

*Our Lady of Perpetual Help  
Catholic School  
2017-18 Parent-Student Handbook*

**TABLE OF CONTENTS**

Principal's Welcome.....	1
Daily School Schedule.....	2
Mission, Vision and Philosophy Statements.....	2

Faculty and Staff.....	3
Expectations of Students.....	4
Organizations and Roles.....	4

General Information (Topics listed alphabetically)

Absences/Attendance.....	5
Academic Scholarships.....	6
Accidents.....	6
Admissions.....	6
Afterschool/Extended Care.....	6
Athletics/Extracurricular.....	7
Backpacks.....	7
Bicycles.....	7
Birthdays.....	7
Book Fee/Care.....	7
Bullying/Cyberbullying.....	7
Cafeteria.....	8
Cell Phones/Electronic Communication Devices.....	8
Change in Residence or Schools.....	9
Cheating.....	9
Closed Campus.....	9
Closings/Delays.....	9
Communication.....	9
Counseling Policy.....	10
<b>Discipline</b> (includes many subcategories).....	10
Dismissal Procedure (end of day).....	14
<b>Dress Code</b> .....	14
Field Trips.....	17
Financial Obligation.....	17
First Aid.....	17
Food Allergy Policy.....	17
Fundraising.....	18
Grading Scale.....	18
Guardianship.....	18
Gum.....	18
Head Lice.....	18
Health.....	18
Homework.....	18
Honor Roll.....	19
Illness.....	19
Indoor Air Quality.....	19
Invitations.....	19
Library.....	19
Liturgy and Devotional Schedule.....	19
Lost and Found.....	19
Medication Policy.....	19
Missing Assignments.....	20
Movies.....	20
Non-discrimination Policy.....	20
Order of Admission Policy.....	20
Parent-Teacher Conferences.....	20
Parishioner Definition.....	21
Pesticide Policy.....	21
Playground.....	21
Preschool.....	21
Progress/Interim Reports.....	21
Responsibility.....	21
Sacramental Preparation.....	21
Safe and Sacred Program.....	22
School Property.....	22
Search and Seizure Policy.....	22
Seclusion and Restraint Plan.....	22

Sexual Harassment.....	22
Snacks/Wellness Policy.....	22
Social Networking, Emails, Texts, Cell Phones.....	22
Special Needs.....	22
Student Organizations.....	23
Telephone Calls.....	23
Testing.....	23
Toys.....	23
Transfer Policy.....	23
Visitors/Volunteers.....	23
Vouchers/Tax Credit Scholarships.....	23
Withdrawal Policy.....	23
2017-18 Calendar.....	24

**Attachments Online:**

- Appendix 1 Internet Use Policy
- Appendix 2 Afterschool Care Registration Form
- Appendix 3 Medication Policy and Release Form
- Appendix 4 Authorization for Walkers
- Appendix 5 Field Trip Permission Form
- Appendix 7 Bullying Policy

# **OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL**

## **We are on God's Mission!**

Dear Parents and Students,

Welcome to Our Lady of Perpetual Help Catholic School! We are honored that you have selected Our Lady as your school of choice. Your student will receive not only excellent academic preparation while here, but also an education in friendship, spirituality, and service to others. We strive to give your child the best academic and Christ-centered education possible along with a feeling of safety, security, love and a challenge to become even better!

At Our Lady of Perpetual Help, students receive daily lessons on morality, spirituality and service to others through modeling, classroom instruction and community outreach. Our academic program follows the Indiana and Archdiocesan standards, and our annual ISTEP+ scores consistently rank among the best in the state. Our Lady has been recognized by the Indiana Department of Education as an Indiana Four Star School. We recognize the gifts of each child and strive to foster these with a strong academic program along with special area classes, athletics, and extracurricular opportunities.

Parents, as the first teachers of your children, you play a vital role. We strongly encourage you to become actively involved in our school and your student's education. By your actions of supporting and practicing our Catholic tradition of daily prayer, receiving the sacraments and attending Mass on Sunday, you are an exemplary role model to your children and give them a life-long gift of faith. This is a joint venture between home and school, so please partner with us to communicate regularly. By volunteering and offering your suggestions, questions, concerns and praise, we are closer to being the best school possible!

This newly revised handbook will assist you with guidelines, policies and other important information about our school. Please read this electronic handbook at the beginning of the school year, and know it will be conveniently on the website as a reference throughout the year. In addition to this handbook, the weekly school news on the website at [www.olphna.org](http://www.olphna.org) is a great source for current school and parish information. We will also post news and pictures on Facebook and send a link to weekly news on your Jupiter account.

Here's to a blessed school year as we follow God's plan and His mission for us. Each month, we will concentrate on a different Fruit of the Spirit to guide our mission through this year. We will soar with our strengths and honor the learning differences and uniqueness in each one of us as children of God. We will pray, learn and grow together as a Catholic school family. On behalf of the administration, faculty, and staff of Our Lady of Perpetual Help, welcome to an exciting 2017-18 school year!

With Pride,  
Mary Ann Bennett  
Principal

## **Daily School Schedule**

7:15 AM	Pedway doors are opened and supervision of students begins Students should proceed to the gym. Preschool and Pre Kindergarten students report directly to the Preschool and Pre K classrooms
7:35	Middle School students report to homerooms
7:38	Students in Kindergarten-grade 4 report to homerooms
7:45	School day begins for all; Preschool through grade 8 Gray pedway doors are closed and locked Morning prayer, announcements, attendance, and lunch count begin the day <b>Students who are not in the building by 7:45 are considered tardy and must first report to the office for an admission slip.</b>
7:55	Students proceed to church on Mass days
11:00	Morning Preschool and Pre Kindergarten classes dismiss from the pedway
11:30	Afternoon Preschoolers arrive
2:40 PM	Afternoon prayer and announcements
2:45	Preschool-grade 2 students are dismissed from the pedway. Preschool-grade 2 students attending Aftercare report to the Café
2:50	Grade 3-8 students are dismissed from the pedway. Walkers, bike riders and Aftercare students report to the Café
3:00	Walkers and bike riders will be dismissed from the Café. Students in the Café are supervised to Aftercare or extracurricular events All remaining students in the parking lot are escorted to the basement Aftercare rooms.
3:15	School offices are closed.
6:00 PM	Aftercare closes.

## **Our Lady of Perpetual Help Catholic School**

### **Mission Statement**

Our Lady of Perpetual Help Catholic School forms leaders of tomorrow by expanding minds, touching hearts and nurturing spirits through the traditions and teachings of the Catholic faith.

### **Vision Statement**

Our Lady of Perpetual Help Catholic School's vision is to be an exemplary Catholic school that educates students to know, love and serve God and others, making the world a better place.

### **Philosophy Statement**

An education at Our Lady of Perpetual Help Catholic School is based on the belief that the school participates in the Church's mission to "go and teach" (Mt 28: 19-20). We operate as an extension of the family to unite faith and educational excellence through gospel values, prayer, sacraments, and high educational standards. We believe that children are our future and educators, parents and clergy help to shape that future.

Community is at the heart of the educational ministry at Our Lady of Perpetual Help Catholic School. Through a spirit of understanding and cooperation, we create an atmosphere in which teachers, students and parents can join together in the total faith community to come alive, to grow and to learn. Our strengths come from sharing beliefs, curricular, extracurricular and religious activities that foster discovering the unique gifts of every child. By providing a rich, loving environment for academic and spiritual growth, we empower students and families to be dynamic agents of change in society in the areas of peace, freedom, social justice and human dignity.

# 2017-2018 Our Lady Faculty/Staff

Email addresses are first initial, last name @olphna.org unless otherwise noted.

## Parish Staff:

Father Eric Johnson	Pastor	(Email: fatherericjohnson@olphna.org)
Deacon Jeff Powell	Deacon	
Mr. Tom Yost	Pastoral Associate	
Mrs. Maureen Campbell	Parish Office Manager	
Mrs. Lori Hamilton	Director of Faith Formation	
Mrs. Rikki McGuire	Business Manager and Communications	
Mrs. Katelyn Stumler	Director of Music	
Ms. Jessica Julius	Director of Youth Ministry	
Mrs. Alli Edelen	Youth Ministry Assistant	

## School Administration & Support:

Mrs. Mary Ann Bennett	Principal
Mrs. Terry Horton	Assistant Principal
Mrs. Bri Gilbert	Special Needs/Guidance Coordinator
Mrs. Connie Andres	School Office Manager
Mrs. Barbara Aemmer	School Receptionist
Mrs. Vicky Edelen	School Receptionist

## Faculty:

Miss Amy Naville	Preschool
Mrs. Leah Crone	Pre Kindergarten
Mrs. Brandy Balser	Kindergarten
Mrs. Carrie Beth Andres	Kindergarten
Mrs. Terri Day	Grade 1
Mrs. Abby Haynes	Grade 1
Mrs. Christine Castleberry	Grade 2
Mr. Sam Willis	Grade 2
Mrs. Terri White	Grade 3
Mr. Pat Mc Guire	Grade 3
Mr. Matt Stemle	Grade 4
Mrs. Kristie Ferree	Grade 4
Mrs. Sarah Blessing	Grade 5; Lit./LA, Soc. St.
Mrs. Anne Woods	Grade 5; Gr. 5/6 Math & Science
Mrs. Andrea Bergeron	Grade 6; Gr. 6 Lit./L.A.; Gr. 5 Religion
Mrs. Sonja Russell	Grade 6; Middle School Religion
Mrs. Kristina Bauerla	Grade 7; Gr. 7/8 Math .
Mrs. Christy Russell-Read	Grade 7; Gr. 7/8 Lit./LA
Mrs. Sarah Carver	Grade 8; Middle School Science
Mr. Bob Hornung	Grade 8; Middle School Social Studies
Mrs. Katie Cassidy	Technology/Gr. 7/8 Spanish
Mrs. Brenda Sweet	Physical Education
Mrs. Michelle Welp	Music/Musical Theatre
Mrs. Tiffany Smith	Art

## Instructional Assistants:

Mrs. Nicole Baumgart	Mrs. Eryn Wolf
Mrs. Molly Shireman	Mrs. Jennifer Williams
Miss Sierra Davis	Mrs. Jennifer Schrock
Mrs. Tammy Dunn	Mrs. Amanda Kayse
Mrs. Vicki Lowery	Miss Hannah Day
Mrs. Michelle Braden	

## Facilities

Mr. John Martin- Mgr.  
Mr. Robert Aemmer

## Library:

Mrs. Susan Goodman

## Cafeteria:

Mrs. Sandy Gilland-Manager  
Mr. Scott Radke  
Mrs. Diane Boehm  
Mrs. Pat Roehm  
Ms. Samantha Earley  
Mrs. Sylvia Kruer  
Mrs. Shelly Embry  
Mrs. Rita Allen  
Mrs. Theresa Spengler  
Mrs. Ann Marie Camarata

## Aftercare:

Mrs. Shirley Dant- Director  
Mrs. Paula Shrout  
Mrs. Desiree Graef  
Miss Hannah Day

## Child Care Ministry:

Miss Amy Naville  
Mrs. Angie Troutman  
Mrs. Cathy Reed  
Mrs. Shirley Dant

# **Expectations of Students Attending Our Lady of Perpetual Help 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.
4. Students are to adhere to the electronic use policy.

Students are responsible for the physical and mental wellbeing 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 Our Lady of Perpetual Help 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/firing and supervision of faculty and staff, professional development and evaluation, establishment of educational programming and assessment for all learners, the management of student behavior, communication with parents, the school community and integration with parish life.

### **Assistant Principal**

As assistant to the principal, this administrator takes on the role of voucher and SGO compliance, Test Coordinator, Jupiter Coordinator, ordering of textbooks, scheduling, reporting data to the Archdiocese of Indianapolis and the Department of Education. The Assistant Principal also collaborates by monitoring student behavior, observing instruction and assessment practices.

### **Education Commission**

The Education Commission 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. If a person wants to add an item to the agenda, he or she must email the Commission Chair and seek permission two weeks before the scheduled meeting.

The Education Commission 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 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 Education Commission.

#### Parent/Teacher Organization

The Our Lady 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.

## General Information

### Absences/Attendance

The State of Indiana requires parents by law to provide for each of their children a compensatory education. Students who have good attendance generally achieve higher grades and are content 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 AM on the day of the 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.
2. Make arrangements for homework to be sent home with another student or picked up after school. See **Homework** for details.

### Attendance

Daily attendance of all who are enrolled in Our Lady of Perpetual Help Catholic School is required in accordance with state law. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian. Homeroom teachers and office staff maintain accurate attendance records for each student. 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. The school calendar is distributed with much prior notice of breaks so vacations and family gatherings can be planned. We are in session 180 days with 185 days for students to be out of session enjoying trips and vacation. 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 1½ hours will be counted as an excused tardy; 1½ or more hours will be counted as ½ day excused absence.)
- (d) Other unforeseen events or extenuating circumstances which may be excused by the principal when notice is given by email one week in advance. (ex.- out of town sports championship, out of town wedding of close family member). Impromptu vacations or extending a break are not excused absences.

Any absence not covered above shall be defined as an Unexcused Absence.

Make-up of assignments and exams is permitted for excused absences, not for unexcused absences. 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 one day per each missed day to complete make-up work and tests unless extenuating circumstances warrant an approved extension. See **Homework** for details.

#### **Excessive Tardies:**

A doctor's note is required to mark a student as having an excused tardy (ex.- monthly migraine, stomach ache) 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 (7:00-7:35 AM).

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 (7:00-7:35 AM). 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 school designee(s) may be requested. A letter will be sent to the parent requesting that all future absences be documented with a doctor's statement and outlining other actions that may be taken.
- 15th The school will have made or attempted to make at least two personal contacts with the parents to discuss attendance. The Division of Child Services may be notified to report Educational Neglect.

The principal 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 principal will contact the family to determine if a thorough explanation of the student's chronic illness pattern is needed from the physician. 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 including withdrawal from Our Lady.

### **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**

In the case of an accident at school, the student will be sent to the office where basic care will be given and a parent notified. Office personnel will wash an abrasion with water or apply ice to an injured area. 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.

### **Admissions**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments). In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. The state of Indiana requires a birth certificate and immunization records on file as part of the admission policy.

### **Afterschool Care**

Our Lady of Perpetual Help offers an Aftercare program as a service to those parents who work and need supervision for their children after school. Aftercare 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 lower lot.

Afterschool care students are to follow the same general rules of the school. No cell phones, iPads or iPods are allowed and must remain in backpacks at all times. Since this program is a service to families and a privilege provided, the principal may choose to not allow a student to attend Aftercare if the child cannot behave appropriately.

Following is a general schedule of the Aftercare program:

- 2:45-3:00 Students are supervised in the Cafe' free of charge
- 3:00 Students check in the Aftercare room and are given a snack
- 3:30-4:30 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 Afterschool Care closes promptly.
- 6:01 Parents are charged \$1.00/minute.

Fee Structure:

\$25.00/Registration Fee

\$4.00/hour per child beginning at 3:00

\$8.00/hour for two children

\$11.00 an hour for three children

\$12.00 an hour for four or more children

Balances must be paid upon receipt of Aftercare statement. Unpaid balances will accrue a late fee after one week.

Registration forms for Aftercare are provided at Registration and as an attachment of this handbook.

### **Athletics/Extracurricular**

The athletic program is sponsored by the parish-- not the school. Athletics falls under the jurisdiction of Youth Ministry. Any specific questions/concerns regarding athletics should go to the Coordinator of Youth Ministry or Athletic Committee.

After School Practices: Coaches should provide supervision for any practices scheduled after school. It is not the school or the physical education teacher's responsibility to provide supervision. Students remaining after school for athletics should report to the Café and not loiter in the halls, office or classrooms. Coaches will pick students up from the Café. 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 to the parents.

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**

Students should not have backpacks with wheels due to lack of space in classrooms and lockers to store these. They also have caused accidents with students tripping over backpacks and wheels causing damage to the tiled floors. Students do not have far to travel and many textbooks are online. Therefore, we appreciate adherence to no wheeled backpacks. Students may choose the appropriate backpack for their child so long as it fits materials and has no inappropriate words or symbols.

### **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 modes of transportation to and from school. Bikes should be parked in the front of school and secured with a bike lock as soon as the student arrives. Bike riders will be dismissed with the walkers at 3:00 from the Café. Bike riders should leave the premises immediately and not loiter on the school grounds.

### **Birthdays**

Birthdays are recognized during the morning announcements. Individual teachers recognize birthdays within the classroom. Parents need to consult individual teachers if small prizes or objects are sent as part of the celebration. Please consult the snack policy for safe food treats for all! No flower or balloon deliveries are permitted for students at school.

### **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 July 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/Cyberbullying/Harassment**

Our Lady of Perpetual Help School takes all incidents of bullying or harassment seriously. Our school anti-bullying and anti-harassment policy is posted on the school website, and all students and parents sign that they understand and will abide by this policy.

Our Lady does not allow any form of harassment. All individuals are to be treated with dignity and respect. We strive to build peace within the school community and respect for all. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of bullying or harassment. The prohibition against acts of harassment applies to all individuals involved in the school including students, faculty and staff, volunteers and visitors.

Sexual, verbal, physical and visual harassment are strictly prohibited. Anyone who has witnessed or believes that he/she is the target of harassment or the focus of inappropriate behavior, should report such incidents to school authorities.

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself. (A student defending him or herself or bantering back is not being bullied.)

Three important components are:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can take many forms such as:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Cyber bullying (harassment or bullying that occurs through email, a chat room, instant messaging, a website, blogs, cell phone, the internet or text messaging)

The school provides preventative counseling sessions at each grade level to educate students on bullying and how to handle difficult situations. Every bullying complaint or any type of threat (such as a verbal threat, written words or image depicting serious bodily harm) will be investigated thoroughly and promptly. All investigations will be conducted in a sensitive manner, and to the extent feasible, confidentiality will be honored. The age of the students involved and the seriousness of follow-through will be taken into account. Appropriate disciplinary action will be taken ranging from counseling, conferences with the principal to detention, in-school suspension, suspension and possible expulsion.

Any serious bullying incident occurring outside of school by Our Lady students which affects the quality or atmosphere of education at Our Lady of Perpetual Help School may result in disciplinary actions by the school. Please refer to "Procedures for Serious Infractions" under "Discipline" in the school handbook.

## **Cafeteria**

The Our Lady cafeteria operates under the Federal School Lunch Program. It offers a choice menu in which students may choose daily between several main entrees.

The school uses a scan Tron system in which credit is put into a student's account and then debited as each student goes through the cafeteria line. Families are asked to send in money so 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.

Parents may choose to pay a \$50.00 cafeteria fee or volunteer to assist in the cafeteria five times a year. If parents are unable to come, grandparents or other family members are welcome.

Costs: The cost for a lunch is \$3.00. Students have the option of ordering an extra entrée at \$1.00 each. The cost of milk, juice and yogurt is .55 each. The cost of an adult entrée is \$3.60.

Behavior: Students are expected to eat with proper manners. Students may talk softly to their peers 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 or canned juices are not allowed.** Parents may eat lunch with their child once a month. Please call before 10:00 to order a school lunch.

## **Cell Phones and Electronic Communication Devices**

Students are not allowed to have cell phones during the school day. If these devices are confiscated during the school day, they must be retrieved by a parent from the school office. Students in grades 5-8 are allowed to bring electronic reading devices for use in the classroom when a signed Acceptable Electronic Device Usage Policy is on file in the school office. Cell phones must be kept in lockers and turned off during the school day. No iPods, Smart watches, or cell phones are permitted in classrooms or Aftercare. Students must make phone calls from the school office—not on personal devices from 7:45 AM-3:00 PM.

### **Change in Residence, Information, or Schools**

Should you have a change of residence, emergency contacts, cell phone nos. etc. during the school year, please email the updated information to the school office as soon as possible.

If a student is planning to change schools, please notify the administration, school office and classroom teachers. The new school will need to request records; we cannot give student records to parents to take to the new school. All financial responsibilities need to be met before a transfer will be approved and records sent. Students who withdraw will be charged to the end of the month in which the student withdraws.

### **Cheating**

Students are expected to complete their own work. A student found cheating will receive a zero on that assignment or test, parents will be notified and a detention given. Ongoing cheating is grounds for more serious consequences.

### **Closed Campus**

Students should not leave the school premises during school hours and are not permitted to leave campus for lunch. Students leaving for a dental or medical appointment need to be signed out in the office. 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 a couple local TV channels and websites. The [www.olphna.org](http://www.olphna.org) website will have the announcement prominently posted, and parents/guardians will receive notification through Jupiter. Morning Care is available for delayed openings from 7:15-9:15 AM and then students will be escorted to the gym for supervision. The fee is \$5.00 per child/per hour, and students should enter through the back door of school which goes directly down to the Aftercare area.

Typically, delays are 2 hrs. so school will begin at 9:45 on a 2 hr. delay. Students may enter the gym beginning at 9:15. Preschoolers may enter their classrooms as early as 9:15 with morning Preschool/ Pre K classes running from 9:45-12:00 and afternoon Preschool/Pre K classes running from 12:30-2:45.

### **The Childcare Ministry, Before Care and After Care are closed when school is closed.**

In the event that inclement weather should begin while school is in session, Our Lady 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 Our Lady dismissal is called, an announcement will be placed for Our Lady of Perpetual Help School on local TV channels, the [www.olphna.org](http://www.olphna.org) website will have it prominently posted and all parents will receive a message on Jupiter. The announcement will state a specific dismissal time. Parents should park in regular dismissal car lines, and students will be dismissed from the Café. 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](http://www.whas11.com), [www.wave3.com](http://www.wave3.com), and [www.wlky.com](http://www.wlky.com), and parents may sign up for text alerts from local television stations.

### **Communication**

#### **Classroom News**

Homeroom teachers send classroom news and reminders home each week to keep parents/guardians informed of specific learning topics, behavioral reminders and special events in and outside of the classroom.

#### **School Newsletter**

Every Wednesday Our Lady will post the school newsletter on our website, [www.olphna.org](http://www.olphna.org). Parents will receive a message through their Jupiter account with a link to the newsletter. This weekly school news contains valuable and timely reminders and information such as current school, parish and community events, a weekly calendar, etc. Articles for the newsletter must be submitted to the school office by 10:00 AM on Tuesday to be included.

#### **School Website**

Our website at [www.olphna.org](http://www.olphna.org) includes the school newsletter, lunch menu, official school calendar, recent school photos, athletic information, ISTEP+ test results and other school related links. School administration and teachers may be contacted by email through your Jupiter account or the school website. Pictures and newflashes will also be posted on Facebook as additional communication about our school.

### **Open Communication/Chain of Command**

The administration serves to keep communication open between home and school. If a parent has a concern with something in the classroom, please contact the teacher who teaches that class or subject area first. (ex.- a concern about PE is directed to the PE teacher, not the homeroom teacher.) If the concern is unable to be resolved, the principal may be contacted and intervene. A conference with the parent, teacher and principal may be necessary so all sides are heard. In cases of issues unresolved at the conference, all parties have a right to be in contact with the pastor.

## **Counseling Policy**

Our Lady provides the following counseling services for students.

### **Individual Counseling:**

Through individual counseling, the school counselor works one-on-one with a student regarding a specific concern. Examples of concerns for individual counseling include friendship issues, familial issues (i.e., divorce, moving to a new home, sibling rivalry, and death), behavioral or academic difficulties in the classroom, conflict resolution, anxiety, or anger management. Issues of a more serious nature will result in an outside referral.

Confidentiality is important for the counseling relationship to be successful. The school counselor will keep all information discussed in a counseling session confidential with the exceptions of: evidence or suspicion of abuse, harm to self or others, or legal requirements/court orders.

School policy states that students may see the school counselor without parent permission. Again, if a child is ever a threat to him or herself or to other students, the parent will be contacted.

Students or parents may request counseling sessions. If a student would like to request a counseling session, he or she should fill out a counselor request form. Because of confidentiality, each child may only fill out a counselor request form for himself or herself; the child may not write other students' names on the form. If a small group of students wish to speak with the counselor on a common concern, each individual student must fill out a separate form,

### **Mediation:**

At times, classroom teachers may send small groups of students to the counselor's office for conflict resolution (i.e., playground issues). The school counselor will serve as a mediator in these instances, and the parents will be notified at the counselor's discretion, as many of these issues are considered minor and easily resolved.

### **Group Counseling:**

When a common need exists, small group counseling can be an effective way to address the need. Students can share their experiences, thoughts, and feelings with other students who have similar concerns. These students can form a support system for each other, offering praise, encouragement and feedback.

Group ground rules are set and discussed the first day, such as sitting in a circle, taking turns when speaking, the importance of confidentiality, and the right to pass (a student is never required to speak; participation is voluntary). Then, activities and discussions related to a main topic are discussed. Small group counseling topics could be: friendship, family change (i.e., divorce), study skills, or self-esteem.

### **Classroom Guidance Lessons:**

The school counselor will visit each homeroom several times throughout the school year to deliver guidance lessons related to age appropriate topics. Lessons will be developmental and preventative in nature, teaching students life skills, self-knowledge, and coping strategies to be successful academically, socially, and personally. Some lessons will focus on problem solving skills, some will promote teamwork, and others will stress the importance of good citizenship. Classes will be taught using a variety of methods, such as puppets, discussions, books/stories, videos, role-playing, artwork, and games.

## **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. Our Lady 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 and a student may be asked by the principal to withdraw from Our Lady of Perpetual Help School. Refusal to withdraw will result in expulsion procedures. The order of disciplinary procedures is: 1. Verbal warning; 2. Email or phone call to parent; 3. Detention before school; 4. In-school suspension; 5. Out of school suspension; 6. Withdrawal or Expulsion. Due to the seriousness of some offenses, suspension, withdrawal or expulsion are warranted immediately as fair process is followed.

The following behaviors are never permissible and result in serious consequences (as outlined above):

- Fighting, bullying, threatening or harming another student
- Blatant defiance of school/parish personnel
- Profanity (in person or electronic) or verbal abuse
- Continuous refusal to prepare assignments or participate in class
- Willful destruction of property or vandalism
- Stealing
- Cheating
- Threatening
- 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 may be expelled from Our Lady of Perpetual Help Catholic School and may be reported to law enforcement officials due to the serious and dangerous nature of this offense.

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

A student in possession of a weapon at school or a school-related event will be suspended until the Threat Assessment Team convenes and due process is followed. The age, understanding and intent of the student is taken into account. The student may be expected to receive counseling, withdraw from Our Lady, or other follow-up as determined by the principal after advisement from the Threat Assessment Team.

### **General Rules of Behavior**

- Teachers 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:
- Respect for all adults.
- Maintain respect in the classroom (no interrupting, talking back, disruption of instruction, calling out).
- Follow directions.
- Be honest (no lying or cheating).
- Be respectful (no teasing, bullying or name-calling).
- Keep the building, restrooms and school grounds clean; no graffiti or vandalism.
- Be prepared for class.
- Be in proper school uniform.
- Report problems or emergencies to the teacher or nearest adult.
- Maintain a quiet, respectful atmosphere in the hallways; no running or playing around.
- Follow the electronic use policy for technology devices

### **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. Our Lady 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 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 identify and modify such behavior. These responses may include warnings, check mark reminders, missing privileges, service oriented consequences or before 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.

### **Missing Assignments: See Homework Policy**

### **Behavior Demerits:**

Tardy/not in appropriate area, violation of electronic device policy, uniform infraction, inappropriate classroom behavior, disrespect, inappropriate language, irreverent church behavior, disrespect for school or individual property, uncooperative excessive or loud talking, leaving a mess in classroom, Café or locker areas, threats, inappropriate gym, Café or hallway behavior, teasing or name-calling, disturbing others, not on task, physical altercations, other disruptions to learning of self or others.

### **Quarterly Grade:**

0 Demerits= Outstanding; 1-2 demerits= Satisfactory; 3-4 Demerits= Needs Improvement; 5 or More Demerits= Unsatisfactory and may affect participation in athletics or other school events. This is consistent with what parents will see weekly in Jupiter and on report cards. Three negative behavior marks will result in a meeting with administrative personnel. Once a student has earned five demerits, he or she serves a detention, is off the honor roll and will receive a U (Unsatisfactory) in conduct for the quarter. Additional negative behavioral marks may result in possible suspension and a behavior plan. Students given an in-school or out of school suspension, will have their conduct grade automatically lowered one level. Students in serious violation of school policies will receive a U in behavior.

### **Detention**

Detentions are held before school from 7:00-7:35 AM. Students should enter the front main office doors and report to the classroom of the teacher on detention duty. A note will be sent to parents the day before letting students know which teacher is on duty. Detentions are given for ongoing classroom behavior infractions, dress code violations, persistent tardiness, etc. If a student arrives late for detention, they should report to the classroom where the detention is held until 7:35 AM and will receive an additional detention to serve the following week.

### **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 principal, and parents may be contacted. The student may be placed in in-school suspension or sent home for the remainder of the day. The student will not be readmitted to class until parents have been notified, and a conference with principal, teacher and parents may be required. It will be determined at that time if further disciplinary action is necessary.

### **Suspension, Expulsion, Exclusion from School**

Suspension of Catholic school students from attendance at school shall be reserved for serious and/or repeated misconduct. Expulsion from attendance shall be reserved for extremely serious or repeated misconduct. Exclusion from attendance at school shall be reserved for special cases involving failure of a family to uphold their obligations to the school or other non-disciplinary reasons that may preclude a student's continued enrollment in a Catholic school. Locally developed codes of conduct shall publicize to students and parents, in general, the infractions, reasons, or violations of the conditions of participation in the school for which suspension, expulsion or exclusion may be invoked by the school administration. Students and parents shall be afforded a simple procedural fair process appropriate to the gravity of the offense and the severity of the penalty in cases involving involuntary removal from classes for more than one day or involuntary withdrawal from the school.

The grounds for suspension or expulsion in this policy apply: 1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used; 2. off school grounds at a school-related activity, function or event; or, 3. traveling to or from school or a school activity, function or event. 4. The grounds for suspension or expulsion in this policy may also apply: a. if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session; b. if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

**Suspension** is defined as a temporary removal of a student for more than one day from attendance in classes or at school and school activities as a penalty for serious or repeated misconduct. Suspensions can be served "in school" – the student is not allowed to attend classes and school activities, but stays at school; or "out-of-school" – the student is not allowed to attend school and school activities. Suspensions can generally be from two to ten school days in length and may be served with or without credit for school work completed during the suspension, depending on local school rules and practice. Conduct grades are automatically lowered one level when a student receives an in-school or out-of- school suspension.

**Expulsion** is defined as long-term or permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct. Expulsions are generally for over ten days and usually for not less than the remainder of a semester, up to and including permanent removal from attendance at the school.

**Exclusion:** A separate category of long-term or permanent removal, usually for non-disciplinary reasons, is termed exclusion. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws (IC 20-34-4-5), failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, chronic physical or mental illness including the attention and protection of fellow students, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

**Fair Process** In all cases involving removal of a student from classes or from school attendance for more than one day, a simple procedural **fair process** is to be afforded the student and parents. This means that basic rules and procedures are to be in place and used to ensure fundamental fairness in making such decisions. Simple procedural fair process involves the following three elements, in various degrees, depending on the gravity of the offense and penalty:

Notice: Notification of the nature of the offense with which the student is charged and a statement of the intention of the school to invoke a suspension, expulsion or exclusion.

Opportunity to be Heard: A meeting with school officials is offered in which the student and/or parents are allowed to hear a recitation of the infractions and if the student denies the charges, a summary of evidence; tell his/her side of the story and to speak against the proposed penalty. This is normally followed by written notice of the decision to suspend or expel the student or announcement of an alternate decision.

Opportunity for Review of the Decision: The written notice of suspension, expulsion or exclusion indicates that the student or parent may request the opportunity to have the decision reviewed by the pastor.

For cases calling for expulsion from attendance school, minimal procedural fair process includes: A thorough investigation of the misconduct by school officials. Notice in writing to the student and parents listing the infraction, the intended penalty and offering a formal meeting with school officials within five school days following the notice. Opportunity for both the student and the parents (guardians) to attend a formal meeting with the principal and an appointed observer from the school which provides a written recitation of the infraction and, if the student denies the charges, a summary of evidence; an opportunity for the student and parents to tell their side of the story, to present new evidence and to question the reasons for the intended expulsion. Next, a written record of the meeting will be recorded with determination of fact and a final decision about the intended expulsion will be made. Written notification to the student and parents detailing the reasons for and conditions of the expulsion and containing a notice of the opportunity to have the decision reviewed by the pastor within five to ten days following notice of expulsion.

For suspensions from attendance at school or classes, minimal procedural fair process includes:

An investigation of the misconduct by school officials, notice verbally or in writing to the student and parents (guardian) listing the infraction, intended penalty and offering a meeting with school officials within two to three school days, opportunity for the student to attend a meeting with a school administrator which provides a recitation of the infraction; and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence and to question the reasons for the intended suspension. Parents (guardians) may attend the meeting at their request or if the administrator requests their presence. Determination of fact and a final decision about the intended suspension may be made during or after the meeting. Written notification to the student and parents detailing the reasons for and conditions of the suspension and containing notice of the opportunity to have the decision reviewed by the pastor within five school days following notice of suspension.

For exclusions from attendance at classes or school, minimal fair process includes:

The elements of a simple procedural fair process including notice, opportunity to be heard and provision for a review of the decision. Exclusion cases usually do not directly involve the behavior of the student and are, therefore, different from disciplinary suspensions and expulsions. Notice in writing to the parents will be given listing the reasons for the intended action and offering a meeting with the principal within five school days. An opportunity for a formal meeting with the administrator providing a recitation of the reasons, presentation of evidence, and an opportunity for the student and/or parents to tell their side of the story, to present new evidence and to question the reasons for the intended exclusion. A written record of the meeting will be taken by an appointed observer from the school. Determination of fact and a final decision about the intended exclusion will be made after the meeting is concluded. Written notification will be sent to the student and parents detailing the reasons for and conditions of the exclusion and containing notice of the opportunity to have the decision reviewed by the pastor within five school days.

In some cases it may become necessary to immediately remove a student from the school, especially if he/she presents a danger or a threat to himself or others. In these cases, simple fair process should follow as quickly as possible afterwards to formalize the suspension.

A student may also be suspended from attendance at school pending a possible expulsion, especially when his/her presence in the school could threaten or send a negative message to other students.

A student or student's parent who fails to respond to a notice of suspension, expulsion or exclusion within the stated limits may forfeit all provisions for further fair process or review at the discretion of the school administration.

## Dismissal Procedure

Cars should enter the back parking lot via Scheller Lane behind the church and follow instructions from staff members on duty in the parking lot. (See map on following page.) Those cars parked directly behind the school will exit between the church and school. Cars parked near the playground will exit via the driveway closest to the field. At 2:45 preschool-grade 1 students will be dismissed to parents. Those picking up only preschool-grade 1 students should park in the lower lot directly behind the school. Adults picking up grade 2-8 students and those picking up both grade 2-8 students and preschool-grade 1 students are asked to park in the upper lot by the playground or arrive at 2:50 to park in the lower lot after the first round of cars has been dismissed. For the safety of the children, students will only be dismissed to those cars that are parked in designated parking places. Parents are not allowed to take a child from the holding area and walk past barriers to the car area. We ask that parents practice patience as well as follow the directives of the faculty/staff on duty. If 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 and bikers are to report to the Café until 3:00 when notification is given it is safe to dismiss.

All student not picked up by 3:00 will go to Aftercare.

## 2017-18 Our Lady Dress Code

Dress code guidelines exist to ensure modest, consistent dress is followed removing obstacles to grace and limiting distraction from the mission of Our Lady: To put Christ first as we grow in faith and knowledge. Personal cleanliness, good hygiene and grooming are essential in the school setting and should not disrupt the learning environment. All uniforms must fit well, be clean and free from holes, fading, rips and major stains. Shirt tails must be tucked in. Hair should be neat and clean. Unnaturally dyed hair (red, blue, green, Koo-Aid colored etc.) or hair weaves are unacceptable. Students should not have mohawks, fauxhawks, numbers, signs, letters or ridges shaved in their hair. Boys' hair should be kept at an appropriate length above the collar and above the eyes, and no long single tails of hair or crew cuts higher than 2 in. above the scalp. 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 a single set of post earrings (no hoops or dangling earrings) in their ear lobes. No designer eyeglasses or sunglasses should be worn during the school day; only prescription eyewear is permitted.

Uniform sales are held in the summer and once or twice at other times throughout the school year. No profit is made by PTO on the school uniform; only on spirit wear items. PTO sponsors used uniform sales a few times throughout the year for the convenience of families. The official vendors of Our Lady's school uniform are River City Workwear, Shaheen's and Land's End. You may place an order and try on uniforms at River City Workwear, 4020 Earnings Way in New Albany or order online at [www.rivercityworkwear.com](http://www.rivercityworkwear.com) and pick up orders in the store. The other option is through Land's End for phone and online orders that are shipped directly to your address. Both River City and Land's End have the official Our Lady logo for polos. Along with River City, Shaheen's carries our school plaid jumpers and skorts.

### Preschool Students

No specific uniform is required. Students should wear comfortable play clothes for active learning appropriate for the season and weather. Girls, should not wear strappy dresses and should wear bike shorts under dresses. Socks and shoes are required. Tennis shoes are best for safety; no sandals allowed.

### Girls Grades K-4

- Jumper** Our Lady gray plaid uniform jumper only; sold by River City Workwear or Shaheen's. (No navy or khaki jumpers.) A white Peter Pan (round) collared shirt or a red polo with logo should be worn with the jumper. Solid navy bike shorts may be worn under the jumper. Jumper must not be shorter than 3 inches above the knees.
- Skort** Our Lady uniform plaid skort only. (No navy or khaki skorts.) Our plaid skort is sold by River City Workwear in New Albany and Shaheen's in Louisville. Skorts must not be shorter than 3 inches above the knees.
- Shirt** Short or long-sleeved red polo with Our Lady logo sold by River City Workwear or Land's End. (Young ladies may wear Peter Pan collared white shirt with the jumper only.) Plain white T shirts may be worn underneath polos.
- Slacks** Full length, tailored solid navy blue uniform slacks (cotton/polyester blend) with plain or pleated front. No logos or cargo pants; no flap pockets; no stretch knits or stirrup pants. Pants must have belt loops. Pants must sit at the waist and should not drag the floor.

- Shorts** Solid navy blue tailored uniform shorts. Shorts must be no shorter than 3 inches above the knees, have belt loops and sit at the waist. No cargo pockets or logos allowed. No flap pockets. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts may be worn anytime throughout the school year.
- Sweater** Solid navy blue V-neck, crew or cardigan sweater may be worn over the polo shirt.

### Girls Grades 5-8

Skorts or jumpers are not part of the middle school uniform.

- Shirt** Short-sleeved royal blue polo with Our Lady logo sold by River City Workwear or Land's End. Plain white T shirt may be worn underneath. Eighth graders who have outgrown their Our Lady shirts may wear the Providence uniform polos fourth quarter only.
- Slacks** Full length, tailored solid khaki uniform slacks (cotton/polyester blend) with plain or pleated front. No logos or cargo pants; no flap pockets. No stretch pants or stirrup pants. Slacks must have belt loops. Pants must sit at the waist and should not drag the floor. Pants should not be tight fitting.
- Shorts** Solid khaki walking length, tailored uniform shorts may be worn. Shorts must be no shorter than 3 inches above the knees, have belt loops and sit at the waist. No logos or cargo shorts; no flap pockets. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts should not be tight fitting. Shorts may be worn at any time throughout the school year.
- Make-up** Only light t make-up may be worn. No heavy make-up including glitter, eye liner or dark lip-gloss.

### All Girls; Gr. K-8

- Belt** Navy, black or dark brown belts must be worn with shorts and pants.
- Sweatshirt** Only approved Our Lady sweatshirts, navy or red quarter zips or hoodies sold by Our Lady PTO or Athletic Committee at River City may be worn over the polo shirt. Order forms may be attained from the school office or Our Lady website. No other sweatshirt or hoodie may be worn in the classroom with the uniform. (Some older PTO sweatshirts and hoodies of various colors, plaids have been discontinued, so check with the school office, classroom teacher or PTO officer on used sweatshirts.) Eighth graders who have outgrown Our Lady sweatshirts, may wear the Providence uniform sweatshirt fourth quarter only.
- Jacket** Gray fleece full zip jacket sold only by PTO at River City may be worn during the school day.
- Socks** Crew socks, sport socks, or knee socks must be worn at all times; solid white, black or navy only. Navy or black tights or leggings may be worn in the winter months. Leggings should be free of holes, no lace or detailing. No Elite socks, no-show socks, or other designer labels or patterns are permitted.
- Shoes** Regular shoes or athletic shoes are allowed. No sandals, open-toed shoes, clogs or beach-like shoes. No heels over an inch high. Boots are permitted second and third quarters. Heelies (shoes with wheels) should not be worn in the school building at any time.
- Jewelry** The following jewelry is acceptable: single, simple necklace, bracelet, ring, watch and/or single, simple set of post earrings on the ear lobe only. No hoop or dangling earrings for safety's sake. Jewelry must be of Christian symbols. Fitbit bracelet is allowed. No Smart watches.
- Hair Accessory** Headbands, barrettes, ponytail holders, hair ties must match school uniform colors or hair color. No weaves, feathers or jewelry braided into hair is permitted. No unusual hair color (red, blue, green, purple hair dye or Kool-aid coloring).

### Boys Grades K-4

- Shirt** Short or long-sleeved red polo with Our Lady logo sold by River City Workwear or Land's End. Plain white T shirts may be worn underneath polos.
- Slacks** Full length, tailored solid navy blue uniform slacks (cotton/polyester blend) with plain or pleated front. No logos or cargo pants; no flap pockets. Pants must have belt loops. Pants must sit at the waist and should not drag the floor.

**Shorts** Solid navy tailored uniform shorts may be worn. Shorts must be no shorter than 3 inches above the knees, have belt loops and sit at the waist. No cargo pockets or logos allowed. No flap pockets. No gym shorts, knit shorts or any other kind of athletic shorts. Uniform shorts may be worn at any time during the year.

**Sweater** Solid, navy blue V-neck, crew or cardigan sweater may be worn over the polo shirt.

### **Boys- Gr. 5-8**

**Slacks** Full length, tailored uniform slacks (cotton/polyester blend) with plain or pleated front. Slacks must be khaki. No logos or cargo pants; no flap pockets. Pants must have belt loops, sit at the waist and should not drag the floor.

**Shirt** Short sleeved royal blue polo with Our Lady logo sold by River City Workwear or Land's End. Plain white T shirt may be worn underneath. Eighth graders who have outgrown their Our Lady shirts may wear the Providence uniform shirts fourth quarter only.

**Shorts** Solid khaki walking length, tailored uniform shorts may be worn. Shorts must be no shorter than 3 inches above the knees, have belt loops and sit at the waist. No logos or cargo shorts; no flap pockets. No gym shorts, knit shorts or any other kind of athletic shorts. Shorts may be worn at any time throughout the school year.

### **All Boys- Gr. K-8**

**Belt** Plain black, dark brown, or navy belts must be worn at all times.

**Sweatshirt** Only approved Our Lady sweatshirts, navy or red quarter zips or hoodies sold by Our Lady PTO or Athletic Committee may be worn over the polo shirt. Order forms may be attained from the school office or Our Lady website. No other sweatshirt or hoodie may be worn in the classroom with the uniform. (Some older PTO sweatshirts and hoodies of various colors, plaids have been discontinued, so check with the school office, classroom teacher or PTO officer on used sweatshirts.) Eighth graders who have outgrown their Our Lady sweatshirts may wear the Providence uniform sweatshirt fourth quarter only.

**Jacket** Gray fleece full zip jacket sold only by PTO may be worn during the school day.

**Socks** Crew socks, sport socks or knee socks must be worn at all times. Solid white, black or navy only. No Elite socks, no-show socks, designer labels or other patterns are permitted.

**Shoes** Regular shoes or athletic shoes are allowed. No sandals, open-toed shoes, clogs or beach-like shoes. No heels over an inch high. Boots are permitted second and third quarters. Heelies (shoes with wheels) should not be worn in the school building at any time.

**Jewelry** The following jewelry is acceptable: single, simple necklace, one bracelet, ring and/or watch. Fitbit bracelet is allowed. No Smart watches. No earrings.

### **Dress Code: 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. No skinny jeans, jeggings, yoga pants. Jeans should not be touching the floor, and shorts, dresses and skirts must be no shorter than 3 inches above the knees. Capri pants as well as tailored jogging pants are acceptable. Navy sweatpants and sweatshirts or Tshirts with Our Lady logo sold by PTO may be worn. No other 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. Students may not wear sandals on dress down days. Boots may be worn second and third quarters only. Tennis or athletic shoes are best.

### **Dress Code: Dress Up Days**

For Catholic Schools Week, special events and May Crowning, special dress up days may be announced. All students should dress up for the occasion in Sunday-best clothes. Ladies in skirts or dresses and gentlemen in slacks. Ties are permitted. No jeans, sweat pants, baggy pants or shorts. Dresses and skirts must reach to the end of the finger tips. Students are not allowed to wear strappy tops, spaghetti straps, halter tops, or any type of shirt which displays inappropriate language or scenes. Sandals are allowed on Dress Up Days. Be sure to plan for recess or PE with other footwear. Students may change into their uniform clothes after the special events of the day if they wish.

### **Dress Code: Spirit Day**

Spirit shirts

Our Lady PTO or Athletic Committee sweatshirts and hoodies may be worn over the spirit shirt.

Blue jeans, blue jean capris, blue jean or khaki shorts that are the appropriate length (must be no shorter than 3 inches above the knees), uniform shorts or uniform pants as well as Our Lady sweatpants sold by PTO at River City Workwear. Blue jean shorts the appropriate length are acceptable for girls in Gr. K-4. No blue jean skirts, skinny jeans, yoga pants or jeggings. Tennis shoes and white, black or navy socks. Boots may be worn second and third quarters; no sandals.

### **Dress Code: Physical Education (Grades 5-8)**

Grades Kindergarten-4 Students do not dress out for gym but are asked to wear shorts or pants and tennis shoes on PE days.

Grades 5-8 students should wear the following:

Navy Our Lady PE uniform shorts with logo

Gray Our Lady PE uniform shirt

Tennis shoes and socks

Uniform sweatshirts and navy uniform Our Lady sweatpants may be worn for gym in cold weather

Physical Education clothing may be purchased through the PTO at River City. Eighth graders who have outgrown their PE uniforms are allowed to wear the Providence PE uniform fourth quarter only.

### **P.E. Uniform Infractions**

1st Offense - Uniform notice sent home; 2nd Offense- Parent phone call or email; 3rd Offense – Before-school detention

### **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, parents 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. Students must maintain passing grades or may not be permitted to attend class field trips.

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. There is also a copy at the back of this handbook. We cannot accept verbal permission over the phone.

Students will wear appropriate school spirit clothes.

Expectations of Chaperones: Chaperones are designated by the classroom teacher. Younger siblings are not permitted on field trips. Chaperones are to follow the directives of the classroom teacher and provide their own transportation.

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. They must also complete the Safe and Sacred course beforehand.

### **Financial Obligation**

Parents have an obligation to keep payments current and not run delinquent. Student report cards and school records will be held until all financial obligations have been met. All previous accounts must be paid before registration in July. 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. If professional assistance is needed, 911 will be called, and every effort will be made to contact parents if the situation allows.

### **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. Please check the approved snack list first.

## **Fundraising**

The school conducts several fundraising events during the school year. Families are encouraged to get involved with the PTO. Parents, grandparents and friends may want to participate in the Kroger Community Rewards Program or the Office Depot Back to School Awards by designating Our Lady as your school of choice so we can receive refunds to support student programming and resources. We also collect used ink cartridges for rebates for Technology. Call the school office for more details or check online.

## **Grading Scale**

A=95-100  
B=86-94  
C=76-85  
D=70-75  
F=69 or below  
I=Incomplete

K-Gr. 4 Art, Music, Physical Education and Computer classes will use O (Outstanding), S (Satisfactory) and U (Unsatisfactory) for grading purposes. Gr. 5-8 receive a letter grade in all subjects including Spanish and Special Area classes.

## **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 reports 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 unless approved by the principal for focusing issues. 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. However, Our Lady has a no nit policy because this is a pervasive health problem in the schools if lice and nits are not eradicated. Students with nits or head lice will be sent home, and notes are required from medical professionals before students are readmitted to the school.

## **Health**

Under the direction of the public Health Dept. 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. Immunization records are required to be on file. Parents should send proof of additional vaccinations.

## **Homework**

Homework is an essential follow-up and reinforcement of the skills taught in school. Homework and all books, study guides, etc. for homework are the student's responsibility with parental encouragement recommended. Please give your child the proper support he/she needs and above all provide him/her with a quiet place away from distractions in which to work. Reading is encouraged each night. If your child has too much or too little homework, contact your child's teacher to find out if there are any problems. Keeping close communication between home and school is essential in monitoring student workload.

## **Homework Protocol**

Homework is an expectation and responsibility of Our Lady students to acquire knowledge and practice skills. Homework is due on the date given by the teacher. If homework is missing, the student must submit the assignment the next school day for 80% partial credit. Beyond that, the teacher is not expected to accept late work. Five late assignments per quarter constitutes a demerit and also results in a detention. Too many of our disciplines rely on the timely acquisition of skills to build knowledge and move on to the next level of learning. When homework is not submitted, mastery is not evident and progress is halted. Repeated missing assignments are cause for a parent conference, exclusion and possible dismissal from Our Lady. It is expected that Our Lady students will do the work required by the due date given to show mastery of academic standards.

For students with an excused absence two or less days, homework may be made up when the student returns to school. It is expected that the child is resting and recuperating when sick at home, so students are given as many school days as they are

absent to make up the work. (ex.- Absent with illness for two days equals two school days to make up assignments and tests.) Homework assignments may be requested for an excused absence on the third day of the absence if a child is feeling up to doing the work and so they do not fall too far behind. In the middle school, it is difficult to gather assignments, books and exams for absent students without jeopardizing instructional time of the students who are present. Parents are asked to check Jupiter and have a sibling or neighbor bring home needed books. Most middle school texts are online; a Gr. 5 Literature book is available if requested since an electronic copy is not available. Students with unexcused absences do not receive credit for missed assignments or exams.

### **Honor Roll**

A quarterly honor roll is maintained for students in grades 5-8. Striving to be on the honor roll lays the foundation and discipline of achieving top grades to earn recognition and participation in distinguished programs. Being on the Honor Roll leads to eligibility for Academic Olympics and National Junior Honor Society. All subjects are included in determination of those eligible for the honor roll. The honor roll will be based on an average of all core subject grades (Math, Science, Social Studies, Literature or Reading, Language Arts and Religion). The average of Special Area subjects (Art, Music, Physical Education, Technology and in Gr. 7/8, Musical Theater and Spanish) must be 86% or above. A student will not be eligible for the honor roll if he/she has an Unsatisfactory in behavior or a D or F.

1st Honors.....95% and higher  
2nd Honors.....90% and higher  
Honorable Mention.....86% and higher

Our Lady will also take every opportunity to note those students who exhibit Christian Spirit and who are “on –a-roll” by showing improvement, effort and awesome attitude!

### **Illness**

In the case of illness at school, the student will be sent to the office where basic care will be given and a parent notified. Student temperatures are taken and children are assessed to be sure they are not nauseous. If no fever, students are sent back to class. Office personnel will take a temperature, wash an abrasion with water or apply ice. No ointments or medications may be applied. 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. Otherwise, student are sent back to class. Students should be fever free and not vomiting for 24 hours before they can return to school. Rashes should be identified and treated by medical personnel.

### **Indoor Air Quality**

Our Lady of Perpetual Help adheres to the Indiana Indoor Air Quality Program. Questions and concerns relating to indoor air quality at Our Lady should be sent to the school office.

### **Invitations**

Invitations to private parties may only be distributed at school if all boys, all girls, or all students in the class receive an invitation. The school recommends parents avoid parties that exclude a few individuals from being invited.

### **Library**

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

### **Liturgy and Devotional Schedule**

Students in grades K-4 attend 8:00 AM Mass on Wednesdays, and students in grades 5-8 attend 8:00 AM 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. Prayers are said at the beginning and ending of each school day.

Weekday Mass attendance does not fulfill the obligation of Sunday Mass. Regular Sunday Mass attendance is expected of all parishioners—this includes those receiving a parishioner discount. Parents are encouraged to model their faith by taking their children to Mass on the weekends.

### **Lost and Found**

The Lost and Found bin is located in the pedway. 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.
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. A copy of this form is located at the back of the handbook. Written or email permission must be given before any medication is given. This includes cough drops.

### **Missing Assignments**

Late assignments will receive 80% partial, not full credit for one day late. Assignments more than one day late are given a zero.. Students who are absent from school are given one day for each missed day to complete make-up work and tests. Parents should contact teachers if there are extenuating circumstances that warrant additional time to complete work and tests. Students will be assigned study time before, during or after school as needed. The 00 Club is for students with zero missing assignments and zero demerits. A quarterly incentive is offered to students in the 00 Club.

### **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**

Our Lady welcomes students who wish to apply for admission, regardless of race, sex, or national origin. The education commission has established a policy for admission of Catholic and non-Catholic students. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Students who are not of the Catholic faith will be expected to assume their portion of the financial responsibility for their education through non-Catholic tuition rates since they do not participate in the contributory subsidy from Catholic parishes.

### **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 Education Commission establishes policies for admission of Catholic and non-Catholic students.

Our Lady of Perpetual Help School follows the policy of the state of Indiana 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 Education Commission, 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 as a need arises. It is important to deal with problems proactively and to keep the lines of communication open between school and home.

## **Parishioner Definition**

A parishioner is defined as follows:

1. A registered Catholic who is actively involved in the life of Our Lady of Perpetual Help Parish by attending mass weekly at Sunday and holy day masses. 2. Gives financially to support the mission of the church by regular tithing through e-tithing or the Sunday collection 3. Volunteers time and talent for various ministries of the parish. Parishioners are those who annually fill out a stewardship intention card and who use their time, talent and treasure throughout the year.

In addition to fulfilling one's obligation as a parishioner, Our Lady School parents are expected to be active members of the school through their stewardship. For families 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 is required before the administration will honor parishioner status.

## **Pesticide Policy**

Our Lady of Perpetual Help School is in compliance with Indiana regulations regarding the use of pesticides in the school. The policy can be found on the school website and in the school office.

## **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 children are in active play or exercise during some part of the school day. 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 as recess is a privilege, not a right.

## **Preschool**

Our Lady offers Preschool for two and a half, three and four year olds who are toilet trained. Children who are four years old by Aug. 1 are eligible for Pre Kindergarten classes. Pre Kindergarten meets 5 days per week from 7:45-11:00 AM for the morning session or 11:30 AM-2:45 PM for the afternoon session. Children who are three years old by Aug. 1 are eligible for Preschool classes. Likewise, Preschool has morning and afternoon sessions meeting at the times noted above. Preschool students attend 3 days per week on Mondays, Wednesdays and Fridays. Child Care and Aftercare are available on school days for Preschool and Pre K students Monday through Friday from 7:15 AM-6:00 PM as needed. Early Preschool, our newest program, meets on Tuesday and Thursday mornings from 7:45-11:00 AM to introduce our youngest students to play-based learning, listening and fun with peers. Early Preschool is for two and a half to three years olds, who missed the Preschool date, but are potty trained.

## **Progress/Interim Reports**

Report cards are sent quarterly. Interim progress reports are available through Jupiter midway through each grading period for grades 1-8. Middle school grades are also posted frequently on Jupiter. Parents and students should evaluate the quality of work performed. If unsatisfactory, the student, with assistance from parents and the school, should make changes to improve.

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 required 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 for having assignments completed and returned to school, having all books and necessary papers, gym clothes and lunch as needed. Parents are asked to refrain from bringing forgotten articles after the school day has begun. Taking personal responsibility for oneself and belongings is expected and valued at Our Lady.

## **Sacramental Preparation**

Students receive the sacrament of Reconciliation and First Holy Communion in Grade 2. Parent meetings and special projects are expected during the sacramental year. The sacrament of Confirmation is offered to students in Grade 10.

### **Safe and Sacred**

The Safe and Sacred Program is used by all schools and parishes within the Archdiocese of Indianapolis. It develops awareness and fosters prevention of child abuse through an initial training session and follow up articles. All employees and adults who have regular contact with children are required to have Safe and Sacred training and to renew every three years. Contact the school office to receive more information.

### **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, restrooms, labs, etc. The repair of such damage will be the responsibility of the student(s) and/or parents.

### **Search and Seizure Policy**

Teachers or the principal may inspect desks, lockers, backpacks, books, and materials for any reason. They may inspect purses and ask students to turn out pockets. Inspections and screenings do not require prior notification to students or parents.

### **Seclusion and Restraint Plan**

Our Lady has a Seclusion and Restraint Plan in compliance with Indiana Senate Bill 345. The plan provides training and guidelines for safe and rare use of seclusion and restraint for students who impose imminent danger to themselves or others. This plan is available in the school office upon request.

### **Sexual Harassment**

Sexual harassment is strictly prohibited at Our Lady and is addressed in the school harassment policy posted on the school website. Anyone who has witnessed or believes that he/she is the target of harassment or the focus of inappropriate behavior, should report such incidents to school authorities. Our Lady will take appropriate action to prevent and correct behavior that violates this policy. Disciplinary actions for students who violate the school harassment policy may include a parent conference, detention, suspension and/or expulsion depending on the circumstances and severity of the offense.

### **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. (Sunflower oil is safe.) Due to SEVERE nut and food allergies, ALL students should limit their snacks to fruits, vegetables, pretzels (Rold Gold, Herr's, Utz, Jay's or Kroger brands only), yogurt, plain popcorn, saltine crackers (Premium, Nabisco and Keebler brands only), Pepperidge Farm Goldfish crackers excluding ones dipped in chocolate, Cheez-It name-brand crackers, Nabisco Teddy Grahams, graham crackers (Betty Crocker, Honeymaid, Great Value and Keebler brands only), applesauce cups, cheese, Kellogg's cereal bars (NOT granola bars), Slim Jims, Beef Jerky and Handi Snack cheese and bread sticks, crackers or pretzels only. Safe organic snacks are: Annie's Homegrown Bunny Graham's Honey Flavor (like organic Teddy Grahams or Graham Crackers), Annie's Homegrown Cheddar Squares (like organic Cheez-It's) and Annie's Homegrown Cheddar Bunnies (like organic Goldfish crackers).

The following items are NOT allowed: Granola bars, Chex mix, Crunch and Munch and cereal straws. Labels change, so please refer to this list, but also read labels. If the label says manufactured in a facility that produces peanut products or may come in contact with peanuts, tree nuts, etc., it is NOT safe. Only plain water is allowed for a beverage. The school health and physical education curriculum focuses on good nutrition, an active lifestyle and healthy habits that promote wellness.

These rules (no peanuts or tree nuts) apply to after school activities in the classroom and school as well. Classrooms must be safe after hours since the allergic students will be returning to those classrooms the following day.

### **Social Networking, Emails, Texts, Cell Phones**

Personal email, social networking (including Facebook, Snapchat, Instagram) and texting are not allowed by students on campus during the school day. Email and messaging must be turned off on cell phones and iPads. If students need to call parents during the school day, they must do so in the school office. There is really no need for a student to have a cell phone at school. In this way, students can give their full attention to academic studies. The school day includes the time of drop off in the morning until students have been picked up from school. This includes after school care and after school activities. See the Technology/Internet Use Policy for in the Appendix for more details.

### **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. We have a chairlift for accessibility, but do not have an elevator.

## **Student Organizations**

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

Student Council is a leadership organization for elected members from grades 4-8 with officers in Gr. 7 & 8.

National Junior Society for students in grades 7 and 8 who have achieved excellent academic standing and rate high in scholarship, service, leadership and character. Selection and induction into NJHS is conducted according to national guidelines. Students are nominated for NJHS based on grades after the third quarter of sixth grade as a first invitation or third quarter of seventh grade as the final invitation to be a NJHS member.

## **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 are not allowed to use personal cell phones during the school day.

## **Testing**

Students in grade 3 take the I-READ test, and students in grades 3-8 take the ISTEP+ test according to Indiana State guidelines. Any student who does not pass these tests is required to do remediation either with summer school or tutoring. Students also take formative assessments through Star Reading and Math.

## **Toys**

Fidget toys, spinners, cubes, etc. are not permitted unless the student has a doctor's note recommending use for attention purposes. Cards and toys should not be brought to school unless specified by the classroom teacher for a special event or elective.

## **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 a meeting with the principal. The previous school will be contacted to see if any financial obligations are due and to receive a recommendation of the transfer. Report cards, transcripts and standardized test scores are requested from the previous school by our school office; parents do not deliver school records.

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 2 quarters of enrollment. At that time, a determination will be made to lift or retain the probationary status of the student's enrollment.

## **Visitors/Volunteers**

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

1. Let us know in advance if you plan to visit our school.
2. All visitors and volunteers should enter through the front school door sign in and out at the office when entering and exiting 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, please contact or come to the office. School personnel will deliver the item or message to your child.
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.

## **Vouchers/SGO Scholarships/Tax Credits**

Our Lady participates in the Indiana School Choice Voucher/SGO Scholarship Program. A child who attended public school the previous school year, a special education student, a former SGO Scholarship student or a sibling of a voucher or SGO scholarship student may be eligible for the voucher program depending on income level. Kindergarten and current Our Lady students are eligible to receive a one-time SGO Scholarship depending on income level, and, in subsequent years, may qualify for the voucher program. For more information visit [www.SchoolChoiceIndiana.com](http://www.SchoolChoiceIndiana.com) or contact the school office. All Our Lady school parents are allowed a state tax deduction for tuition paid to the school.

## **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.

The new school will 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.

Student report cards and school records will be held until the above requirements have been met.

## **Our Lady of Perpetual Help 2017-18 Official School Calendar**

### **First Semester**

Mon., July 17	Registration 11:30 AM-1:00 PM; 6:00-7:30 PM in the gym & Cafe
Mon., July 24	Preschool & Pre K Meet & Greet 10:30-11:30 AM & 5:30-6:30 PM Deanery Mass & Professional Day at Holy Family/Our Lady (required for faculty) Preschool, Pre K, Kindergarten Parent Meetings 5:30-6:15 or 6:15-7:00
Tues., July 25	Professional In-Service Day (required for faculty and staff)
Wed., July 26	First Day of School! Welcome, Preschool- Gr. 8 Students! 2:00 Assembly
Mon., July 31	Middle School Parent Forum (required for Gr. 5-8 parents) 6:00-8:00 PM in Caf� and classrooms
Thurs., Aug. 3	Parent Night for Gr. 1-4 (required for Gr. 1-4 parents) 6-6:30 in gym; 6:30-7:15 and 7:15-8:00 in classrooms
Fri., Aug. 4	8:00AM First All-School Mass
Mon., Aug. 14	Summer Scholars Celebration 1:00-2:30 in gym
Tues., Aug. 15	Feast of the Assumption of Mary; 8:00 AM All- School Mass
Mon., Aug. 21	School Pictures taken; Preschool- Gr. 4 are out of uniform
Tues., Aug. 22	School Pictures taken; Gr. 5-8 are out of uniform
Mon.-Thurs., Aug. 28-31	Eighth Grade Trip to Washington, D.C.
Fri., Sept. 1	No Students; Faculty Professional Development Day
Mon., Sept. 4	Labor Day- No School
Tues., Sept. 5	Early Preschool begins! 7:45-11:00 AM in Miss Naville’s classroom
Sat. & Sun., Sept. 9 & 10	Middle School Deanery Musical at Providence
Tues., Sept. 12	
Wed., Sept. 13	8:00 AM Special Persons Mass & Breakfast for Kgn.- Gr. 3
Sun., Sept. 17	Main Event’s Family Fun Fest 12:00-3:00 on church grounds
Mon., Sept. 18	Gr. 5 to Biz Town
Wed., Sept. 20	Archdiocesan Site Visit
Wed., Thurs., Sept. 27 & 28	Parent-Teacher Conferences
Fri., Sept. 29	8:00 AM All-School Mass; First Quarter ends (46 days)
Mon.- Fri., Oct. 2-6	Intercession Week/ No School unless needed as Make-up Days
Mon.-Fri., Oct. 9-13	Fall Break- No School
Fri., Oct. 20	8:00 AM All- School Mass
Tues., Oct. 24	Science Fair in the Gym; 3:15-6:00 PM Judging- Students only; 6:15-7:30 PM Parents and guests view projects, awards presented
Tues., Oct. 31	Halloween Walkathon
Wed., Nov. 1	Feast of All Saints; 8:00 AM All- School Mass; Gr. 1 Saints Parade
Thurs., Nov. 2	Deanery Science Fair at Providence
Mon., Nov. 6	Matinee Performance 10:00 AM at Providence for Gr. K-3
Fri., Nov. 10	Veterans Day Brunch & 9:00 AM Program
Sun., Nov. 12	Providence High School Open House
Fri., Nov. 17	8:00 AM All-School Mass
Mon., Tues. Nov. 20 & 21	Eighth Grade Service Day/ Providence Field Trip
Wed.- Fri., Nov. 22-24	Thanksgiving Break- No School
Tues., Dec. 5	9:30 AM Advent Reconciliation School Service for Gr. 3-8
Wed., Dec. 6	Happy St. Nicholas Day! Gr. 5-8 Field Trip to Actor’s Theatre
Thurs., Dec. 7	Christmas Program featuring Gr. 2-4 at 1:30 & 6:30 PM
Fri., Dec. 8	Feast of the Immaculate Conception; 8:00 AM All- School Mass
Sat., Dec. 9	First Reconciliation at 10:00 AM in church
Fri., Dec. 15	Middle School Holiday Dance
Tues., Dec. 19	Second Quarter Ends (44 days); Last Day of School in First Semester
Wed.-Tues., Dec. 20-Jan. 2	Christmas Break- No School
Mon., Dec. 25	Christmas Day! A Savior is Born!

## Second Semester

Wed., Jan. 3	Classes resume; Second semester begins!
Fri., Jan. 5	8:00 AM All- School Mass
Mon., Jan. 15	Martin Luther King Day; No School
Fri., Jan. 19	Right to Life Prayer Service for Gr. K-8 at 2:00 PM in church
Sun.- Sat. Jan. 28-Feb. 3	Happy Catholic Schools Week!
Sun., Jan. 28	Open House 12:00-3:00 PM in school
Thurs., Feb. 1	Middle School CSW Choral Fest 1:30 & 6:30 in the gym
Fri., Feb. 2	8:00 AM All- School Mass
Mon., Feb. 5	Providence Registration for incoming freshmen
Wed., Feb. 14	Ash Wednesday; 8:00 AM All- School Mass
Thurs., Feb. 15	6:30 PM Valentine's Day Concert; Kgn. & Gr. 1 in the gym
Mon., Feb. 19	President's Day; No School unless needed as Snow Make-up Day
Tues., Feb. 20	Academic Olympics at Providence
Tues. & Wed., Feb. 20 & 21	Parent-Teacher Conferences
Thurs., Feb. 22	9:30 AM Lenten Reconciliation Service for Gr. 2-8
M., Feb. 26- F., Mar. 9	ISTEP Applied Skills for Gr. 3-8
Mon., Feb. 26	Stations of the Cross at 2:00 PM in church
Sat., Mar. 3	The Main Event Fun and Fundraiser in Our Lady's gym
Wed. - Fri., Mar. 7-9	IREAD assessment for Gr. 3
Wed., Mar. 7	Stations of the Cross at 2:00 PM in church
Thurs., Mar. 8	Middle School Slide; required for Gr. 4 students and parents; 5:30-7:00 PM in Cafe
Fri., Mar. 9	8:00 AM All-School Mass; Third Quarter ends (46 days)
Mon.-Fri., Mar. 12-16	Intercession Week/ No School unless needed as Snow Make-up Days
Mon.-Fri., Mar. 19-23	Spring Break; No School
Sun.- Sat., Mar. 25-31	Holy Week
Fri., Mar. 30	8:30 AM Good Friday Service; Day of Reverence; 2:00 Dismissal
Sun., Apr. 1	Easter Sunday! Jesus Christ is Risen!
Fri., Apr. 6	8:00 AM All-School Mass
Sun., Apr. 8	Early Childhood Parent Forum 6:00-7:00 PM in Cafe
Fri., Apr. 13	Spring Pictures for Preschool- Gr. 8 (optional)
Mon., Apr. 16- Fri., Apr. 27	ISTEP Multiple Choice Sections for Gr. 3-8
Thurs., April 19	Deanery Fine Arts Fair and Awards at Providence
Fri., April 20	First Communion Retreat
Sun., Apr. 22	First Communion at 2:00 PM in church
Fri., Apr. 27	Middle School Luau 3:00-4:30 PM
Wed., May 2	8:00 AM All-School Mass & May Crowning
Fri., May 4	Oaks' Day; No School unless needed as Snow Make-up Day
Tues., May 8	Eighth Grade Deanery Mass and Picnic at Sacred Heart
Th. & Fri., May 10 & 11	Gr. 5 to Camp Rancho Framasa; Gr. 6 Overnight Retreat
Fri., May 11	Grade 7 Education Day at Kings Island; Grade 8 Hike and Retreat with Fr. Eric Kgn. Mother's Day Tea
Thurs., May 17	Mass and Induction at 5:30 PM in church
Mon., May 21	Move Up Day for Gr. K-4
Tues., May 22	Field Day for Gr. K-8
Wed., May 23	Rain date for Field Day; Eighth Grade Awards Banquet at 6:30 PM
Thurs., May 24	Eighth Grade Graduation Mass at 6:30 PM in church
Fri., May 25	8:00 AM All- School Mass; Fourth Quarter Ends (44 days); Last Day of School for Students! Eighth Grade dismissed at 1:00PM!
Sat., May 26	Eighth Grade Deanery Dance at St. Anthony's
Tues., May 29	Faculty Professional Development Day
Wed., May 30	Faculty Professional Development Day