, dropping off your child and continuing out the exit. (Do not wait here for the doors to open if you are early and wish to wait. Rather, park in the lot across the street and have the children come in at 8:00 when the doors open)

Park in the lot across the street cross with John, the guard and walk your child up the walk to the cafeteria entrance or let them walk up alone with their friends.

Parents who need to get out of the car for any reason, helping a child out of a safety seat, kissing a child good bye, or helping them with books should not be in the circle. Rather, park across the street and have your child cross with the guard and walk up to the door. Parents stopping to unload the car or start conversations with their children hold up all the other parents who are on line.

Cars should never be parked in the lot adjacent to the school. We have had reports of children narrowly escaping being hit by a car that is backing out of a spot. This also ties up the smooth flow of traffic.

### **At dismissal time:**

All parents should be parked in the lot across the street and either cross to pick up your child or wait for them to come out to you. **NO PARENTS SHOULD BE PARKED ON THE STREET. NO PARENTS SHOULD BE PARKED IN THE HANDICAPPED CHURCH SPOTS.**

### **Lunch Supervision:**

Parents should park in the handicapped spots outside the church doors.

## Parties

### *Birthday*

Birthdays are very special days at OLPH as demonstrated by the children's names being announced at the morning assembly. Birthdays may be celebrated in each homeroom with the teacher's advance permission. Parents should notify the teacher in writing. Parents may send in small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students, they will be sent home with your child. Balloons and candles should also be saved for your home celebration. Baked goods may only be dropped off in the morning with your child and will be distributed by the classroom teacher at a convenient time during the day. Entertainment is not permitted. Please do not ask to provide lunch for the class. Invitations to parties may only be distributed in school if the entire class, or all the boys, or all the girls in the class are invited.

## *Holiday*

Holiday parties are to be planned only after consultation with the classroom teacher. The type and extent of party is at the **sole** discretion of the classroom teacher. Collections may not be taken up for goodie bags to be distributed. Collections may be taken for snacks, drinks and paper goods.

## **Philosophy and Goals**

Our Lady of Perpetual Help School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## **Re-registration**

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

## **Release of Students *(during school day)***

The school has a sign-out book located in the main office.

Occasions for the use of a Sign-out book are:

\*for liturgies and services when altar servers leave school; the students will sign out and in

\*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 be 18 years of age or older and sign the book

\*for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. *[Please note: only the principal may approve the release of a student for a prearranged appointment.]*

## **School Calendar**

A yearly calendar is distributed at the beginning of the school year. Please refer to the School Monthly Calendar/Newsletter for any revisions to the Yearly School Calendar.

The Mid-Year and End-Year Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

## **School Publications**

All student or parental publications are subject to review and by the school approval administration prior to publication

## School's Right to Amend

Our Lady of Perpetual Help School reserves the right to amend this handbook. Notice of amendments will be sent as necessary by e-mail and/or written notice.

## Security

To assure the security of the building and the safety of each child, Our Lady of Perpetual Help School strongly enforces its policy of requiring all visitors, even parents, to report to the office, sign in and wear an identifying visitor's badge. Anyone not wearing a badge will be sent to the main office to sign in.

While it is not encouraged, parents who wish to wait with their children before the morning bell must remain in the cafeteria and leave prior to the start of prayers. Parents are not permitted in the classrooms without an appointment especially at the morning drop-off and afternoon pick-up times.

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

## 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 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 the Pelham Police Department 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.

## 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 Perpetual Help School building, in its parking lots 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 Perpetual Help makes every effort to meet individual student needs by providing accommodations. . 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, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP. When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent of any reasonable accommodations/modifications that can or cannot be made at Our Lady of Perpetual Help School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy of the plan will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## Sports

Our Lady of Perpetual Help takes great pride in its Basketball and Volleyball teams. Students on these teams are expected to represent OLPH to the highest standard. Likewise, parents must also remember that they are representing and upholding our exemplar reputation. Students in academic trouble and those whose parents are not current with finances will not be allowed to play on the teams.

## Summer School

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

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the teacher will notify the parent directly.

The summer school Report Card must be submitted to the office at the conclusion of the program. Failure to attend summer school will result in retention or dismissal from the school. ***It is the parent's responsibility to provide documentation that summer school has been successfully completed. In***

*cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and a written report must be sent to school.*

## Telecommunications Policy

### 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/iPad 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”, “Harassment Policies” and the “Summary Statement”** 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
8. Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

#### *Standards of Behavior*

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, 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 or try to learn others' passwords. Do not copy, change, read or use files from another user 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 (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda's), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds 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.

*Parents must be aware of and monitor their children's use of technology at home.*

## **Use of School Grounds**

Our Lady of Perpetual Help School does not have staff available to supervise students present on the school grounds before 8:00 AM and after 3:00 PM. Students should not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times. **IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 AM, PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION.** Students remaining on school grounds after 3:05 will be sent to the afterschool program and the daily fee must be paid at pick up time.

## **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.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

## **SUMMARY STATEMENT**

*Once students have met the necessary admission requirements and have been accepted in Our Lady of Perpetual Help 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 Perpetual Help 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 Perpetual Help 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 Perpetual Help 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 Perpetual Help 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 Perpetual Help 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 PERPETUAL HELP SCHOOL

575 Fowler Avenue Pelham Manor, New York 10803 (914) 738-5158 FAX (914) 738-8974 E-mail [W502@adnyeducation.org](mailto:W502@adnyeducation.org)

## AFTER-SCHOOL HANDBOOK 2016-2017

- Our Lady of Perpetual Help School provides an After-School Program for the convenience of our parents. In order to run an efficient and safe program we ask that you adhere to the following rules and regulations.
- The After-School program for grades PK-8 runs from 3:00 to 6:00 P.M. On early dismissal days the program will begin at 12:00. There will be no program on the last school day before a holiday or vacation period.
- Any child not picked up 5 minutes after dismissal will be sent to After-School. Whoever picks your child up should be prepared to pay the daily rate.
- The phone number for the After-school program is 914-813-2785. This number will only be answered when after-school is in session. Please do not call it during the day to leave messages. No one will receive the message. All messages before 3:00 should be directed to the Main Office.
- The fee, if paid monthly, averages \$10.00 per session and is due on the FIRST SCHOOL DAY OF THE MONTH. The amount will be published on the monthly school calendar. PAYMENTS SHOULD BE SENT TO THE MAIN OFFICE IN AN ENVELOPE MARKED WITH YOUR CHILDS NAME, GRADE AND AMOUNT ENCLOSED. This should be a separate check from tuition. *After the first week of school, each month, the daily (15.00) rate will apply.*
- For families paying the monthly rate there is a savings for each additional child registered. The first child will pay 10.00/session, the second will pay 9.00/session, the third 8.00/session etc.
- Students may pay by the day. The rate is \$15.00 per session and \$30.00 for Early Dismissal Days and will be BILLED. PAYMENTS SHOULD BE SENT TO THE MAIN OFFICE IN AN ENVELOPE MARKED WITH YOUR CHILDS NAME, GRADE AND AMOUNT ENCLOSED SO THAT WE KNOW YOUR CHILD IS ATTENDING AFTER-SCHOOL THAT DAY.
- **Students are never allowed to be unsupervised in the building.** Therefore, children taking advantage of any after school academic, sport, or social activity should report to After-School if the activity does not begin at the close of the school day. Likewise, if a parent is not able to pick a child up after an activity they will be sent to After-School.
- Any child not paying the monthly rate on the first school day of the month will be charged at the per diem rate of \$15.00 per session and \$30.00 for Early Dismissal Days.
- In the event that there is an emergency and you need to have your child attend After-School please call the School Office and let them know so that your child will escorted to After-School rather than waiting on the street for you to pick them up. Your account will be billed.
- In the event that you do not wish your child to attend After-School on a particular day please let the Main Office know in advance so that your child will be dismissed with the rest of the students.
- **If pick-up is after 6 PM, an additional fee of \$10.00 per child per 15 minutes or part thereof will be charged and is due at pick up time.**
- If you wish your child to have a snack in After-School please send it with them in the morning. On early dismissal days please send a lunch to school with your child.
- In order to insure their safety, no students will be allowed to leave the building at any time after dismissal. They may not leave and return at will.

- After having a snack the children will have supervised recreation time. Then, all children will be expected to do their homework. Help is available from the supervising teachers. Once homework is completed the children will again have supervised recreation time.
- All students must be pre-registered for After-School
- Parents must provide a phone number where they can be reached between dismissal and 6 P.M.
- For the safety of the children students must be signed out of After-School by a responsible adult.
- There will be NO hourly rate.
- There is NO REFUND for missed days.
- FAILURE OF EITHER PARENTS OR STUDENTS TO COMPLY WITH ALL AFTER-SCHOOL POLICIES WILL RESULT IN THE CHILD BEING REMOVED FROM THE PROGRAM.
- **Please be reminded that After-School childcare is tax deductible.** If you wish to receive a statement of payments for your tax records you must alert the office when you register your child that you wish to receive a statement in January.
- Your children are your most precious resource. Quality, safe, childcare is costly. We realize that our parents work hard to provide the best environment for their children. The following is a breakdown of monthly After-School fees in order that you may budget your resources for the 2015-2016 school year. Please be aware that **this is an approximation to be used only for budgeting information.** The actual cost each month will also be found on the Monthly School Calendar.

• September		14 sessions	\$140.00
• October		20 sessions	\$200.00
• November		17 sessions	\$170.00
• December		15 sessions	\$150.00
• January		19 sessions	\$190.00
• February		20 sessions	\$200.00
• March		16 sessions	\$160.00
• April		20 sessions	\$200.00
• May		21 sessions	\$210.00
• June	Pre-K	6 sessions	\$ 60.00
•	Grades K & 8	7 sessions	\$ 70.00
•	Grades 1-7	9 sessions	\$ 90.00

# OUR LADY OF PERPETUAL HELP SCHOOL

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575 Fowler Avenue Pelham Manor, New York 10803 (914) 738-5158 FAX (914) 738-8974 E-mail [W502@adnyeducation.org](mailto:W502@adnyeducation.org)

## EARLY MORNING DROP-OFF HANDBOOK 2016-2017

- Our Lady of Perpetual Help School provides an Early Morning Drop-off Program for the convenience of our parents. In order to run an efficient and safe program we ask that you adhere to the following rules and regulations.
- The Early Morning Drop-off Program for grades PK-8 runs from 7:30 to 8:00 A.M.
- Students should be dropped at the **front door** at 7:30 A.M. They will be taken to a classroom where they will be supervised until the cafeteria doors open at 8:00. Students using the program should not go to the cafeteria entrance as it will not be manned.
- There will be no Early Morning Drop-off Program on any day that school has a delayed opening.
- The fee for the school year is \$240.00 payable in 2 installments: \$120.00 on September 10, 2015 and \$120.00 on February 1, 2016. *There is NO REFUND for missed days.*
- Students may pay by the day. The rate is \$5.00 per morning and is due on the day the program is used. Your account will be billed.
- **Students are never allowed to be unsupervised in the building.** Therefore, children taking advantage of the Early Morning Drop-off Program must follow all school rules and regulations.
- For the safety of the children students will be signed into the Early Morning Drop-off Program by the monitor.
- No students will be allowed to leave the building at any time after arrival. They may not leave and return at will.
- FAILURE OF EITHER PARENTS OR STUDENTS TO COMPLY WITH ALL EARLY MORNING DROP-OFF POLICIES MAY RESULT IN THE CHILD BEING REMOVED FROM THE PROGRAM WITH NO RUFUND.
- **Please be reminded that Early Morning Drop-off childcare is tax deductible.** If you wish to receive a statement of payments for your tax records you must alert the office when you register your child that you wish to receive a statement in January.

# OUR LADY OF PERPETUAL HELP SCHOOL

575 Fowler Avenue Pelham Manor, New York 10803 (914) 738-5158 FAX (914) 738-8974 E-mail [W502@adnyeducation.org](mailto:W502@adnyeducation.org)

## LUNCH ROOM/RECESS SUPERVISION

The following is the procedure for lunch room/recess supervision. We thank you for your time and want you to know that your help means as much to us as it does to your children. On the days that you will be helping out you are asked to park in the handicap parking next to the Church. Please do not park on the street or block any driveways as it causes hard feeling with our neighbors. The Sign-In book for lunch supervision will be in the cafeteria. **SIGNING IN IS THE ONLY WAY WE HAVE OF KNOWING THAT YOU HAVE BEEN HERE. IF YOU ARE FILLING IN FOR ANOTHER PARENT PLEASE INDICATE THIS NEXT TO YOUR NAME. IF YOUR LAST NAME IS DIFFERENT FROM YOUR CHILD'S PLEASE GIVE US THEIR NAME AS WELL.** Please fill out and take a name badge and wear it while volunteering. We ask that you arrive by 11:15.

**PARENTS SHOULD NEVER LEAVE THE CHILDREN UNATTENDED.**  
**CELL PHONES SHOULD NOT BE USED WHILE SUPERVISING THE CHILDREN.**

The children will be brought into the cafeteria by their teachers and go to their assigned places. Children who are eating hot lunch will stop at the counter to pick it up.

The children are to remain in their seats talking in an inside voice. It is one of your duties to remind them of this.

Help should be given, where needed, in opening packages.

Children will have already used the restrooms so they do not need to leave except for REAL EMERGENCIES.

If a child does not finish their lunch it should be put back into the lunch bag to be taken home. This way their parents know exactly what is being eaten. **ALL RECYCLABLE CONTAINERS, BOTTLES ETC. SHOULD GO HOME WITH THE CHILDREN**

At the end of the lunch period the children should gather their trash at their place and wait for the supervising adult to call their table. They will then stand, throw out their trash and line up.

\*Kindergarten and Grades 1 and 2 lines up at the inside cafeteria door assigned to them.

\*Grades 3-8 will place their lunch bags in the crate for their class, throw out their trash and line up at the outside cafeteria door assigned to them. The students assigned to take the crates back should do so quietly and then join their classmates outside. Grade 3-8 will go directly outside walking down the path and crossing Fowler Avenue with Mr. Gassler.

The supervising adult will assign parents to the class that they will supervise.

The children should be reminded to walk quietly though the halls in two lines. Do not leave the cafeteria until the children are quite and in order. You should lead the line out, turning around frequently to check that all is in order. The helpers will meet you outside.

The children in Grades K-2 are brought to the classrooms to get their coats etc. and then go outside.

The Pre-K children will have their coats and go directly outside.

\*The children who are staying in to finish work should not leave the cafeteria until their class is dismissed to go outside.

Relay any difficulties or incidents to the classroom teacher at the end of recess.

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_  
\_\_\_\_\_

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_  
\_\_\_\_\_

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_  
Parent/Guardian signature \_\_\_\_\_  
\_\_\_\_\_

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_  
\_\_\_\_\_

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_  
\_\_\_\_\_

Our Lady of Perpetual Help School  
Absent Note

Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Doctor's note attached. Yes      No  
\_\_\_\_\_

Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian signature  
\_\_\_\_\_  
\_\_\_\_\_