



Our Lady of Perpetual Help Catholic School

Parent/Student Handbook

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Our Lady of Perpetual Help Catholic School

"Building the Kingdom with Kindness"

Dear Parents and Students,

Welcome to Our Lady of Perpetual Help Catholic School. We are honored that you have selected OLPH as your school of choice. Our school theme for the year is ***Building the Kingdom with Kindness***. By combining a strong Catholic faith formation program with an excellent academic program, we strive to build God's kingdom for this world and the world to come.

At OLPH students receive daily lessons on morality, spirituality and service to others through modeling, classroom instruction and community experiences. Our academic program follows the Indiana and Archdiocesan standards, and our annual ISTEP+ scores rank above the 95th percentile in the state. OLPH is also recognized nationally for its NCA Accreditation status.

OLPH Catholic School knows that parents are the first teachers for their children. We encourage parents to be good role models by supporting and practicing first and foremost our Catholic tradition of daily prayer, receiving the sacraments and attending mass on Sunday. In addition, we recognize that students benefit most when parents and school work in partnership. We encourage volunteerism and good communication between home and school.

This newly revised handbook will assist you with guidelines, policies and other important information about our school. Please read this booklet before school begins, and keep it in a convenient place so that you can refer to it as needed. In addition to this handbook, the school website at www.olphna.org is a great source for current school and parish information.

OLPH welcomes your comments, suggestions, questions, and concerns as we strive to become the best school possible. May the Lord bless this school year as we pray, learn and grow together as a Catholic school community.

In Christ's Service,
Mrs. Terry Horton
Principal

Daily School Schedule

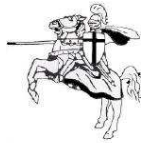
- 7:15 a.m. Pedway doors are opened and supervision of students begins.
Students should proceed to the gym. Preschool and daycare students report directly to the preschool classroom.
- 7:40 Students report to homerooms.
- 7:50 Gray pedway doors are closed and locked. Parents should drive to the front of the building, and students should report to the office.**
- 7:50 School day begins for kindergarten through grade 8.***
Attendance, lunch count and morning prayer begin the day.
- 7:55 Students proceed to church on mass days.
- 8:00 Morning preschool classes begin.
- 11:00 Morning preschool classes dismiss from the pedway.
- 11:30-11:45 Afternoon preschool children should enter at the main front office entrance.
- 11:45 Afternoon preschool classes begin.
- 2:40 p.m. Afternoon prayer and announcements end the day.
- 2:45 Preschool, daycare students and walkers are dismissed from the pedway.
Bike riders are dismissed from the school office.
- 2:50 K-8 students are dismissed.**
- 3:05-3:10 All remaining students report to extended care.
- 3:30 School offices are closed.
- 6:00 Extended care closes.

**Students who are not in their classrooms by 7:50 are considered tardy and should first report to the office for an admission slip.*

Our Lady of Perpetual Help Catholic School

Mission Statement

Our Lady of Perpetual Help Catholic School puts Jesus first in building God's kingdom through faith, service and educational excellence.



Philosophy Statement

Animated by the Holy Spirit and rooted in the Roman Catholic tradition, the faculty and staff of Our Lady of Perpetual Help Catholic School strive to be a nurturing community in which all our children may grow in age, wisdom and grace on their way to full maturity in Christ.

To this end we will encourage all students

- *To follow Christ in all they do*
- *To be people who are attentive to the call of the Holy Spirit in their lives*
- *To achieve their personal best in all activities and studies*
- *To seek the truth in honesty and humility*
- *To honor each other with reverence and respect*
- *To be good stewards of the time, talent and resources they have*
- *To be people of faith and prayer*
- *To help each other in sincere and genuine affection*
- *To live as a community of God's love*
- *To love God by our active love of neighbor, especially in service to others.*

Faculty/Staff/Parish Staff

Parish Staff:

Father Eric Augenstein	Pastor
Mrs. Michelle Fessel	Youth Ministry
Mrs. Laurie Slusser	Parish Secretary
Mrs. Gerri Flanagan	Business Office Coordinator
Mrs. Lori Hamilton	Director of Faith Formation
Mr. Tom Yost	Pastoral Associate
Ms. Katelyn Walker	Director of Music

School Administration & Support:

Mrs. Terry Horton	Principal
Mrs. Pat Cade	Special Needs/Resource Coordinator
Mrs. Karen Duff	School Counselor
Mrs. Joni Lyman	Administrative Secretary
Mrs. Anne Courtney	School Receptionist

Faculty:

Mrs. Misty Callaway	Preschool
Mrs. Robin Hammond	Kindergarten
Mrs. Becky Timperman	Kindergarten
Mrs. Terri Day	Grade 1
Ms. Kathy Stein	Grade 1
Mrs. Peggy Snook	Grade 2
Ms. Carol Read	Grade 2
Mrs. Terri White	Grade 3
Mrs. Terry Clem	Grade 3
Ms. Judy Sauer	Grade 4
Mrs. Sarah Summers	Grade 5
Mrs. Anne Woods	Grade 5
Mr. Scott Bliss	Grade 6, Language Arts Gr. 6 and 8
Mr. Matt Stemle	Grade 6, Math, Social Studies, Religion Gr. 6
Mrs. Linda Martin	Grade 7, Math Gr. 7 and 8, Religion Gr. 7
Mrs. Jammie Mathes	Grade 7, Language Arts Gr. 7 and 8
Mr. Bob Hornung	Grade 8, Social Studies Gr. 7 and 8, Religion Gr. 8
Mrs. Sarah Carver	Grade 8, Science Gr. 6, 7 and 8
Mrs. Adina Vogt	Technology
Ms. Elizabeth West	Music
Ms. Michelle Reidinger	Art
Mrs. Brenda Sweet	Physical Education
Ms. Maria White	Spanish
Mr. Pat McKay	Grades 7 and 8 Spanish

Instructional Assistants:

Mrs. Amy Braun
Mrs. Shirley Dant
Mrs. Tammy Dunn
Mrs. Susan Goodman
Mrs. Virginia Jansa
Mrs. Lea Lynn Orberon
Mrs. Monica Parris
Mrs. Stephanie Martin

Maintenance Supervisor:

Mr. Richard Clem

Maintenance:

Mr. Robert Aemmer

Cafeteria Manager:

Mrs. Sandy Gilland

Cafeteria:

Mrs. Becky Logsdon
Mrs. Laura Smith
Mrs. Stacey Roberts

Aftercare Director:

Mrs. Shirley Dant

Aftercare Assistants:

Ms. Paula Shrout
Mr. Tyler Hirsch
Ms. Tina French

Daycare:

Mrs. Misty Callaway
Mrs. Stephanie Martin

Technology Assistant:

Mr. Gary Marvin

Library:

Mrs. Stephanie Martin
Mrs. Amy Braun

Expectations of Students Attending OLPH Catholic School

Gospel values are to be promoted and practiced by all students of Our Lady of Perpetual Help Catholic School.

1. Students are expected to demonstrate a polite and Christian attitude toward each other and all personnel and visitors.
2. Students are to respect and cooperate with one another, personnel and visitors.
3. Students will not use oral/written profanity or abusive language.
4. Students are expected to attend and participate in scheduled masses and devotions as well as participate in morning and afternoon prayer.

Every student has a right to a learning environment free from disruption. Every student is responsible for contributing to this environment in all areas within the building, on school grounds and areas used by the school.

1. Students should be prepared for class, arrive on time and be responsible for bringing all necessary books and materials to class.
2. Students are expected to complete and submit all assigned homework on designated due dates.
3. Students are expected to behave in an appropriate and orderly manner while on school property. This also includes any school function on or off school grounds.
4. Students are expected to abide by the dress code.
5. Students are to follow directives given by the teachers and follow individual classroom rules.

All materials and equipment shall be used with care and respect.

1. Students are to avoid deliberate destruction or defacement of property belonging to the school, church, or others.
2. Students are not allowed to chew gum on the school premises.
3. Students are expected to take responsibility in keeping the school grounds neat and clean.

Students are responsible for the physical and mental well being of themselves and others while on school/church property, during school hours and at all school- related functions.

1. Students shall not knowingly possess, use, transmit or be under the influence of an intoxicant of any kind, or of any drugs not prescribed for them by a physician.
2. Students shall not have in their possession any tobacco or tobacco products.
3. Students shall not have in their possession any object that is dangerous or endangers the safety of others. This includes, but is not limited to knives, guns, razors, needles or any other normal item fashioned into a weapon. (This includes toy items which mimic real items.)
4. Any form of fighting or bullying is considered inappropriate and is unacceptable for students of OLPH Catholic School.

Organizations and Roles

Pastor

The pastor has the ultimate authority for all educational operations in the school. He delegates the administrative responsibilities of the school to the principal.

Principal

As the spiritual leader, the principal ensures strong Catholic Identity of the school. Other responsibilities include, but are not limited to, the operation of the school program and building, the hiring and supervision of faculty and staff, professional development and evaluation, establishment of educational programming and the management of student behavior.

Commission for Education

The Commission for Education is a group of lay persons who, as representative of their community, are formally charged with the responsibility for policy making for the Total Catholic Education within the community in which they serve. The Commission meets monthly, and its meetings are open to all parishioners/parents. If a person wants to add an item to the agenda, he or she must call the president two weeks before the scheduled meeting. The Commission for Education has the responsibilities of the following:

- Determining goals/objectives for Total Catholic Education
- Formulating policies which will guide the administrator in working toward the commission's goal/objectives
- Reviewing the rules and decisions made by the administrator in implementing the commission's policies.

Policies are defined as broad, direction-setting guides to discretionary action by the principal. Individual matters or the resolution of a specific problem are the responsibility of the principal and /or the pastor, not the Commission for Education.

The Commission includes the following members:

Voting Members: Mr. Ken Didat, chairperson, Mrs. Christine Castleberry, vice chairperson, Mrs. Gina Crone, secretary, Mrs. Christy Conrad, Mr. Tom Fougrousse, Mr. Todd Rush and Mrs. Cathy Tandy

Ex Officio Members: The Pastor, Principal, PTO President and Faculty Representative

Parent/Teacher Organization

The OLPH Parent/Teacher Organization serves the school, staff and parents in providing services, volunteers, "friend-raising" and fund-raising events and social activities. All school parents are members of the PTO and are asked to be active participants through volunteerism.

Executive Committee: Mr. Pat Carney (President), the Principal and Faculty Representative.

General Information

Absences/Attendance

Students who have good attendance generally achieve higher grades and are much happier in the school setting. Parents are asked to make every effort to get children to school on time each day and to have good health and nutritional practices at home. However, if a child is ill with fever or has had a fever or vomiting in the past 24 hours, please do not send him/her to school for the child's sake and so that others will not be exposed to the illness. When a child is going to be absent from school, the parents are expected to do the following:

1. Call the school office prior to 8:30 a.m. on the day of the absence.
2. Make arrangements at this time for homework to be sent home with another student or picked up in the school lobby after school.

Attendance

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Our Lady of Perpetual Help Catholic School recognizes excused student absences for the following reasons when such absences are verified by parents, guardian, a physician or other responsible agency:

Definition of an Excused Absence:

- (a) Personal illness (Only 5 absences during any semester will be considered excused without a doctor's statement. When a student has more than 5 days and no doctor's statement, the absence will be deemed unexcused.)*
- (b) Death of immediate family member*
- (c) Medical or dental appointment which cannot be scheduled outside the school day (Less than 3 hours will be counted as an excused tardy; 3 or more hours will be counted as ½ day excused absence.)*
- (d) Travel for a limited time (**no more than 5 school days per school year**). Notification is requested in advance in writing (to the principal) by parents/guardian at least one week prior to departure. This should be on an infrequent basis. **Please note:** Any tests or quizzes, which are missed during this time, will need to be made up beyond school hours.*
- (e) Other highly extenuating circumstances which will be determined by the principal or his/her designee either in advance or the day of the absence.*

Daily attendance of all who are enrolled in Our Lady of Perpetual Help Catholic School is required in accordance with state law. Students are expected to attend regularly scheduled classes unless officially excused. Designated school personnel will maintain accurate attendance records for each student. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian. When absenteeism noticeably affects a student's academic or personal success and/or is in violation of the state law or school policy, the school shall take such action as is deemed appropriate such as counseling with students and parents, requiring written statements from parents/guardians and/or taking action as mandated by law.

Any absence not covered above shall be an Unexcused Absence.

It is the responsibility of the parent/guardian to notify the school by phone of the reason for a student's absence, either in advance or on the day of the absence. A student is entitled to make up work provided he/she requests it the day after returning from an absence. **The student will be given 1 day for each missed day to complete make-up work and tests.**

Excessive Tardies:

Three unexcused tardies **per quarter** will result in a letter to the parents stating that upon the next tardy, an in-school morning detention will be served. (7:15 –7:45 a.m.)

Three unexcused early releases (a student leaving prior to the final bell) will result in a letter to the parents stating that upon the next unexcused early release an in-school morning detention will be served. (7:15-7:45 a.m.) Early releases for extra-curricular activities are considered unexcused early releases.

Excessive Absences:

To provide consistent and appropriate action regarding students with a suspected attendance problem, these procedures will be followed for every student who acquires an excessive number of absences. (This is based on the understanding that 10 days absence, for any reason, is excessive.)

10th The parent will be called by the principal and a parent/school conference with the principal and/or designee(s) and school nurse representative may be requested.

12th A letter is sent to the parent requesting that all future absences be documented with a doctor's statement and outlining other actions that may be taken.

14th The school will have made or attempted to make at least two personal contacts with the parents to discuss attendance.

15th A "First Legal Notice" is issued.

16th A "Second Legal Notice" is issued.

17th A "Citation for Non-attendance" (from the Prosecutor's Office) is mailed to the parent, a referral is made to the Division of Family & Children for "educational neglect" and the student's attendance is reviewed with the principal.

Subsequent Absences- The Prosecutor's Office is notified.

**Any student with excessive absences from the previous year:

10th Letter is sent stating the resumption of legal proceedings if the absences continue.

11th Legal proceedings resume.

The principal and school nurse will maintain close communication on all health issues regarding students. When a student attains ten or more absences for illness, with or without a doctor's statement, the school nurse will be consulted to determine if a thorough explanation of the student's chronic illness pattern is needed from the physician.

Academic Scholarships

Several academic scholarships to Catholic High Schools are awarded each year to our graduating eighth graders by the PTO, Athletic Committee and National Junior Honor Society as well as other general monetary scholarships. Selection of students for these scholarships takes place according to the guidelines set by these organizations.

Accidents and Illnesses

In the case of an accident or illness at school, the student will be sent to the office where basic care will be given and a parent notified. The office or classroom teacher will take a temperature, wash an abrasion with water or apply ice. The parent will be notified at the discretion of the office personnel. If a parent cannot be contacted, one of the persons listed on the emergency contact form will be notified. Maintaining current information on this form is extremely important. If professional assistance is needed, 911 will be summoned, and school personnel will make every effort to contact the parents if the situation allows. Students with a temperature of 100 degrees or students who have vomited will be sent home.

Athletics/Extracurricular

The athletic program is sponsored by the Parish **not** the School. Athletics fall under the jurisdiction of Youth Ministry. Any specific questions/concerns regarding athletics should go to the Youth Minister or Athletic Committee.

After School Practices: Coaches should provide supervision for any practices scheduled after school in the gym beginning at 2:50 PM. It is not the school or the physical education teacher's responsibility to provide supervision. Students remaining after school for athletics should remain in the gym and not loiter in the halls, office or classrooms. Students should use the restrooms in the gym. Any student unsupervised after school will be sent to aftercare, and parents may be charged.

Announcements regarding practice change or cancellation: When a practice is cancelled after school or late in the afternoon, a burden is placed upon the school and home. Coaches are advised to make these decisions early so that proper arrangements can be made for the student. If practice has been cancelled and rescheduled for another time, the coach should send a written note and/or email.

General Announcements: The school encourages different organizations to praise the efforts of their teams/groups. This can be done via the newsletter or on announcements. The administration encourages group/team praise, however, in some cases, individuals may be quite deserving of a spotlight. Please use good judgment. The school reserves the right to edit any announcements or newsletter articles.

Attendance Policy for Extracurricular Participation: A student must be in attendance at school on the day of a scheduled extracurricular activity, contest, or practice in order to participate. A student who is absent from school on Friday for a legitimate reason may participate in a scheduled activity or practice on a Saturday or Sunday.

Backpacks

It is the wish of the primary teachers that students do not use backpacks with wheels due to lack of space in cubbies. We do recommend and encourage backpacks on wheels for older students. Middle school students need to use backpacks that will fit in student lockers. Parents at all grade

levels have the right to choose the appropriate backpack for their child, and the school will support the parents' judgment as long as it is within reason.

Bicycles

Students who ride bikes to school should be responsible for obeying all traffic and safety rules. Skateboards, roller skates/blades or unauthorized motorized vehicles are unacceptable ways of transportation to and from school. Bikes should be parked in the front of school as soon as the student arrives. Bike riders will be dismissed with the walkers at 2:45 and should report to the office. Bike riders should leave the premises immediately and not loiter on the school grounds.

Book Fee/Care

A book fee is charged every year to offset the cost of books, workbooks, testing and materials for the students. This fee is paid in August at registration or through the SMART program.

Students are asked to keep books covered and to carry their books to and from school in a durable backpack. Students may be charged a replacement cost at the end of the school year for any damaged books. Any extra costs charged to a parent for damage will be approved by the principal beforehand.

Bullying

Bullying is defined as overt, repeated acts or gestures including: 1.) verbal, written or electronic communications; 2.) physical acts committed; or 3.) any other behaviors committed with the intent to harass, ridicule, humiliate, intimidate or harm another person.

Our Lady of Perpetual Help Catholic School strives to maintain a safe learning environment free of bullying. The school provides preventative counseling sessions at each grade level to educate students on bullying and how to handle difficult situations. In addition, the school strives to build peace within the school community.

Every bullying complaint will be investigated thoroughly and promptly. All investigations will be conducted in a sensitive manner, and to the extent feasible, confidentiality will be honored. Appropriate disciplinary action will be taken which may include suspension and possible expulsion.

Cafeteria

The OLPH cafeteria operates under the Federal School Lunch Program. It offers a choice menu in which students may choose daily between three entrees.

The school uses a **Scantron System** in which credit is put into a student's account and then debited out as each student goes through the cafeteria line. **Families are asked to send in money so that credit is always in the family's account.** The cafeteria will issue reminders

twice a month if the account falls near or below zero. As the school year comes to an end, reminders are sent home more frequently.

Volunteerism is crucial to operate the cafeteria effectively. OLPH asks each family to volunteer in the cafeteria three times a year. If parents are unable to come, grandparents are welcomed!

Costs: The cost for a lunch is \$2.25. Students have the option of ordering an extra entrée at \$1.00 each. The cost of milk and juice is 30 cents; bottled water and yogurt are 50 cents each. The cost of an adult entrée is \$2.75.

Behavior: We do expect students to eat with proper manners. Students may talk softly to their neighbor if they wish to do so. Students should behave appropriately while in line and should clean up after themselves.

Lunches from home: Families may choose to send a nutritious lunch from home. **Fast food and soft drinks are not allowed.**

Cell Phones

Students are not allowed to carry cell phones or to have them in their lockers or backpacks. Cell phones confiscated during the school day must be retrieved by a parent from the principal. If a student needs a cell phone after school, he may check the phone in at the school office in the morning and retrieve it after school hours.

Change in Residence or Schools

Should you have a change of residence during the school year, please send the new address and telephone number to the school office ASAP.

If a student is planning to change schools, please notify the administration. The new school will need to request records. All financial responsibilities need to be met before a transfer will be approved within the Deanery. Students who withdraw will be charged to the end of the month in which the student withdraws.

Closed Campus

Students should not leave the school premises during school hours. Students having a dental or medical appointment need to be signed out in the office if leaving the campus. Students leaving the campus for a field trip must have a permission slip on file with the classroom teacher.

Closings/Delays

During times of inclement weather or other emergencies, Our Lady of Perpetual Help Catholic School **will have a separate closing/delay announcement.** Our school will be listed on local TV channels and websites. The www.olphna.org website will have the announcement prominently posted, and all parents on the newsletter listserv will receive an email. The school phone

machine will be updated to include the latest information. In case of delayed openings, extended care will be available from 7:15-9:15 a.m. (See section on extended care.)

In the event that inclement weather should begin while school is in session, OLPH will usually remain in session unless conditions are severe enough to warrant an early dismissal. Parents wishing to pick up their children early due to weather may do so with no penalty given to the child for leaving early. Parents may not sign other children out early unless their parents have contacted the school office and given permission for another person to transport their child/children.

If an early OLPH dismissal is called, an announcement will be placed for Our Lady of Perpetual Help School on local TV channels, the www.olphna.org website will have it prominently posted and all parents on the newsletter listserv will be emailed. The announcement will state a specific dismissal time. Parents should park in the back parking lot, and students will be dismissed from the pedway. Remaining students will go to the office, and parents or emergency contacts will be called. Designated staff members will remain at school until all children are picked up.

Parents should listen to local radio or TV channels for the latest updates on weather conditions, school closings and delays. This information is also available at www.whas11.com, www.wave3.com, and www.wlky.com.

Communication

Wednesday Newsletter: Every Wednesday OLPH distributes a Wednesday newsletter. Parents may opt to read this online or to receive a copy that will be sent home with the youngest child in each family. This newsletter contains valuable and timely information such as current school, parish and community events, school calendar and the monthly lunch menu. Articles for the newsletter may be submitted to the school office by Monday 10:00 a.m. to be included in the newsletter for the week. The school reserves the right to edit articles.

School Website: Our website at www.olphna.org includes the school newsletter, lunch menu, calendar, recent school photos, ISTEP+ test results and other school related links. School administration and teachers may be contacted by email through the school website. In an effort to save paper and trees, parents may elect to read newsletters online rather than receive them from the office.

Open Door Policy: The administration serves to keep communication open between home and school. If a parent has a concern with something in the classroom, the normal procedure is to contact the teacher, however, the principal may intervene at any time. If the concern is unable to be resolved, a conference with the parent, teacher and principal will be held. If the situation is not resolved at the conference, all parties have a right to be in contact with the pastor.

Definition of a Parishioner

A parishioner is defined as follows:

One who is a registered Catholic individual or family and actively involved at Our Lady of Perpetual Help Parish through stewardship. Parishioners are those who use their time, talent and treasure throughout the year.

In addition to fulfilling one's obligation as a parishioner, OLPH Catholic School parents are required to be active members of the school through their time, talent, and treasure. For parents to receive "*parishioner rate*" for tuition, they need to be registered and active in the parish. In the event a parent is transferring from another parish, a letter from the current pastor stating active stewardship will be required before the administration will honor parishioner status.

DISCIPLINE

Our Lady of Perpetual Help Catholic School seeks to provide an environment in which all members of the school community are given the opportunity to grow spiritually, intellectually, emotionally and physically. The Gospel Message should be reflected in student behavior and should be modeled by parents and school personnel. OLPH student behavior should reflect personal discipline and respect for self and others. Student conduct should be in alignment with traditional Catholic values and the behavioral policies of Our Lady of Perpetual Help Catholic School. The school has the right to call students to accountability when they display behaviors or conduct to the contrary of these values or policies.

In order to maintain an environment that is respectful, orderly, and safe for all, students and their parents are expected to know and abide by all school rules and procedures that apply to them. Unwarranted behavior results in appropriate consequences designed to teach and reinforce expected behaviors.

Repeated disregard of school rules; blatant disrespect for students, school/parish personnel or property; or a single serious infraction may jeopardize a student's status. He/she may serve Saturday morning detention, suspension, or be asked by the principal to withdraw from Our Lady of Perpetual Help School. Refusal to withdraw from Our Lady of Perpetual Help Catholic School will result in expulsion procedures.

The following behaviors are never permissible and would result in serious consequences that may include Saturday morning detention, suspension, or expulsion:

- Fighting, bullying, threatening another student
- Blatant defiance of school/parish personnel
- Profanity or verbal abuse
- Continuous refusal to prepare assignments or participate in class
- Willful destruction of property or vandalism
- Stealing
- Possession of a weapon or other dangerous object
- Possession or use of tobacco products
- Possession or use of alcohol, drugs, or inhalants

Note: Any student who is caught selling drugs or alcohol at school or at a school-related event will be expelled from Our Lady of Perpetual Help Catholic School and will be reported to law enforcement officials.

Any student in possession of a firearm or weapon at school or at a school-related event will be expelled from Our Lady of Perpetual Help Catholic School and will be reported to law enforcement officials.

General Rules of Behavior

Teachers will have specific rules that apply in the classroom and will discuss these with students/parents at the beginning of the year. The following are rules which are school-wide and should be practiced at all times:

- Follow directions.
- Be honest (no lying or cheating).
- Be respectful (no teasing, bullying or name-calling).
- Keep the building and school grounds clean.
- Be prepared for class.
- Do not chew gum on the school campus.
- Be in proper school uniform.
- Report problems or emergencies to the teacher.
- Maintain a quiet, respectful atmosphere in the hallways; no running or horseplay.

The Good Name of Our Lady of Perpetual Help Catholic School

Students should always be mindful of the examples they set and the effect it has on the reputation of Our Lady of Perpetual Help Catholic School. OLPH students should maintain proper decorum and provide positive leadership both at school and away from school. Any student(s) involved in a criminal act or incident of public notoriety at school or away from school which may jeopardize or cause harm to the good name of the Our Lady of Perpetual Help student body may be asked to withdraw or face other disciplinary action.

Corrective Disciplinary Measures

When a student breaks the school rules or violates general rules of conduct, the teacher may use a variety of responses to point out and modify such behavior. These responses may include warnings, check mark reminders, missing of recess or other privileges, service oriented consequences or before or after school detention. Parents will be notified if a problem continues, and the teacher or parents may call for a conference. If the cooperative efforts of the child, parent and teacher do not solve the problem, the principal will be contacted for further support and possible administrative action. **Note: corporal punishment will not be administered at Our Lady of Perpetual Help Catholic School.**

Procedure for Serious Infractions

When a student is in serious violation of school policies or when interventions used in the classroom are not being effective, he/she will be sent to the office, and parents will be contacted. The student may be sent home for the remainder of the day. The student will not be readmitted to class until a conference can be held with the principal, teacher and parents. If parents cannot be contacted, the student will be placed in an in-school time-out area for the rest of the day.

Readmission to class will be allowed only after a parent conference. It will be determined at that time if further disciplinary action is necessary.

Saturday Morning Detention (Grades 4-8)

Saturday morning detention may be used at the discretion of the principal. Typically, it is for those students who are not responding to the teacher's discipline plan and/or as a possible alternative to suspension/expulsion.

Saturday morning detention typically follows the Saturday after the infraction and runs from 9:00 a.m.-11:00 a.m. The student is to report to the school lobby promptly at 9:00 a.m. and will do service (usually cleaning) for two hours.

Parents will be notified by the school principal prior to this detention. The school principal or faculty member will supervise this detention. Refusal to cooperate with this detention may result in suspension.

Suspension From School

When normal corrective measures do not change student behavior or in the event of a single serious incident, the principal may place the child in an in-school or out-of-school suspension for a period of one to three days. A conference may be called by the school or the parents. During this time, a helping plan will be devised for the student which may include school consequences, counseling, and/or a behavioral contract. Failure to abide by the terms of the suspension may result in the dismissal of a student from OLP. During a suspension, the student is required to complete assigned work. Students suspended from classes may not participate in field trips or any other school-related, co-curricular activities during the suspension period.

Expulsion From School

In extreme cases or when other measures of the behavioral program have not corrected unwarranted behavior, Our Lady of Perpetual Help School reserves the right to dismiss students from the school. In fairness to students and their parents, a proper due process will be followed. **The decision to expel a student will be made only by the principal.**

Appeals Process

In the event a family chooses to contest an expulsion from Our Lady of Perpetual Help Catholic School, the following process will be followed:

1. Within 7 days of the notice of the expulsion, the family must appeal, in writing, to the School Commission the decision of the principal.
2. Within 14 days after the formal appeal, the Commission must respond to the appeal, indicating whether or not the Commission will consider the appeal.
3. If the School Commission chooses to consider the appeal, a panel of three Commission members will be selected by the Commission to hear the appeal.
4. A formal appeals hearing will be held within 7 days of the appeal notice; both the parents and school may bring evidence to support their claim. The family of the student is not entitled to legal counsel at this hearing.
5. Within 7 days of the hearing, the appeals panel will determine the outcome of the appeal and inform the parents. The decision of the appeals panel will be final.

6. During an appeals process, the student will not be allowed to attend Our Lady of Perpetual Help School. If the child is readmitted to the school, counseling, a behavioral contract and/or other helping plan may be required.

Dismissal Procedure (at the end of the school day)

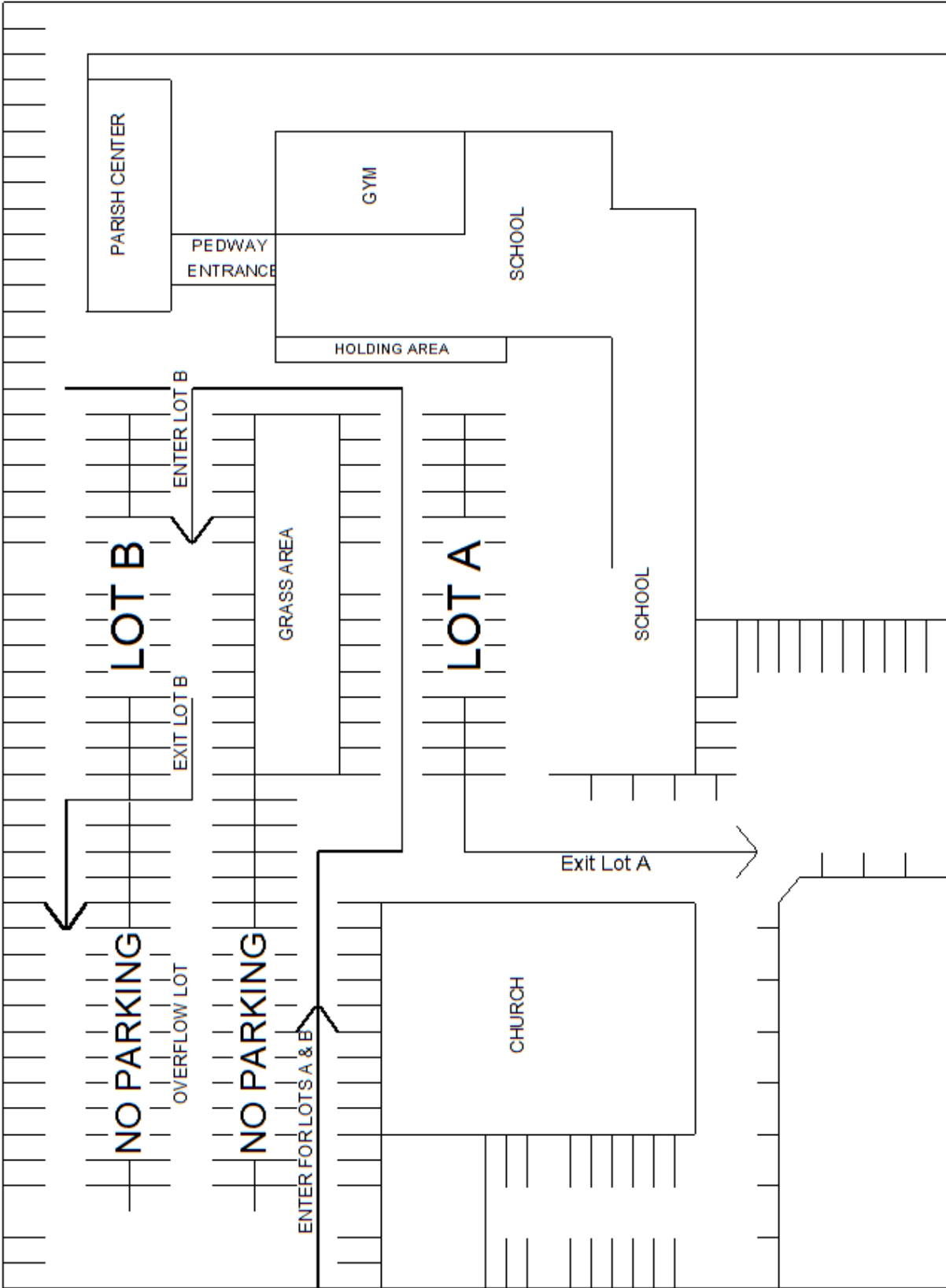
Cars should enter the back parking lot and park in the direction that the arrows indicate in the different areas. (See map on following page.) Those cars parked in Lot A will exit between the church and school to the right. Lot B will exit via the driveway closest to the play area. For a smoother dismissal, we recommend that families driving home via Charlestown Road or Roanoke park in Lot A if possible. Those families driving home via Woodbourne, park in Lot B if possible. **For the safety of the children, students will only be dismissed to those cars that are in designated parking places.** Parents are not allowed to take a child from the holding area and walk them past barriers to the car holding area. We ask that parents practice patience as well as follow the directives of the faculty/staff on duty. **If a grandparent or someone other than the normal pick up person will be picking up your child, please be sure they are familiar with the dismissal procedure.**

Walkers and bikers: Students who walk or bike home from school will need to have a current permission slip on file stating the name of the child and the designation after school. Walkers are to report to the pedway and are to sign out before leaving the building. Bikers sign out in the office.

Pick Up in Front of School: Those students who are not going through the back parking lot **due to an appointment** need to be picked up in the front lobby of the school. They will need to be signed out by the parent. Families with a reserved parking spot are allowed to pick up their children at the office entrance.

****ALL STUDENTS NOT PICKED UP BY 3:05 WILL GO TO EXTENDED CARE.**

PARKING LOT MAP



DRESS CODE

Our uniform suppliers are Educational Apparel, River City Apparel and Educational Outfitters. Uniform sales are held in the summer and once or twice at other times throughout the school year. Order forms may be obtained at the school office. You may also order on-line at www.educationalapparel.com or call toll free (800) 776-3034. Many of the uniform items may also be purchased at local stores or on-line at Lands End (i.e. navy & khaki slacks, shorts, red and white polo shirts, etc.) PTO also sponsors used uniform sales several times throughout the year.

Preschool students

No specific uniform is required. Students should wear comfortable clothing for active learning appropriate for the weather. Socks and shoes are required; no sandals allowed.

Girls Grades K -5

All uniforms must be clean and free from holes, rips and major stains.

Jumper K-3 Only. OLPH plaid uniform jumper.

Shirt Red or white polo shirt or the red OLPH logo shirt sold by PTO. No stripes or logos. Red or white turtlenecks or mock turtlenecks may be worn. No ribbed or sweater turtlenecks. No button down oxford shirts or blousy type of shirt. Plain white tee shirts may be worn underneath.

Skort Plaid uniform & solid navy skorts only. (No Khaki) Must be plain front – no pleats, buttons or buckles. **All Skorts are to be purchased from Educational Apparel, River City Apparel or Educational Outfitters.**

Slacks Full length, tailored uniform slacks (cotton/polyester blend or corduroy) with plain or pleated front. **SLACKS MUST BE NAVY BLUE.** NO logos or cargo pants. No flap pockets. NO stretch knits or stirrup pants. Pants must have belt loops. Navy, black or brown belts must be worn. Pants must sit at the waist and should not drag the floor.

Shorts Solid NAVY tailored uniform shorts. **Shorts must reach to the end of the finger tips**, have belt loops and sit at the waist. No cargo pockets or logos allowed. No flap pockets. Navy or brown belts must be worn. **No gym shorts, knit shorts or any other kind of athletic shorts.** Shorts may be worn anytime throughout the school year.

Sweaters V-neck, crew or cardigan sweater may be worn over the polo shirt. (A cardigan is a button up sweater with no hood attached.) Must be solid **RED, WHITE, or NAVY.**

Sweatshirts The uniform sweatshirt or uniform hoodie may be worn over the polo shirt. The sweatshirt may be purchased only from the uniform company, and the

hoodie may be purchased only through the PTO. No other sweatshirt or hoodie may be worn with the uniform.

Socks Crew socks, sport socks or knee socks must be worn at all times. **SOLID WHITE OR NAVY ONLY** - no logos, stripes or designs. Navy or white tights & leggings may be worn in the winter months.

Shoes Regular shoes or athletic shoes are allowed. No sandals, clogs or beach-like shoes. No heels over an inch high. No boots. Heelies (shoes with wheels) should not be worn in the school building at any time.

Jewelry The following jewelry is acceptable: simple necklaces, rings, watches and earrings. **No make-up should be worn, including glitter and lip-gloss.**

Belts Plain black, brown, or navy belts must be worn with shorts and pants.

Boys Grades K – 5

All uniforms must be clean and free from holes, rips and major stains.

Shirt Red or white polo shirt or the red OLPH logo shirt sold by PTO. No stripes or logos. Red or white turtlenecks or mock turtlenecks may be worn. No ribbed or sweater turtlenecks. No button-down oxford shirts. Plain white tee shirts may be worn underneath.

Slacks Full length, tailored uniform slacks (cotton/polyester blend or corduroy) with plain or pleated front. Slacks must be NAVY blue. NO logo or cargo pants. No flap pockets. Pants must have belt loops. Navy, black, or brown belts must be worn. Pants must sit at the waist and should not drag the floor.

Shorts Solid NAVY tailored uniform shorts may be worn. **Shorts must reach to the end of the finger tips,** have belt loops and sit at the waist. No cargo pockets or logos allowed. No flap pockets. Navy, black or brown belts must be worn. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts may be worn at any time during the year.

Sweaters V-neck, crew or cardigan sweater may be worn over the polo. (A cardigan is a button up sweater with no hood attached.) They must be solid RED, WHITE, or NAVY.

Sweatshirts The uniform sweatshirt or uniform hoodie may be worn over the polo shirt. The sweatshirt may be purchased only from the uniform company, and the hoodie may be purchased only through the PTO. No other sweatshirt or hoodie may be worn with the uniform.

- Socks** Crew socks, sport socks or knee socks must be worn at all times. **SOLID WHITE OR NAVY ONLY** - no logos, stripes or designs.
- Shoes** Regular shoes or athletic shoes are allowed. No sandals, clogs or beach-like shoes. No heels over an inch high. No boots. Heelies (shoes with wheels) should not be worn in the school building at any time.
- Jewelry** The following jewelry is acceptable: simple necklaces, rings and watches.
- Belts** Plain black, brown, or navy must be worn at all times.

Middle School Girls

All uniforms must be clean and free from holes, rips and major stains.

- Shirt** Red or white polo shirt or the red OLPH logo shirt sold by PTO. No stripes or logos. Red or white turtlenecks or mock turtlenecks may be worn. No ribbed or sweater turtlenecks. A royal blue middle school shirt is available. No button-down oxford shirts. Eighth graders who have outgrown their OLPH shirts may wear the Providence uniform shirts.

Skorts are not part of the middle school uniform.

- Slacks** Full length, tailored uniform slacks (cotton/polyester blend or corduroy) with plain or pleated front. Slacks must be **NAVY blue** or **BROWN KHAKI**. No logos or cargo pants. No flap pockets. Pants must have belt loops. Navy, black or brown belts must be worn. Pants must sit at the waist and should not drag the floor.
- Shorts** Solid **NAVY blue** or **BROWN KHAKI** walking length, tailored uniform shorts may be worn. **Shorts must reach to the end of the finger tips**, have belt loops and sit at the waist. No logos or cargo shorts. No flap pockets. Navy, black or brown belts must be worn. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts may be worn at any time during the year.
- Sweaters** V-neck, crew or cardigan sweater may be worn over the polo. (A cardigan is a button up sweater with no hood attached.) They must be solid **RED, WHITE, or NAVY.**
- Sweatshirts** The uniform sweatshirt or uniform hoodie may be worn in place of the sweater. The sweatshirt may be purchased only from the uniform company, and the hoodie may be purchased only through the PTO. No other sweatshirt or hoodie may be worn with the uniform. Eighth graders who have outgrown their OLPH sweatshirts may wear the Providence uniform sweatshirt.

- Socks** Crew socks, sport socks or knee socks must be worn at all times. **SOLID WHITE OR NAVY ONLY** - no logos, stripes or designs. Navy or white tights & leggings may be worn in the winter months.
- Shoes** Regular shoes or athletic shoes are allowed. No sandals, clogs and/or beach shoes. No heels over an inch high. No boots. Heelies (shoes with wheels) should not be worn in the school building at any time.
- Jewelry** The following jewelry is acceptable: simple necklaces, rings, earrings and watches. Light make-up may be worn. **NO Glitter.**

Middle School Boys

All uniforms must be clean and free from holes, rips and major stains.

- Slacks** Full length, tailored uniform slacks (cotton/polyester blend or corduroy) with plain or pleated front. Slacks must be **NAVY blue** or **BROWN KHAKI**. No logos or cargo pants. No flap pockets. Pants must have belt loops. Navy, black, or brown belts must be worn. Pants must sit at the waist and should not drag the floor.
- Shirt** Red or white polo shirt or the red OLPH logo shirt sold by PTO. No stripes or logos. Red or white turtlenecks or mock turtlenecks may be worn. No ribbed or sweater turtlenecks. A royal blue middle school shirt is available. No button-down oxford shirts. Plain white tee shirts may be worn underneath. Eighth graders who have outgrown their OLPH shirts may wear the Providence uniform shirts.
- Shorts** Solid **NAVY blue** or **BROWN KHAKI** walking length, tailored uniform shorts may be worn. **Shorts must reach to the end of the finger tips**, have belt loops and sit at the waist. No logos or cargo pants. No flap pockets. Navy, black, or brown belts must be worn. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts may be worn at any time during the year.
- Sweaters** V-neck, crew or cardigan sweater may be worn over the polo. (A cardigan is a button up sweater with no hood attached.) They must be solid RED, WHITE or NAVY.
- Sweatshirts** The uniform sweatshirt or uniform hoodie may be worn in place of the sweater. The sweatshirt may be purchased only from the uniform company, and the hoodie may be purchased only through the PTO. No other sweatshirt or hoodie may be worn with the uniform. Eighth graders who have outgrown their OLPH sweatshirts may wear the Providence uniform sweatshirt.

Socks Crew socks, sport socks or knee socks must be worn at all times. **SOLID WHITE OR NAVY ONLY** - no logos, stripes or designs.

Shoes Regular shoes or athletic shoes are allowed. No sandals, clogs or beach-like shoes. No heels over an inch high. No boots. Heelies (shoes with wheels) should not be worn in the school building at any time.

Jewelry The following jewelry is acceptable: simple necklaces, rings and watches.

Personal cleanliness and grooming are a must in the school setting and should not disrupt the learning environment. Hair should be neat and clean. Unnaturally dyed hair (red, blue, green, etc.) is unacceptable. Students should not have numbers, signs or letters shaved in their hair. Boys' hair should be kept at an appropriate length above the collar and above the eyes, sideburns above the ears, and no long single tails of hair. Real or fake tattoos or ink markings are unacceptable. Excessive makeup is not permitted. No body piercing is permissible except for girls who are allowed to wear one set of simple stud earrings in their ears.

DRESS DOWN DAYS

On occasion, students will be allowed to be out of uniform. Students may wear jeans, non-uniform pants, dresses, skirts or shorts which are the appropriate length. Jeans should not be touching the floor, and shorts, dresses and skirts must reach to the end of the finger tips. Khaki and Capri pants as well as tailored jogging pants are acceptable. No sweat pants or overly baggy athletic shorts allowed. Students are not allowed to wear strappy tops, halter tops, or any type of shirt which displays inappropriate language or scenes. Student may not wear sandals on dress down days. Crocs with backstraps are allowed. **Students may wear sandals on picture day and May Crowning only.**

SPIRIT DAY DRESS CODE:

- Spirit shirts
- Blue jeans, blue jean capris, blue jean shorts that are the appropriate length (must reach to the end of the finger tips), uniform shorts or uniform pants
- Tennis shoes and white socks

PHYSICAL EDUCATION DRESS CODE (GRADES 5-8)

Kindergarten through grade 4 students do not dress out for gym, but are asked to wear tennis shoes on gym days. Grades 5-8 should wear the following:

- Navy OLPH PE Uniform Shorts
- Grey OLPH PE Uniform Shirt
- Tennis shoes and socks
- Grey uniform sweatshirts and navy uniform sweatpants may be worn for gym when the weather gets cold.

Physical Education clothing may be purchased through the PTO.

UNIFORM INFRACTIONS

- 1st Offense- Uniform Notice is sent home
- 2nd Offense- Parent phone call home
- 3rd Offense- Detention served after school

Enrichment Classes

OLPH offers enrichment classes after school and in the summer. Classes may include book clubs, study-help classes, Homework Haven, science workshops, in-depth research classes on a specific topic, math games, arts and crafts, cantor groups and writers' workshops. Current and up-coming classes are listed in the school newsletter throughout the school year.

Extended Care

Our Lady of Perpetual Help offers an extended care program as a service to those parents who work and need supervision for their children after school. Extended care is located in the school basement. Children are to be picked up by entering the rear door. If the door is locked, please ring the intercom button and an assistant will open the door. Parents picking up children should park in the upper lot behind the church.

Extended care students are to follow the same general rules of the school. No cell phones are allowed and must remain in backpacks at all times. The principal may choose to not allow a student to attend Extended Care if the child cannot behave appropriately.

Following is a general schedule of the Extended Care program:

2:45-3:15	Students check in and are given a snack
3:15-4:30	Students may go outside for free play (weather permitting) or stay inside.
4:30-5:30	Supervised free play, homework time or quiet time
5:30-6:00	Unstructured time (Games, TV, etc.)
6:00	Extended Care closes promptly.
6:01	Parents are charged \$1.00/minute.

Fee Structure:

\$25.00/Registration Fee

\$3.00/hour per child beginning at 3:00

3rd child is free

Extended Care will be open for delayed openings from 7:15-9:15 AM.

Fee is \$3.00 per child/per hour

Enter through the back door of school which goes directly down to aftercare.

Registration forms for Extended Care are provided at registration and at the back of this handbook.

Field Trips

School sponsored field trips will be the outgrowth of material and subjects taught and/or for cultural growth. All such trips will be adequately supervised by school personnel and adults. Transportation will be provided by individuals who are licensed to drive a school bus and/or a charter bus. In some cases when students travel a short distance, a parent may drive. If this is the case, it will be noted on the permission slip, and the student must wear a seatbelt.

Participation in a field trip is a privilege, not a right. A student may have this privilege taken away for a reason deemed necessary by school authorities. **No student will be permitted to participate in a field trip unless a permission slip is signed by a parent or authorized guardian.** Slips will be sent home prior to the trip. If a student loses his/her field trip form, a parent may obtain a copy on the school website or make a handwritten copy and send, fax or email it to school. **No child will be permitted to participate in a field trip if permission is given over the telephone.**

Expectations of Chaperones: Chaperones are designated by the classroom teacher. Younger siblings are not allowed on field trips. Once chaperones have been designated for a field trip, it is inappropriate for a parent to join the group at their location. Chaperones are to follow the directives of the classroom teacher.

Overnight trips: Parent chaperones are to conduct themselves in a responsible and respectful manner while on overnight trips. Alcoholic beverages are prohibited at all times on the trip. Parents are responsible for all of their own expenses.

Financial Obligation

Parents have an obligation to keep payments current and not run delinquent. Student report cards will be held until all financial obligations have been met. All previous accounts must be paid before registration in August. Parents should contact the principal if circumstances need to be discussed.

First Aid

If an accident occurs or if a child needs to be sent home because of an illness, parents or emergency contacts will be notified. Parents are asked to alert the school in writing of any physical or emotional handicap or problem a student may have.

Administration of First Aid: School personnel will administer first aid to clean a wound (water only) or to stop bleeding. School personnel will also take a temperature and apply ice.

Food Allergy Policy

Students with severe food allergies will have Emergency Action Plans on file in the school office. A designated peanut/nut free table is provided in the cafeteria for use during the lunch period. Peanut butter and snacks containing peanuts, nuts or nut oils are not allowed in the classroom or playground. No homemade snacks are allowed for parties. Only snacks with labels clearly indicating the ingredients are allowed. In classrooms with identified allergic students, only foods without the offending food ingredient may be brought in for class consumption.

Fundraising

The school conducts a major fundraising sale beginning in August. Students also participate in a walk-a-thon in the fall to raise money for the school. The SCRIP program and Market Day are

on-going school programs. In addition, the school gives permission to solicit one fundraiser through the students.

Grading Scale

A=95-100

B=86-94

C=76-85

D=70-75

F=69 or below

I=Incomplete

Art, Music, K-Grade 6 Spanish, Physical Education, Computer Classes and Grade 7-8 Electives will use O (Outstanding), S (Satisfactory) and U (Unsatisfactory) for grading purposes.

Guardianship

If a student is not living with both natural parents or in the case of a divorce, please send the following information for the school files:

1. Names of persons permitted custody of student(s) regarding request to communicate with and/or pick up from school
2. Names of person(s) not to have contact with the student(s) and directives to follow if said person(s) appears at school
3. A copy of any document pertinent to the situation applicable for legal purposes.

Please note: Natural parents have the right to their children's progress and communication (school calendar) from the school. If a parent is not receiving this information and would like this information, please contact the school office.

Gum

Gum chewing is not permitted in school or on the school grounds. Repeated offenders will be asked to serve detention in the form of service (cleaning) around the school.

Head Lice

Lice are considered a social public nuisance and not a health problem by the Indiana State Board of Health because they do not cause disease. Students with head lice will be sent home, and notes are required from medical professionals before students are readmitted to the school. Upon readmission, students will be checked daily for two weeks as a further precaution.

Health

Under the direction of the public health nurse, routine checks on vision, hearing and scoliosis are made and complete health records are maintained for each student. If the nurse sees a significant problem, she will contact the family.

Homework

Homework is an essential follow-up and reinforcement of the skills taught in school. While homework is basically the student's responsibility, parental involvement is highly recommended. Please give your child the proper support and encouragement that he/she needs and above all provide him/her with a quiet place away from the television and other distractions in which to work.

The recommended home study time is as follows:

Primary Grades (K-3)	15-30 minutes
Intermediate Grades (4-5)	30-60 minutes
Middle Level Grades (6-8)	60-90 minutes

Homework should rarely be given over the weekend or on holiday breaks with the exception of long-term projects assigned well in advance.

*If your child has too much or too little homework, it is advised that the parents contact the child's teacher to find out if there are any problems.

Honor Roll

A quarterly honor roll is maintained for students in grades 5-8. All subjects are included in determination of those eligible for the honor roll. The honor roll will be based on an average of all grades, and special areas and all cooperation grades must be satisfactory or better. A student with a D or F will not be eligible for the honor roll.

1 st Honors	95%-100%
2 nd Honors	90%-94%
Honorable Mention	86%-89%

Insurance

The school maintains accident insurance on all OLPH students. Please contact the school office for details if you encounter medical bills due to an accident at OLPH.

Invitations

Invitations to private parties may only be distributed at school if **all** students in the class receive an invitation. The school recommends that parents avoid parties for almost a whole class while leaving out one or two individuals.

Library

Library services are available for students. Students are asked to take proper care of the materials. Fines will be charged for late, lost, or damaged books.

Liturgy and Devotional Schedule

Students in grades 1-4 attend 8:00 a.m. mass on Wednesdays, and students in grades 5-8 attend 8:00 mass on Fridays. One all-school liturgy per month is planned, and students attend mass for all holy days and special occasions. Classes attend adoration and pray the rosary once a month.

Prayer is said at the beginning and at the end of each school day. The Angelus is prayed school-wide at noon.

Weekday mass attendance does not fulfill the obligation of Sunday mass, and parents are encouraged to model their faith by taking their children to mass on the weekends.

Lost and Found

Lost and found is located at the bottom of the stairs by the school office. Parents are encouraged to put names on all personal items brought to school. Please check the lost and found if you have an item missing. All items left in lost and found without names are sent to charity after each grading period.

Medication Policy

In order to protect the health and welfare of children and school staff members, Indiana law requires that school personnel observe certain safeguards in administering medication to pupils.

1. A written request is required from the parent or guardian.
2. Students are not permitted to carry medication on their persons. All medication must be kept in the school office. Inhalers and Epi-pens may be kept with students if written orders from a doctor are provided.
3. All medication must be delivered to the school office and sent home through the parent, guardian or designated adult.
4. School personnel will not administer a prescription drug unless it is in the original container stating the hours of administration, dosage, period of time medication is to continue and possible side effects.
5. Non-prescription medication will not be administered to any student unless written orders from the parent, guardian or doctor are provided. The medication must be in the original container and state the reason for the medication, hours of administration, dosage, period of time medication is to continue and possible side effects. Prolonged use of non-prescription medication will require a doctor's note.
6. Ordinarily the office staff oversees the self-administration of medication by the student rather than administering the medication to the student.
7. All medication taken by a student must have a medication release form on file in the office. Written or email permission must be given before any medication is given. This includes cough drops.

Movies

Students in grades K-8 will be shown clips of movies or educational movies to help reinforce concepts learned in school. On occasion, teachers may show a movie during a time when there

is a long period of cold weather, and students are unable to go outside. Movies rated PG or higher require parent notification from the teacher.

Non-discrimination Policy

No student at OLPH shall, on the basis of sex, race or ethnic group, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any OLPH educational program or activity.

Order of Admission Policy

The Catholic Schools of the Archdiocese of Indianapolis welcome students who wish to apply for admission regardless of race, sex or national origin. The local Commission for Education establishes policies for admission of Catholic and non-Catholic students.

OLPH School follows the policy of the local school district in determining the age for admitting children to kindergarten and first grade. In order for a child to be admitted to kindergarten, he/she should be five on or before August 1st. Copies of both the child's baptismal and birth certificate are required at the time of registration.

Within the limits of class sizes established by the Commission for Education, classes will be filled in the following order, good financial standing in accord with published parish and school financial requirements being assumed:

1. Returning students who completed the next lower grade in good standing and were recommended for promotion in the preceding school year.
2. Children of registered parish families in order of length of time in the parish with preference among equals given to families already having children in the school.
3. Catholic children who cannot be accommodated in Catholic schools in their own parish.
4. Other children, in order of application.

Parent-Teacher Conferences

Time is set aside during the school year (after 1st and 3rd grading periods) for scheduled parent-teacher conferences. This time is designed to communicate the academic progress of each student. Students in grades 4-8 are required to attend these conferences. Parents are asked to come during designated appointment times if at all possible.

Parents are encouraged to schedule additional conferences with teachers after school hours when the need arises. Middle level teachers meet every Monday after school; this is a great time to schedule a conference to meet with all of these teachers. It is important to deal with problems before they become insurmountable and to learn the correct facts before undue anxiety is caused by rumors. Courtesy asks that a definite appointment be made at least one day in advance.

Playground

Students are expected to play fairly and refrain from kicking, shoving or hitting on the playground. The school makes an effort to see that all children are in active play during some part of the school day; however, some children prefer to sit quietly. Games should have limited body contact.

Students are provided with playground equipment, jump ropes and balls. Students should not bring equipment from home unless the teacher allows it for a special occasion. In such an instance, specific guidelines will be given.

Playground rules are posted and discussed in each of the classrooms. Students are expected to follow these rules. Be mindful that recess is a privilege and not a right.

Preschool

OLPH offers preschool for three and four year olds. Children who are four years old by Aug. 1 are eligible for pre-kindergarten classes which meet on Monday, Wednesday, and Friday. Children who are three years old by Aug. 1 are eligible for preschool classes that meet on Tuesday and Thursday. Morning sessions meet from 8:00 a.m.-11:00 a.m. and afternoon sessions meet from 11:45 a.m. - 2:45 p.m. Daycare is available on OLPH school days for preschool students Monday through Friday from 7:15 a.m.-6:00 p.m. as needed.

Progress/Interim Reports

Report cards are sent quarterly. Interim progress reports will be sent home midway through each grading period. Parents and students should study the evaluation of the work performed. **If unsatisfactory work is indicated, the parent and student, along with the school, should take action in order to bring about improvement.**

Incompletes may be given when deemed appropriate by the teacher. If the work is not made up within the time limit set by the teacher, the incomplete will be changed to an F.

At the end of the year, a student may be assigned (instead of promoted) to the next grade level when he/she has worked to the best of his/her ability but has not merited promotion. Adjustments of academic work may be made within legal guidelines from the Indiana Department of Education.

A student will be retained only when there is positive hope that he/she will profit from it. Social, emotional, moral and physical factors as well as academic achievement will be considered.

It is strongly recommended that students with continued poor progress get help either by tutoring or attending summer school. Parents should contact the school's special needs/resource coordinator for assistance.

Responsibility

One of the major goals of education is to guide our students toward responsible adulthood. Students should assume the responsibility as much as possible for having assignments completed and returned to school, having all books and necessary papers and having gym clothes and lunch as needed. Parents are asked to refrain from bringing forgotten articles after the school day has begun.

Returned Checks

There will be a \$30.00 fee on all returned checks.

Sacramental Preparation

Students receive the sacrament of Reconciliation and First Holy Communion in Grade 2. Confirmation is received in high school.

School Property

Students are asked to respect all areas of the campus including the church by keeping it clean and free from litter. Students are asked not to deface the buildings, desks, lavatories, etc. The repair of such damage will be the responsibility of the student(s) and/or parents.

Snacks/Wellness Policy

Students are allowed to bring healthy snacks to school. Peanut butter and snacks containing peanuts, nuts or nut oils are not allowed in the classroom or playground. The school health and physical education curriculum focuses on good nutrition, an active lifestyle and healthy habits that promote wellness.

Special Needs

Our Lady of Perpetual Help Catholic School recognizes that students learn differently and that some students have special needs which may require classroom accommodations. Students with physical, emotional or learning disabilities must provide appropriate testing documentation every three years in order to receive or continue to receive reasonable accommodations for grading, test taking, homework and/or other classroom adaptations. Some areas of the building are not accessible to students who require an elevator.

Student Organizations

OLPH has several student organizations designed to help promote leadership and citizenship including:

Student Council for elected members from grades 5-8;

Student Run Branch of One Vision Credit Union for students selected from grades 5-8;

National Junior Honor Society for students in grades 7 and 8 who have achieved excellent academic standing and rate high in citizenship, service, leadership and character. Selection and induction into NJHS is conducted according to NJHS national guidelines.

Telephone Calls

We encourage all families to take care of business at home before students arrive at school if at all possible. If necessary, parents may call the school office to leave a message for their children. The school phones are business phones, and student use is limited to emergencies. Students need a note from the teacher in order to use the school phone. Students may not use the phone to call for forgotten gym clothes, homework or lunches.

Testing

Students in grades 3-8 will be given the ISTEP+ Test according to Indiana State guidelines. Any student who does not pass this test is required to do some type of remediation either with summer school (which is provided by the local school system) or tutoring. If a parent chooses to not use summer school, they must sign a waiver denying this service and provide documentation that remediation took place for their child over the summer.

Students in grade 2 take the Standardized Terra Nova test in the spring.

Standardized tests help measure student achievement with national and local norms. They are also good indicators of the strengths and weaknesses in the various skill areas for our students and our school.

Transfer Policy

Parents of students wishing to transfer to Our Lady of Perpetual Help must first contact the school office to arrange a tour of the building and to receive introductory material on the school program. If the family wishes to pursue the transfer after the tour, the parents will need to arrange an interview with the principal. Report cards, transcripts and standardized test scores must be sent in prior to the interview. The student's previous school will be contacted for a recommendation. After the interview, an admissions committee determines if the transfer is in the best interest of both the student and the school.

All transfer students are admitted on a probationary basis. Academic, behavioral and attendance records will be reviewed by administration at the end of the first semester and at the end of the year. At these times, a determination will be made concerning the probationary status of the student's enrollment.

Vacations (during school time)

We recommend students not be pulled from school for vacation time. Parents who choose to do this will assume all responsibility for school work missed by the student(s). It is not always

possible for the teacher to give assignments ahead of time. The student (parents) should check with the teacher AFTER returning to see about any assignments that need to be done.

Parents should remember that educational concepts at all grades build upon each another, and missing school while other students are learning new concepts can be stressful for a student.

Virtus

The Virtus Program is used by all schools and parishes within the Archdiocese of Indianapolis. It develops awareness and fosters prevention of child sexual abuse through an initial training session and monthly follow up articles. All employees and adults who have regular contact with children are required to have Virtus training.

Visitors/Volunteers

Parents and friends are always welcome to visit our building. We do ask, however, that you follow certain procedure when you do so:

1. Let us know in advance if you plan to visit our school.
Always enter and leave via the front door.
2. All visitors and volunteers should sign in at the office when entering the building so that school personnel will know who is in the building and where they can be reached if necessary.
3. If you need to get an item or message to your child(ren), please contact or come to the office rather than going to the classroom. School personnel will deliver the item or message to your child(ren).
4. When picking up your child for an appointment, please come to the office to sign out your child. He/she will then be called to the office and dismissed.

Withdrawal Policy

Any parent/guardian who withdraws a student from Our Lady of Perpetual Help must do the following:

- The parent/guardian should contact the principal and explain the reason for the withdrawal.
- The student should complete an exit interview with the principal or school counselor.
- Parents should complete an exit survey.
- Parents should request student records in writing.
- All outstanding work, the return of all school books and materials and the payment of all tuition and fees owed must be completed.



Our Lady of Perpetual Help Catholic School 2009-10 School Calendar

Wednesday, August 5	Registration
Wednesday, August 12	First Day of School
Monday, September 7	Labor Day Holiday
Tues. Oct. 20	Reg. Dismissal/Parent Teacher Conferences in pm
Wed. Oct 21	No School; Parent Teacher Conferences
Thurs., Fri., Oct. 22, 23	Fall Break
Wednesday, November 25	Teacher In-service; no students
Thurs., Fri., Nov. 26, 27	Thanksgiving Break
Mon.-Fri., Dec. 21-Jan. 1	Christmas Break
Monday, January 18	Teacher In-service (snow make up day #1)
Friday, February 12	Winter Break/Teacher In-service snow make up #2
Monday, February 15	Winter Break (snow make up day #3)
Mar 1-10	ISTEP+ Testing
Thurs., Mar. 18	Reg. Dismissal/Parent Teacher Conferences in pm
Fri., Mar. 19	No School; Parent Teacher Conferences
Mon.-Fri., Mar. 22-26	Spring Break
Friday, April 2	Good Friday/Regular Dismissal
April 26-May 5	ISTEP+ Testing
Friday, April 30	Oaks Day; no school (snow make up day #4)
Thursday, May 27	Last Day of School; Eighth Grade Graduation
Friday, May 28	Teacher In-service (snow make up day #5)
Monday, May 31	Memorial Day Holiday

Appendix 1

OLPH School Internet Use Policy

The terms and conditions presented in this document are meant to educate and guide parents, students and faculty in the use of the Internet at OLPH School. Our goal in providing Internet access is to promote educational excellence in our school by facilitating resource sharing, skill enhancement and improved communication. Along with access to a global network comes the availability of material that may not be considered of educational value in the context of the school setting. However, Our Lady of Perpetual Help Catholic School and the Archdiocese of Indianapolis believe that the valuable information available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Archdiocese of Indianapolis.

Acceptable Use

The use of the Our Lady of Perpetual Help School Internet account must be in support of education and research consistent with the educational objectives of the Archdiocese of Indianapolis. Use of the Internet shall be limited to professional development and collaboration and to educational and instructional purposes related to class curriculum.

All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network computers.

Security on our school network is always a priority. Anyone identifying a security problem should notify a teacher or the school principal.

Unacceptable Use

- The network cannot be used for commercial activities, advertisements, or political lobbying.
- Access to pornographic or obscene material is not allowed.
- Damage to property of another person or organization is forbidden.
- Individuals cannot access another person's materials without direct permission from that person.
- Messages relayed through the network should not be abusive or contain inappropriate language or images.
- Unsolicited on-line contacts should be reported to a teacher or the school principal.

Privileges

The use of the school computers and access to the Internet is a privilege, and inappropriate use will result in a cancellation of those privileges. All users are expected to exercise common sense and good judgment. School administrators, the Archdiocese of Indianapolis and members of the Our Lady of Perpetual Help faculty and staff will deem what is inappropriate use and may deny or suspend specific users for unacceptable use.

Adherence to the acceptable use of the Internet by students shall be the joint responsibility of students, parents and employees of Our Lady of Perpetual Help School. Students may only access the Internet at times designated by a teacher, parent or guardian. The sponsoring teacher must verbally review the School Internet Use Policy with students.

If a parent or guardian has a concern, he or she should contact the school principal.

User Acceptance

I understand and will abide by the terms and conditions of the *Our Lady of Perpetual Help School Internet Use Policy*. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should anyone commit a violation, his or her access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student Name(s) _____

Parent Signature _____ Date _____

Appendix 2 OLPH School Extended Care Registration Form

Registration Fee: \$25 per family Date Paid _____ Check # _____

Last Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____

Child: _____ Date of Birth: _____ Grade: _____

Child: _____ Date of Birth: _____ Grade: _____

Child: _____ Date of Birth: _____ Grade: _____

Father's Name: _____ Employer: _____ Work Hours: _____

Work Phone: _____ Home # (if different from above): _____

Mother's Name: _____ Employer: _____ Work Hours: _____

Work Phone: _____ Home # (if different from above): _____

1st to be notified in case of problem/accident/emergency: Mom _____ Dad _____

The days you will be planning to use Afterschool Care:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Please list any health problems, including allergies: _____

If parents cannot be reached, please contact one of the following:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Who will be picking up your child/children at the end of the day?

Name: _____ Approximate Time: _____

Is there anyone who MAY NOT pick up your child/children? _____

Name to be printed on annual tax statement (receipt): _____

I give permission for my child/children to play on the playground equipment:

Parent Signature: _____ Date: _____

Appendix 3

Medication Policy and Release Form

In order to protect the health and welfare of children and school staff members, Indiana law requires that school personnel observe certain safeguards in administering medication to pupils.

- * A written request is required from the parent or guardian.
(This form may be used for this purpose.)
- * Students are not permitted to carry medication on their persons. All medication must be kept in the school office. Inhalers and epi-pens may be kept with students if written orders from a doctor are provided.
- * All medication must be delivered to the school office and sent home through the parent, guardian or designated adult.
- * School personnel will not administer a prescription drug unless it is in the original container stating the hours of administration, dosage, period of time medication is to continue and possible side effects.
- * Non-prescription medication will not be administered to any student unless written orders from the parent, guardian or doctor are provided. The medication must be in the original container and state the reason for the medication, hours of administration, dosage, period of time medication is to continue and possible side effects. Prolonged use of non-prescription medication will require a doctor's note.
- * Ordinarily the office staff oversees the self-administration of medication by the student rather than administering the medication to the student.
- * All medication taken by a student must have a medication release form on file in the office. Written or email permission must be given before any medication is given. This includes cough drops.
- * Continuing long-term medication must be re-verified at the beginning of each school year.

We cannot assume responsibility for medication unless these provisions are followed.

* * * * *

I hereby give permission for school staff members to administer medication to _____ during school hours, in accordance with the enclosed written instructions from my physician for prescription medications or written instructions from a parent, guardian or physician for non-prescription medications. I agree to provide all medication in the original container and to renew long-term medication orders at the beginning of every school year.

Name of Medication: _____ Time: _____

Period of time medication to be continued: _____

Parent or guardian signature: _____ Date: _____

Appendix 4

Authorization for Walkers

Date: _____

Daily Walker: _____

Part-time Walker: _____

Family Name: _____

Student's Name: _____ Teacher: _____

Student's Name: _____ Teacher: _____

Student's Name: _____ Teacher: _____

Destination: _____

(address)

Route Traveled: _____

Parent's Signature

Note: If your child only walks on an occasional basis, please send a note to the teacher on the day your child will be walking.

Appendix 5

Field Trip Permission Form

Dear Parents:

The _____ grade class will be going on a field trip to: _____
_____ on (date) _____.

Appropriate attire for this trip is: _____

Please be sure your child is dressed appropriately.

Special risks at this site include: _____

Participants will be traveling by: bus _____ car _____ other _____

We will be departing at ____:____ and returning to school by ____:____

Name of supervising teacher: _____

Please complete the bottom portion and return to your child's teacher

=====

I give permission for my child(ren) _____ to
participate in the _____ field trip
on (date) _____ and to travel by _____ to and from the
event.

In consideration of the making of arrangements for Our Lady of Perpetual Help School, I hereby release and hold harmless Our Lady of Perpetual Help School, New Albany, Indiana and any and all personnel of Our Lady of Perpetual Help School from any and all liability for any injuries, loss or other claims arising out of or resulting from this trip.

Date: _____

Signed: _____

Address: _____

Phone: _____