

Our Lady of Perpetual Help School

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Dear Parents,

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.

Sincerely,

Susan L. Cotronei
Principal

Academic 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.** 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.**

Homework

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

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

Grades PreK & K	<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.**

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.

Academic Achievement

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

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

The Final June grade on the report card is an average of the four previous report card grades. This grade will be recorded on the student's permanent record card.

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

Character Development

- The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student 1) follows class and school rules, 2) shows care in the use of personal property, 3) treats teachers with respect, 4) treats other students with respect, 5) exercises self-control, 6) listens attentively, **and 7) uses technology appropriately.**

Honor Roll Policy

An Honor Roll for each marking period is compiled for students in grades 5-8 by the following academic and conduct standards:

Principal's List	95-100	No grade below 90	A in Conduct and Specials
High Honors	90-94	No grade below 85	A or B in Conduct and Specials
Honors	85-89	No grade below 85	A or B in Conduct and Specials

Good conduct is a requirement to receive Honors. A student who does not receive the appropriate grade in Conduct or the Special Subjects will not receive Honors even though academic marks might warrant it.

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.

Assessments

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

Standardized Tests

ITBS	Grades 1 to 8	October
CogAt	Grades 2, 4, 5, and 7	October

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

English / Language Arts	Grade 4 and 8	April
Math	Grades 4 and 8	May
Science	Grade 4 and 8	May and June
Social Studies	Grade 5	November
Social Studies	Grade 8	June

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 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 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 students of Our Lady of Perpetual Help Students. Information can be found in 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 is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. ***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 chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M.. Absence notes are still required in addition to the phone call. When requested, homework will 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. Copies can be obtained from the class teacher or the Main Office. 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 or more 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.

Birthday Parties

Birthdays may be celebrated in each homeroom with the teacher's advance permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Due to allergies, parents may not bring in favors or "goodie" bags for the students.

Books

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

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.
 - e. all workbooks are collected in June.
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the 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.

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

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

Child Abuse Laws

Under NYS law, school officials are *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 the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

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 at any time by simply 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. A parent who is refused such a meeting should notify the principal.

Confidentiality

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

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

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

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

Crisis Plan

Should a crisis require evacuation from 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”. 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 Shutdown**: CODE - “The Bishop is in the Building.” All go immediately to their classrooms. The teacher LOCKS the classroom door, COVERS the door window, PULLS the BLINDS CLOSED. All stay in their desks and NO ONE LEAVES the ROOM.
3. Plan for **Air Crisis**: All go immediately to the gym with coats. The teacher closes all windows, brings the attendance book and a parent sign-out sheet. Be sure to close all doors. This includes the cafeteria doors.

AIR CRISIS IF WE CAN LEAVE THE BUILDING. All go immediately to the LOWER CHURCH. The upper grades (4 to 8) enter through upper main church and go down the left hand stairs to the church secretary’s office. Grades Pre-K to 3 exit through the front gym doors (by the Stage) and go down the path to the lower doors that lead to the church secretary’s office. TEACHERS BRING ROLL BOOK AND A PIECE OF PAPER FOR SIGN-OUT.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	www.wor710.com
WCBS	880 AM	www.wcbs880.com
WINS	1010 AM	www.1010wins.com
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	www.lamusica.com
WSKQ	97.9 FM (Spanish)	www.lamusica.com

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 socks; School shoes. ALL SHIRTS MUST BE NEATLY TUCKED IN.

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

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:
(girls and boys) Navy blue sweat shirt and sweat pants with the O.L.P.H. School name on them, or navy uniform shorts (no more than 2" above the knee; no extra long or baggy shorts); yellow gym t-shirt and sneakers; No grey basketball sweat shirts are permitted; Students must wear sneakers on Gym day. NO SNEAKERS WITH WHEELS OR SNEAKERS THAT CAN ACCOMMODATE WHEELS ARE PERMITTED.

Girls and Boys: 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 1st – end of school and in the fall until Columbus Day with a white or yellow polo shirt and school shoes.
-White Turtle neck in cold weather

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.

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. 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

Any electronic device such as cell phones, beepers, 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. These devices, if found, will be given to the principal and a parent will need to pick it up.

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. In addition, you may listen to WFAS (1230) radio and WVOX (1460) radio. We will also contact News 12 Westchester and Bronx where the information will be on the television and on line. In addition, we will change the message on the school phone (738-5158) to reflect any changes we will have.

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.

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.

Faculty Meetings

Faculty meetings are scheduled on various Fridays throughout the year. All children will be dismissed at 12:00 PM on these days. Please check the School Calendar.

Field Trips

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

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

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.

Harassment Policies

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

Our Lady of 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 of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, 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.

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 –

Students are required to have all inoculations as required by the Department of Health before admission to the school

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten after September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one. Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

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 when the bell rings, they should enter through the door on the ramp and sign in with the monitor. If we 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. If late, the student may be admitted to class only with a late pass, obtainable in the main office. ***Repeated lateness could impede your child's re-registration for the coming year.***

Liturgy

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 sent home once a month and may be returned to school or completed on line. Parent supervision is an integral part of our program. Parent lunch supervision schedules are sent home monthly. Parents must sign in when assisting with lunch supervision. 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. Thank you for your assistance.

Maternity/Paternity Policies

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

Medications

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

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

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

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 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.

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.

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.

Promotion/Retention Policy

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

Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. The decision of the principal is final regarding promotion and retention.

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 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'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.

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.

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

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, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents and all visitors to the school.

Special Learning Needs

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

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school 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 in September. Failure to attend summer school will result in retention. ***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.***