

The Our Lady of Perpetual Help Student Handbook reflects the school's policies for the 2017-18 school year.

Please read this document carefully and sign the attached forms/agreement at the end of the document. By doing so you indicate that you intend to abide by the policies of OLPH School during the academic year indicated above.

Our Lady of Perpetual Help Catholic School

Our Lady of Perpetual Help Catholic School serves children in Pre-kindergarten through grade eight. Students are assigned to grade levels based on their age, aptitude and emotional and physical maturity. Emphasis is placed on development in faith and the fundamental skills in language arts and mathematics.

Basic courses of study are religion, reading, spelling, language arts, math, science and social studies. Students also receive instruction in technology, art, music, foreign language, physical education and library. Field trips and special programs provide learning experiences outside the classroom and are important parts of the curriculum.

Communication between the home and school is an essential aspect of our program. We believe that the home and the school share the responsibility for the academic, social and faith development of our children and that close cooperation enhances their successful development.

Our faculty and staff seek to provide a warm, caring environment in which respect for the rights and feelings of others and the worth of the individual are emphasized. Our teachers encourage and support students in meeting advanced levels of academic and behavioral expectations.

This handbook is designed to give information regarding procedures and policies in our school. Please use it for reference throughout the school year. If further information is needed, please contact your child's teacher or the school office.

History

Our Lady of Perpetual Help Catholic School was established by the Diocese of Raleigh, North Carolina in 1939. Our school is the oldest parochial school in the Rocky Mount area. The current school building was opened in 1957. The Sisters, Servants of the Immaculate Heart of Mary, originally staffed the school. Today, lay teachers staff the school and are required to hold North Carolina certification in grades Kindergarten through eighth grade. The school has maintained its tradition of serving both parish children and those of other faiths. The focus remains to further the spiritual development of children and to ensure academic excellence.

SCHOOL OFFICE HOURS

The school office is open Monday through Friday from 7:30 am until 3:30 pm.

Our location is: 315 Hammond Street, Rocky Mount, NC 27804

Phone: (252) 972-1971.

Fax: (252) 972-7831.

Website: www.olphrm.com, then select the school link.

Mission Statement

Our Lady of Perpetual Help Catholic School provides an academically rigorous Catholic education that is based on the life and teaching of Jesus Christ. We welcome students of diverse backgrounds and work in partnership with parents to maximize students' spiritual and intellectual growth.

School Philosophy

Our Lady of Perpetual Help School is founded upon a belief in the goodness of God and His will to save all. We believe in God's plan of salvation through the establishment of community of people who love one another. The goal of our school is to plant the seed for such community through the development of the whole child, spiritually, intellectually, socially and physically.

Special focus is placed on our responsibility to create an atmosphere in which students can feel good about themselves, utilize their talents and responsibilities, and contribute to improving life by developing these resources.

Because we hold to the above, we:

- Offer personal experience in Christian living through religious instruction, prayer, guidance, example and liturgical celebrations.
- Foster a Christian experience in which each child is accepted as an individual and an important member of the faith community.
- Develop and enhance basic skills, especially in the arts of communication and critical thinking.
- Guide the student toward that spirit of freedom, which recognizes self-discipline and personal responsibility.
- Promote physical fitness and encourage habits, which build and maintain good health.
- Emphasize a sense of responsibility for our nation.
- Provide opportunities for the strengthening of family life through parental involvement in school functions and activities.

Absence

When a student is absent from school, the parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the OLPH students.

Students should be fever free for 24 hours before returning to school.

- **Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.**

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar (on school website) provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 10:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM the day after the first absence.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence of (20) days or the equivalent of 20 days including tardies can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Note: *Students using school laptops are responsible for returning their laptops to the office/technology department/teacher before leaving the school campus.*

Tardiness

. The OLPH school day begins at 8:00 a.m. One of the most valuable life skills a student can learn is taking the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The entire tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout life.

SCHOOL SCHEDULE AND TARDY PROCEDURES:

- 7:45 a.m. Student supervision begins.
- 8:00 a.m. Students are either in outside prayer lines or in classrooms
- 8:05 a.m. Students arriving at this time are TARDY. Parents must come to the office to sign in students.

CONSEQUENCES FOR TARDINESS:

- 1st tardy Verbal warning
- 2nd tardy Letter sent to parent/guardian outlining this policy.
- 3rd tardy Parent/student conference with teacher to resolve issue.

EXCESSIVE TARDINESS

Excessive tardiness is defined as being tardy more than 10% of the current school session. Students who have excessive tardiness may miss the next class activity/fieldtrip or special event.

Academic Information

Curriculum

The Diocese of Raleigh Catholic Schools Curriculum, in addition to the North Carolina Course of Study, makes up the curriculum of Our Lady of Perpetual Help School.

Core subjects offered are Religion, Language Arts (Reading, Writing, Phonics, and Grammar), Mathematics, Social Studies and Science.

Additional subjects include Technology, Spanish, Art, Physical Education/Health, Music, and Library Science

Grading Scale

A = 93-100	O = Outstanding
B = 86-92	S = Satisfactory
C = 77-85	N = Needs improvement
D = 70-76	U = Unsatisfactory
F = Below 70	

HONOR ROLL

“A” Honor Roll: The “A” Honor Roll is an acknowledgement of outstanding academic achievement when students earn “A’s” in all subject areas.

“A/B” Honor Roll: The A/B Honor Roll is an acknowledgment of noteworthy academic achievement when students earn “A’s” and “B’s” in all subject areas.

PARENT-TEACHER CONFERENCES

Cooperation between parent and teachers is extremely important to the development of the child. The teacher or the parent may request conferences any time there is a need or concern. Requests for conferences by the parent should be made by a note or telephone call to the office. You are asked to make these in advance.

Formal conferences are scheduled once during the school year; however, this does not limit parents or teacher in the amount of conferences that can be conducted.

Accreditation

AdvancED, also known as The Southern Association of Colleges and Schools (S.A.C.S.), accredit Our Lady of Perpetual Help School. By abiding by the standards of this agency, Our Lady of Perpetual Help maintains a program of excellence for its students. Results of established testing instruments consistently show that Our Lady of Perpetual Help Catholic School students exceed national averages. Teachers possess exemplary professional and personal standards.

Promotion Policy and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Report Cards will be held if tuition, library fines, or After School Care Program fees are in arrears.

Admission Information

Non-discriminatory Policy

Our Lady of Perpetual Help School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

*Application and registration fees are non-refundable.

All students are welcome to our school when space is available and the student meets acceptable age, academic and behavioral standards. Students enter with the understanding that they must participate in the school's religion program.

Age requirements for Pre-K and Kindergarten are in conformity to the school laws of the state of North Carolina.

Admission Requirements:

- (1) Age of child – (Pre-K and K)
 - a. Incoming Pre-K students must be 4 years old by August 31st of the current School year.
 - b. Incoming Kindergarten students must be 5 years of age by August 31st of the current school year.

- (2) Documents needed (all students)
 - a. A copy of the child's birth certificate
 - b. A copy of the child's immunization record. (Record will be reviewed by school administrative assistance for compliance with the law.)
 - c. A copy of the child's Baptismal Certificate (if Catholic).

- (3) Grades 1-8
 - a. A copy of their most recent standardized test scores, copy of their report card
And a transcript from the previous school is required.
 - b. Students must meet all requirements for immunizations.

Based on satisfactory academic progress and acceptable behavior, the following priorities will be followed in accepting **new students**.

- (1) Siblings of enrolled parish children. (A parishioner is a person who attends Mass and contributes to the support of the parish.)
- (2) Siblings of other enrolled children.
- (3) Parish children with no siblings currently in the school.
- (4) All other children.

Financial Obligations - OLPH Tuition 2017-18 School Year

Elementary School Rates (Based on 12 months)	First Child K – 5		2 nd Child K – 5		3 rd Child K – 5	
	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly
Regular Tuition Rate	\$5155	\$430	\$4640	\$383	\$4383	\$365
Catholic Outside Rate	\$4945	\$412	\$4450	\$370	\$4202	\$350
Active OLPH Parishioner	\$4703	\$392	\$4232	\$353	\$3998	\$333

Middle School Rates (Based on 12 months)	First Child 6 – 8		2 nd Child 6 – 8		3 rd Child 6 – 8	
	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly
Regular Tuition Rate	\$5826	\$486	\$5245	\$437	\$4952	\$412
Catholic Outside Rate	\$5536	\$461	\$4981	\$415	\$4702	\$392
Active OLPH Parishioner	\$5344	\$445	\$4720	\$393	\$4456	\$371

Pre-K Rates (Based on 12 months)	Half Day Program		Full Day Program		2 nd Child	3 rd Child
	Yearly	Monthly	Yearly	Monthly		
Regular Tuition Rate	\$3358	\$280	\$3931	\$328	\$3537	\$3301
Catholic Outside Rate	\$3134	\$261	\$3891	\$324	\$3501	\$3307
Active OLPH Parishioner	\$3016	\$251	\$3852	\$321	\$3467	\$3274

PREPAYMENT OF FULL TUITION BY JULY 1 of current school year ENSURES A DISCOUNT OF \$250.00 PER FAMILY.

Additional fees:

\$65.00 non-refundable registration fee, due with application.

\$365.00 K-8, \$265 Pre-K Books/Technology fee, due July 1. \$10.00 penalty charge accrues weekly if overdue.

Tuition Assistance

Applicants seeking tuition assistance must have all paperwork submitted by April 15th of current school year. Funds will be allocated quickly and may no longer be available after the deadline. Accounts must be current to be considered.

*** More information on FACTS Tuition Management, Scholarships and Grants can be found on the Admissions menu of the school website. <http://school.olphrm.com>

Conduct

In accordance with the mission of the school, which emphasizes the respect for the human dignity and uniqueness of every individual modeled by Jesus Christ, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Bullying and Cyberbullying

Our Lady of Perpetual Help School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Car Pool

Pick up and drop off is done by driving onto campus through the Chester Street entrance. This is the only entry to be used. Cars are to leave campus only through the Pearl Street exit. Parents are asked to pay close attention during the carpool process. Cell phones should not be in use during pickup or drop off.

It is the responsibility of the parent to contact after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Cell Phones/Electronic Devices

At no time during the day should a cell phone or any other personal electronic device be used at school. **If needed for after school use, cell phones are to be turned off before entering the school building and locked in the student's locker (not in book bags) until the end of the school day. Cell phone use is permitted only after 3:30pm and all school policies regarding safe and appropriate use apply.** Students who violate this school policy will have their cell phone/device confiscated. Confiscated student devices will be returned to parents (not students) at an agreed upon time. A student who has an emergency that requires communication with his/her parent is to discuss this situation with the teacher, who may then send the student to the office to place a telephone call. School administration reserves the right to confiscate personal devices at any time if a violation of school policy is observed.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Child Abuse Laws

Our Lady of Perpetual Help Catholic School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

.

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in seclusion under office supervision. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Students who are suspended will not be allowed to participate in sports or other extra-curricular activities during their period of suspension.

School Technology Use Suspension:

Students who violate the terms of the school Laptop/Technology Policies are subject to suspension from use of school computers/network for a period of time that is to be determined by the school administration/faculty and/or Technology department. A copy of the school Laptop Use Policy is signed by both parents and students at the beginning of each school year. The school technology use policy is outlined in the school handbook.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Perpetual Help School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face expulsion.

Crisis Plan

Our Lady of Perpetual Help School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an emergency, the school will contact parents through the Blackboard Connect electronic messaging system. Parents who receive a call to pick up children due to an emergency should not tie up phone lines by calling the school.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Walk to the assigned place briskly, in single file at all times, and in silence
3. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Kneel, face wall, and put hands over head
4. Return to classroom when signal is given.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. Because field trips are academic in nature, siblings and parents are not to accompany students unless requested by teacher.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. 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.
7. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus or assigned vehicle to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are non-refundable.

12. Cell phones and other electronics are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Harassment/Defacement of Property

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Any defacement of school property, including textbooks, will result in disciplinary action as deemed necessary by the Principal. The student who defaces property will replace that property at the student's expense.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Our Lady of Perpetual Help maintains a website. This website is updated regularly with communications from the Principal and teachers. It is the parents' responsibility to check the website regularly or to request written copies of all communications if they do not have internet access. Official school-wide emergency communications are sent using an electronic phone system.

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar (on school website) provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to

illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.

Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy

Lockers

Each middle school student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. The locker area is to be kept clean, with no books or coats strewn on the floor. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The lockers are the property of OLPH. Students will be responsible for any damage done to the lockers.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy

Lunch Program

Students may bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. If a student has forgotten lunch, the staff will provide a sandwich, at cost to the parent. Parents who bring forgotten lunches to school after the beginning of classes should take them to the Office. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information provided by the parent:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

The administration of OLPH School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parent's Role in Education

We, at Our Lady of Perpetual Help Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Home and School Association

OLPH HSA works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Our Lady of Perpetual Help School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Instructional Hours

Grades PK through 8: 8:00 AM – 3:00 PM. Students not in their homeroom or in place at prayer line at 8:00AM are considered tardy.

At OLPH we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:45 AM. when no outside prayer is being observed. Students arriving at that time will go to their classrooms. No student should be dropped in the school parking lot before 7:45 AM. Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program at the parents' expense.

Service Projects

Because our mission is to follow the example of Jesus Christ, we believe that putting our faith to work is essential. For this reason, students are offered opportunities to serve others. This service is an important facet of the religion curriculum.

Student Records

Our Lady of Perpetual Help School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Telephone

Permission to use the telephone must be obtained from the school secretary and from the student's classroom teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, etc. do not constitute emergencies.

Testing

STANDARDIZED ACHIEVEMENT TESTS

The ITBS (Iowa Test of Basic Skills), a standardized achievement test, will be administered each year for third grade through eighth grade students.

The Cognitive Abilities test (CogAT) is administered to second and fifth grade students. These tests are used as evaluation tools of our education program and our students' progress. It enables us to continually improve our program as well as provide diagnostic information about your child's academic strengths and weaknesses.

Diocesan writing tests are given during fourth and seventh grades.

State Algebra testing is administered to those who are eligible.

Title IX

Our Lady of Perpetual Help School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

The parent, in writing, should make notice of withdrawal of a student to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

A uniform dress code has been established as a convenience to the parents in order to promote an atmosphere conducive for learning and to de-emphasize competition in dress among the students. Students must wear their uniforms at all times unless otherwise announced by the school. If a student is out of uniform, parents will be notified. Continual disregard of policy may reflect in conduct area of

the report card. Uniform items must be purchased through our Educational Outfitters, and other department stores. Orders can be placed directly to the company by mail, email, or over the telephone. Also, P.E. uniforms can be ordered through the school for parents' convenience. This information is available in the school office and on our school website.

Students are expected to be neatly groomed. Jewelry is not part of the uniform. If pierced ears require it, a small silver or gold post may be worn, but dangling earrings, rings, bracelets or necklaces are not to be worn during school time. The only exception to this rule would be a cross or religious medal.

Makeup and nail polish may not be worn. No perfumes or colognes may be used.

Students must be in complete uniform at all times unless otherwise instructed. Shirts and blouses are to be tucked inside slacks and skirts.

Hair must be kept neat and clean. Boys' hair should not extend beyond the shirt collar.

Outer garments such as coats, jackets or button up shirts are not worn in the classroom. The school cardigan, pullover sweatshirt, or zippered hoodie is worn for warmth. Anything worn inside the classroom should have the school logo.

Girls Pre-K thru 4th Grade

Navy shorts

Plaid Jumper

White polo shirt with logo White blouse with Peter Pan

Navy or black belt Navy or White Socks

Navy pants Mock/turtleneck shirt

Long or short sleeve polo shirt with logo Pullover sweatshirt with logo

Navy or white socks, white or black tights

Hooded sweatshirt with logo

Navy Cardigan

Navy Vest

Plaid Skirt

Boys Pre-K thru 4th Grade

Navy shorts

Navy pants

Short/long sleeve polo shirt with logo

Navy or white socks and belt

Pullover sweatshirt with logo

School cardigan/ Hooded sweatshirt with logo

Girls Middle School

Navy blue short/long sleeve polo shirt with logo

Khaki skirts, skorts, shorts or long pants

Navy or white socks or tights

Boys Middle School

Navy blue short/long sleeve polo shirt with logo

Khaki shorts or pants

Blue or white crew socks

Black or brown belt

Please note:

- **Shoes:** tennis shoes of any color are permitted as long as they are safe for the playground. However, tennis shoes should not light up, play music or be disruptive in any way. Shoes must not be open-toed, no sandals or boots.
- Socks must be navy, black, or white. Girls may wear black, navy, or white tights.
- Students may wear dress shoes to Mass on Fridays or appropriate tennis shoes. Boots, sandals, or open-toe shoes are not allowed at any time.
- For participation in PE, PE shirts must have the OLPH LOGO, PE bottoms must be navy.
- Hair bands or bows must match OLPH uniform colors.
- Middle School boys should wear belts with shorts or long pants. Long pants are required for Mass on Friday.
- Only coats or jackets with OLPH LOGO are allowed to be worn in class.

Parents will be called to bring appropriate socks or shoes when a student violates this policy. The student will sit in the office until appropriate clothing arrives.

Thank you in advance for your attention to this matter

PE Uniform Girls/Boys

-School uniform PE t-shirt (with school logo) and regulation nylon navy shorts with crew socks and athletic shoes.

-In cold weather school sweatshirt with uniform T-shirt and sweatpants may be worn.

Additional

Uniform pieces must be taken to Stichez to have the regulation school logo embroidered on. Shorts, skirts, skorts and jumpers must be no more than 2 inches above the knee.

No hats, head scarves or caps may be worn, once inside the school building.

If, for a serious reason, a student must be out of uniform, he/she must present to the teacher a written request signed by the parent or guardian explaining why the child is unable to wear the uniform.

Mass Uniforms

Pre K – 4th Grade: Girls should wear uniform Plaid Jumper with appropriate shirt/blouse. Boys should wear uniform pants or shorts with school logo shirt.

Middle School: Girls should wear Khaki Skort or Skirt with appropriate navy blue school logo shirt.

Middle School: Boys should wear long Khaki pants with appropriate navy blue school logo shirt.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Volunteers

A volunteer commitment is an expected part of the partnership of school and parent. Not only does volunteering at school send your child the message that you value education, it also allows you to keep informed about school matters and keep tuition costs low.

All OLPH families are expected to perform 15 hours of volunteer help or to pay \$150.00 in lieu of volunteering.

Volunteers who work with students must have a background check and Safe Environment Training.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the BLACKBOARD CONNECT system. Our Lady of Perpetual Help *does not* follow the Nash County School System, as bus routes are not an issue for our families.

Closing will also be posted on the school website, if time and conditions allow.

Athletic Program

Students who wish to participate in the OLPH Athletic Program must have a current physical form on file.

Right to Amend

Our Lady of Perpetual Help Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication or letter.

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. The following Field Trip Permission Form **MUST** be signed by the parent or guardian and given to their homeroom teacher. Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook. Form below.

Our Lady of Perpetual Help Catholic School Parent Permission for Field Trip

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of Our Lady of Perpetual Help Staff.

Activity	
Purpose/Objective	
Supervisor of Activity	
Date & Time of Departure	
Date & Time of Return	
Method of Transportation	
Student Cost	

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As a parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation of my child, _____ (Grade) _____

In the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school employee on the stated date(s). I further consent to the conditions stated above on participation in this event, including the method of transportation.

I give my permission for my child, in case of emergency, to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me. If I cannot be reached, however, I hereby give permission to the physician selected by the teacher in charge or adult chaperone(s) to hospitalize and secure proper treatment (including surgery) for my son/daughter.

Signature of Legal Guardian _____

Accident/Hospitalization Policy Name _____

Policy Number _____

I can be reached on the day of the field trip at: _____

Phone: _____

Cell: _____

MEDICAL RELEASE FORM
School Year 20__ to 20__

Student's Name: _____ Grade: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical

Information _____

Current Medication(s): _____

Mother's Daytime #: _____ Father's Daytime #: _____

Mother's Cell Phone #: _____

Father's Cell Phone #: _____

Our Lady of Perpetual Help Catholic School

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom. As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of Perpetual Help School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive. **(See Next Page – Signature)**
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Signature: _____ Date: _____

Our Lady of Perpetual Help Catholic School

Media Release for Minors - School Year 20___ to 20_____

I, being the Parent/Guardian of

_____ Grade: _____ hereby consent that his/her picture(s), name and/or voice, may be used by Our Lady of Perpetual Help Catholic School in whatever way desired, including radio, television, and the school website; furthermore, I hereby consent that each picture(s) shall be school property, the school shall have the right to duplicate and/or reproduce it in the form of public service, advertising or otherwise publish and make other uses of desired media free and clear of any claim whatsoever on my part.

Name _____

Phone _____

Email: _____

Address: _____

Date _____



Our Lady of Perpetual Help Catholic School
School Year 20__ - 20__

Volunteer Commitment Form

In order to maintain low tuition rates, it is necessary to rely upon volunteers whenever possible. For this reason, there is a mandatory volunteer commitment of 15 hours per family for the upcoming school year. These hours can be accrued through tutoring, moderating a club, attending H.S.A. meetings or baking for Pizza Lunch, etc. Parents are to keep record of volunteer hours. *If, however, you prefer a payment of \$150.00 may be substituted for the volunteer hours.*

I accept the conditions outlined above.

Student Name: _____

Parent Signature

Date

Volunteer Hours: How to enter them in ParentsWeb (online)

Parents are now able to record and submit their volunteer hours to the school via our new RenWeb ParentsWeb. Please follow the steps below to log your parent volunteer hours:

1. Log on to ParentsWeb via our school website
2. Select **Family Information** for the left side dashboard menu
3. Select **your name** from the “My Profiles” Box
4. Select the **SERVICE HOURS** tab from the box at the right
5. Select **Add Service Hours**
6. Enter the **Date** that you volunteered
7. Use the drop down menu under “**Description**” to select the appropriate description
8. Enter a **Note** if more explanation is needed

9. Enter the contact person for the event in the “**Verified By**” field

10. Select **Save**

11. You will then see a grid displaying all the volunteer hours that you have entered to date.



Parent Signature Page

I have read the 20____ - 20____ OLPH Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family
Name _____

(Print Please)

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

*Parents and students must both sign and submit the Parent Signature Page to the School Office.