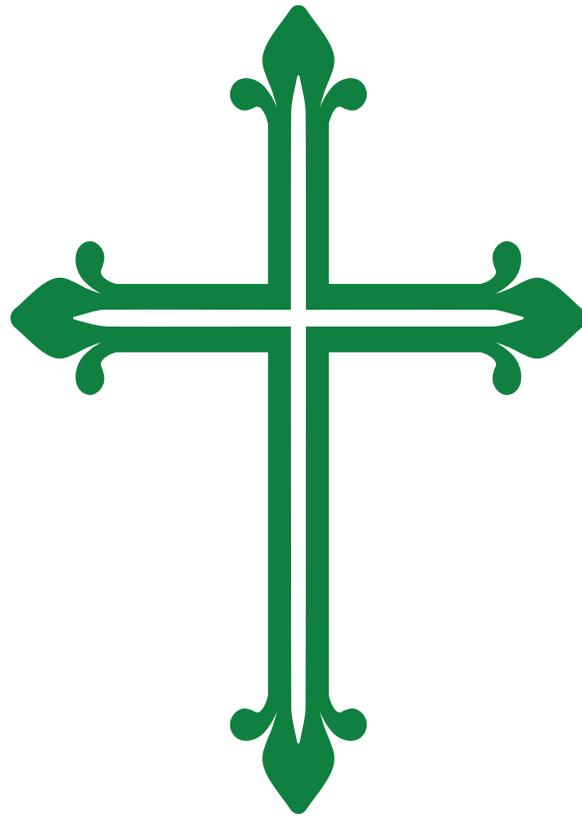




Our Lady of Perpetual Help

olphtoledo.org

Our Lady of Perpetual Help



Catholic Church and School Family Handbook Effective 2016

Our Lady of Perpetual Help

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School Office P: (419)382.5696 F: (419) 382.7360 E: olphschool@olphtoledo.org

Our Lady of Perpetual Help School
Respect Prayer
(written 2006)

God, help us show respect every day.

Let us be thoughtful, never forgetful.

Let us think before we act.

Let us listen when others are talking.

Let us be fair and share to show we care.

Let us keep our own space,

show respect for every race.

Let us fill our hearts with compassion toward ourselves
and all living beings.

Help us understand it is our responsibility to show respect
and that when we show respect
we are doing your work here on Earth.

AMEN

Dear Our Lady of Perpetual Help School Families:

As we begin another school year, we thank you for being part of our OLPH community. This school plays a vital role in the life of our community, and we invite you each to be part of that vitality through your time, talent, and treasure. Please join us in taking part in the many activities and ministries within our parish: spiritually, socially, educationally, and financially.

This Parent-Student Handbook has been compiled to acquaint you with the philosophy, policies, and procedures of Our Lady of Perpetual Help Catholic school. Please keep this handbook in your possession and please be sure to read the handbook thoroughly. Any changes will be communicated via the school newsletter.

As the leadership of this OLPH community, we are deeply committed to the education and faith formation of your child. We look forward to partnering with you to provide the best educational experience possible. Know that we are available should you have concerns and would be happy to dialogue with you about them.

Sincerely in Christ,

Your Church and School Administration

Fr. David Ritchie, Pastor
Mrs. Kari Bonnell, Principal

MISSION STATEMENT

Our Lady of Perpetual Help School, a Roman Catholic elementary school, is part of the educational ministry of Our Lady of Perpetual Help Parish. We are committed to the development of the whole child, through faith formation, academic excellence, and Christian values, in order to help our children live out the Gospel message.

STATEMENT OF BELIEFS

At Our Lady of Perpetual Help School, we believe:

- We have the responsibility to share time and talent with others through service projects and outreach programs.
- Parents, school, and the parish community share responsibility to foster the faith formation of the child in a faith-filled environment.
- The teacher as facilitator of learning has the responsibility to provide for a variety of learning styles.
- Ongoing assessment is important in identifying strengths and weaknesses.
- Our school community is made stronger when there is a spirit of cooperation and communication.
- Each student should take an active role in his or her own learning.

I. CHRISTIAN FORMATION

The Diocese of Toledo, through participation in its education programs, certifies teachers of Religion. Religion is taught in all grades according to the course of study set forth by the diocesan office. Religion competency testing is done in grades five and eight.

LITURGY AND SCHOOL PRAYER

The school community, grades 1 to 8, celebrates liturgy every Friday at 8:30 a.m.

Students also celebrate Adoration and pray the Rosary monthly.

All-school liturgies are scheduled for special days. Holy day liturgies begin at 10:00 a.m. Kindergarten will take part in these special liturgies. Celebration, thanksgiving, praise, a shared meal, and sacrifice are all a part of our participation in the Eucharist. In the liturgy, we realize the continued presence of Jesus and, as a faith community we share in His love, His mercy and His forgiveness. The children help with the planning of the liturgy and participate in the liturgy in meaningful ways.

The entire school community prays together during morning announcements and at dismissal announcements (see the Respect Prayer inside of the front cover). The children pray the traditional formula prayers of our Catholic faith (Our Father, Hail Mary) as well as gathering together to pray and celebrate daily experiences. These prayer opportunities cultivate an awareness of the presence of God, talking with God, listening to God and giving witness to His many gifts and blessings. Students also pray together as a class at lunchtime. All students, whether Catholic or not, are required to respectfully participate in liturgical activities.

SACRAMENTAL PREPARATION

Each year second grade students prepare to receive the sacraments of First Penance and First Eucharist. Eighth grade students receive the Sacrament of Confirmation, generally in January, February or March. Teachers and the Director of Religious Education work with the children. Parent sessions are also held to assist them in their role of helping their children prepare for the Sacraments. Non-Catholic students are invited to participate in the prayer services and the preparation for the Sacraments, but will not receive the Sacrament.

II. ENROLLMENT AND ADMISSION POLICIES

OPEN ENROLLMENT POLICY

Our Lady of Perpetual Help School holds to the policy adopted by the Bishop's Education Council: "In accordance with Christian principles, Our Lady of Perpetual Help School recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation." "Our Lady of Perpetual Help School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

All new students at Our Lady of Perpetual Help School are accepted on a probationary basis.

REGISTRATION

Registration for families presently enrolled in Our Lady of Perpetual Help School takes place before the first of March. The exact dates are announced in the school newsletter and the parish bulletin. Entering kindergartners must be 5 years old by September 30. By State of Ohio law, all new students must have a birth certificate. A deposit is due at the time of registration and is non-refundable.

EARLY ENTRANCE TO KINDERGARTEN

Parents wishing to have a child tested for early entrance into kindergarten (fifth birthday after September 30) should contact their neighborhood public elementary school and ask that the child be tested. OLPH will admit a child early only if the test results indicate that early entrance is in the best interest of the child.

BIRTH VERIFICATION AND GUARDIANSHIP

The school needs birth certificates and guardianship papers on all students entering for the first time. Parents are required to submit a Social Security number at the time of registration if available. Any changes in guardianship should be reported to the office immediately. Students not baptized at OLPH must present a baptismal certificate at the time of registration.

TUITION POLICY

The School Council/Parish Finance Committee determines tuition for the year before registration takes place. In order to secure registration, all materials, plus the registration fee must be turned in by a published date. Payment of tuition at Our Lady of Perpetual Help can be made by:

1. Prepaid tuition money due in office by a published date.
2. Loans may still be obtained through Directions Credit Union Tuition Loan Program. To avoid a late fee, applications for loans must be made prior to a published date.
3. The registration fee is non-refundable.

SMART Tuition Management Co.

This is a monthly payment plan option and is administered by SMART. Payments are withdrawn from an indicated checking/savings account on a specific date each month. There are no interest or finance charges and there is no credit check. There is an application/processing fee of \$40 that will be charged and this is added to your first payment. For all families tuition must be paid in full or arrangements made with SMART before the first day of school.

FUNDRAISING POLICY

All families receiving the Active Parishioner scholarship are required to assist in fundraising through the school year. We do encourage ALL families to participate. One major fundraiser is held in the fall. Each family is responsible for a set profit each year. Parents may opt to forego the fundraising and pay the profit amount along with their tuition for the year.

SCHOLARSHIPS and TUITION ASSISTANCE

Parish Scholarships:

- Active Parishioner Scholarship are available if families meet the required 30 service hours and have active parishioner status which includes regular Mass attendance and support in Sunday collections.

Other Scholarships from the State:

- Please see the school office for the most recent information

Financial Assistance:

- Financial Assistance is based on need. The scholarship previously known as the One Faith, Many Blessings Scholarship has been rolled into the financial assistance program. The amount we can offer changes each year based on how much we are awarded from the Diocese of Toledo.

TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

Our parish sponsors a gift card program that we call TRIP (tuition reduction incentive program) for all of our families. Parents, family members, and friends of OLPH students may enroll in the program. Participants purchase gift certificates and/or debit cards from OLPH to use "same as cash" at over 150 local and national vendors. Orders are placed by 9:00 a.m. each Tuesday morning and available to pick up after 12:00 p.m. each Friday. There are also many choices available for cash and carry. Please note, TRIP may only be paid for with cash or check and orders can be placed online.

The OLPH Endowment Fund receives the first 1% of all savings (difference between face value and discounted purchase price). The rest of the savings are then held in each participant's OLPH TRIP account to be applied toward his or her designated fund. The designated fund is chosen from the following options when the participant registers:

- A. your family's tuition account
- B. another family's tuition account
- C. OLPH endowment fund

TUITION REFUND POLICY

If a child must leave OLPH School for any reason, our refund policy is as follows. .

Within two weeks of the beginning of the school year – full tuition payment refunded, minus registration fee

Within one month – 90% refunded

Within two months – 75% refunded

Within three months – 50% refunded

Within four months – 25% refunded

After the end of the first semester there will be no refunds. (Please understand that at this point all materials and teachers are in place.)

Students expelled from Our Lady of Perpetual Help School are not eligible for any form of refund.

The registration fee is non-refundable

RIGHT TO INFORMATION

Both custodial and non-custodial parents have the right to school information about their child. This means that the school must and will give information to either parent/guardian. This includes report cards, testing results, attendance data, behavior referrals, and tuition records. The only way that a school may keep a parent from receiving this information is to have a copy of the court order that specifically prohibits a parent/guardian from having any contact with the child. A non-custodial parent may request that newsletters and calendars be sent to his/her home. A \$25.00 fee is assessed for postage. Our Lady of Perpetual Help requires a copy of the custody agreement at the time it is determined. Custody information becomes a part of a student's cumulative file.

CHANGES OF ADDRESS OR TRANSFERS

Should parents or students have a change of name, address, or phone number during the year, please inform the office in writing or by e-mail. Parents transferring students to another school must ask the new school to request that the child's records be sent to the school. No records will be sent until all tuition, fees and fines are paid and all school-owned materials returned.

III. ATTENDANCE AND DAILY ROUTINE

DAILY SCHEDULE

Students may enter classrooms at		8:00 a.m.
First Bell		8:00 a.m.
School day starts/tardy bell		8:10 a.m.
Grades K-3	Recess	11:40-12:10
	Lunch	12:10-12:40
Grades 4-8	Lunch	11:40-12:10
	Recess	12:10-12:40
Dismissal Bell		3:00 p.m.

NOTE: Any student in the building before 8:00 is required to go to the morning Extended Care program AND any student not picked up by 3:15 p.m. (4:15pm is the student attends tutoring) will be sent to the Extended Care room. Please refer to Extended Care section.

DROP OFF AND PICK UP ROUTINE

For the safety and security of our students, all students and parents are expected to follow these procedures. Please review these procedures with your child and anyone else who picks up or drops off your child. Please note that these procedures are in place to keep all students safe.

Arrival Procedures

Extended Care

Students attending morning Extended Care should enter the building through the sacristy door – off of the small Sherwood side parking lot by the playground that leads to the cafeteria steps. Students are to report immediately to Extended Care in the cafeteria. **All students entering the building before 8:00 must report to Extended Care.**

Bus Riders

Buses drop students off at the Sherwood parking lot. Students are to enter the building and go directly to the assigned area, depending on the time. Before 8:00, these students are to enter through the sacristy door and report to Extended Care.

Car Riders

All students coming to school in any vehicle except a bus are to be dropped off on the Brookford side of the building.

- Vehicles follow the drive past the front of the school (parallel to the Trail), and proceed to the Brookford side parking lot.
- Vehicles dropping off students are to stay in one of the three marked long lanes directly next to the gym.
- Do not let students disembark until your vehicle is completely stopped at the STOP line at the crosswalk. Please do not allow students to get out until you are the first car in the line.
- Students walk in front of the vehicle and follow the crosswalk to the sidewalk leading to the breezeway.
- Parents who are entering the building in the morning must park in a marked parking space in the parking lot behind the gym closer to Brookford. Please, escort your child, following the marked crosswalk, into the building.
- All drivers are to drive slow and remain alert at all times for children.
- No vehicles are to stop in front of school or on the Sherwood side parking lot to allow students to disembark.
- OLPH is a smoke free campus, including our car lines and parking lots.
- **All car riders must enter the building through the breezeway doors between the gym and the library.**

Walkers

Students walking to school from across the Anthony Wayne Trail must cross at the light. Walk toward school in the marked area between the grass and the solid yellow line. Follow this area all the way to the STOP sign by the corner of the school building and cross to the sidewalk at the marked crosswalk there. Students walking from the neighborhood between school and the river should walk up Central Grove to the marked crosswalk at the edge of the Sherwood parking lot. Follow the sidewalk to the school building. Never cut across the parking lot. Walkers must always be respectful of our neighbors. Do not walk on their lawns or make a lot of noise or commotion as you walk to and from school. **Walkers may enter the school building at the breezeway doors between the gym and the library.**

Bicycles

Students in grades 4-8 are permitted to ride bicycles to school. These students should follow the same path as walkers. Bicyclists ride at their own risk. The school is not responsible for bikes stolen or damaged while on our property. Bikes should be locked on the bike rack and bicyclists should always wear a helmet while riding.

Early Arrivals

All students entering the building before 8:00 must report immediately to Extended Care in the cafeteria.

Walking Students to Classroom

Early in the year, parents of younger grade students often walk their child directly to the classroom. As the school year progresses, and teachers and students establish a morning routine, we ask parents to be

conscious of allowing that routine to take place. Students have responsibilities to prepare for their school day. This routine is part of taking on responsibilities at an age-appropriate level. Parents are asked to allow the student to fulfill those responsibilities by themselves. After a time, please allow the student to enter the classroom alone and handle their morning duties. Students must be in the classroom when the late bell rings at 8:10.

Late Arrivals

All students entering the building after 8:10 are to enter the main school doors, **and proceed directly to the CLINIC for a tardy slip**. Late students will not be admitted to class without a tardy slip.

Dismissal Procedures

Extended Care

Students attending after school Extended Care are to proceed directly to the school cafeteria immediately upon dismissal by the teacher. Parents picking up students from Extended Care should enter the building through the "sacristy door" off of the small Sherwood parking lot.

Bus Riders

Bus riders are dismissed beginning at 3:00. Buses park along the sidewalk on the Sherwood side lot. Buses are called over the P.A.. The bus drivers are on a schedule and generally do not wait for late riders.

Car Riders

All drivers coming to pick up students are to proceed to the Brookford side parking lot and follow this pick up procedure:

- Vehicles should follow the pick-up lanes behind the gym, marked by the solid yellow lines, in the following order:
 - Far left lane – vehicles picking up only kindergarten students (these students come out a little early, so we can keep these cars moving and empty this lane to allow for others to pull up)
 - Middle lane – vehicles picking up Kindergarten students, but also picking up students in grades 1-8
 - Far right lane – cars picking up only students in grades 1-8
 - **Once the far left lane has been completely emptied, other cars may pull up into that lane.**
- Parents should remain in one of these three lanes and remain in your vehicle. The kindergartners will be walked to your vehicle. Other students will be sent via the crosswalk, then down one of the solid yellow lines to your vehicle.
- Vehicles are to remain stopped until the staff member directing traffic waves you on to go.
- Vehicles proceed slowly out the drive, to the Sherwood entrance. Please be sure to come to a complete stop at the STOP sign by the Central Grove cross walk.
- Any parent who needs to enter the building at the end of the day should park in one of the marked parking places near Brookford and cross via the marked crosswalk to the building.
- No parent should park in the lot and motion children over or walk across to pick up students. This causes confusion and a dangerous situation.
- **No parent should park on the Sherwood side lot and enter the building to pick up a child.**

Students are dismissed at 3:00 p.m. Students being picked up all leave the building through either set of double doors facing the Brookford side lot. Students will be assigned an area in which to stand, by grade level, and wait patiently and quietly to be called. When students are called, they are to follow the crosswalk to the row where their vehicle is, then walk down the yellow line to their vehicle. Students should never cross between vehicles or anywhere else other than the marked crosswalk.

Walkers and Bike Riders

Students walking or riding a bike home from school are dismissed at approximately 3:10 p.m. Once the busses have all pulled away and the majority of the cars are gone, walkers are called over the P.A. The students are to exit the building using the Sherwood doors or the front school doors and then walk directly home, following the same procedures for walking to school in the morning.

Late pick-up

Any student who has not been picked up by 3:15 p.m. will be sent directly to Extended Care and the parent will be charged. Students will not be permitted to go to the School Office to call home. If you are running a minute or so behind, please call the office and we can pull your child out of line.

DAILY ATTENDANCE

Regular attendance is important in order that each child receive the maximum benefits from regular daily sequential instruction. All children are expected to be present and on time each day that school is in session.

The State of Ohio requires all students to attend school regularly. The Missing Children's Act requires parents to call the school CLINIC (381-9714) whenever a child is absent, stating the reason. If no call is received, the school will contact the home (or place of employment) to verify absence. **A written note must be given to the teacher upon return giving the dates and reason for the absence.** This written note is due the day the student returns.

APPOINTMENTS

Absenteeism due to dental or doctor appointments is discouraged. A note to the teacher/school office is required if appointments cannot be avoided, or in the case of an emergency. Preferably these notes should be into school before the appointment. We do have premade note pads in the office for these. If there is a note it will be marked excused. Students leaving for an appointment must be signed out in the school **CLINIC**. If the clinic is closed, students should be picked up in the office. The child is expected to return to school after any such appointment and not take the rest of the day off. Upon return, the student is to check in with the clinic or in the school office.

CLARIFICATION OF TARDINESS VS. ABSENTEEISM

Tardy = one (1) minute up to two (2) hours

Half day absence = two (2) hours to three (3) hours

Full day absence = over three (+3) hours

EXCUSED ABSENCE

A student's absence will be excused for the following reasons:

- An illness, with a note explaining the nature of the illness
- Death in the family, with a note from the parent
- Extenuating family circumstances, with a note explaining the situation
- Any reason that the principal deems a valid absence, with a note from the parent explaining the situation

UNEXCUSED ABSENCE

A student absence will be considered unexcused for the following reasons:

- No note from the parents explaining the absence
- Any other such reason that the principal deems an unnecessary and invalid absence (even if parents send a note)

Parents will be notified in writing when student absence or tardiness becomes excessive (10% or more of school days). Excessive absences or tardies may be subject to a hearing conducted by the truant officer

for Toledo Public Schools. Some scholarships require reporting of student attendance. Scholarships can be forfeited due to excessive absences.

NOTES:

- Any unexcused absence or tardy will result in two (2) demerits to be issued by the clinician.
- Tardies and Early Dismissals will code as a $\frac{1}{4}$ or .25 days of absence on grade cards.
- Perfect Attendance Award= ZERO school missed (no tardies, excused or unexcused absences, or early dismissals)

FAMILY VACATIONS / PERSONAL CONVENIENCE ABSENCES

Parents receive a copy of the school calendar well before the beginning of the school year. It includes holidays and vacation periods. Absence from school for student and/or parent personal convenience (family vacations, etc.) will be considered UNEXCUSED, unless the trip is of educational value and it is determined ahead of time with the principal.

It is up to the discretion of the teacher whether the work will be given prior to the absence or upon return. Work given prior to the absence must be turned in the first day back to school. Work given on return is due on the same schedule as other assignments missed due to absence.

All students are expected to be present for the last week of each quarterly grading period. Personal convenience absence during this time may result in the student not being able to make up any of the work.

EXTENDED CARE

We offer an extended care program, held in the cafeteria, both before and after school. All students arriving before 8:00 a.m. must go to the extended care program. The rate for morning care is \$3.50 per child for students coming between 7:00 a.m. and 7:30 a.m. and \$3 per child for students coming between 7:30 and 8:00 a.m.

Afternoon extended care is available from 3:00 until 5:45 p.m. The rates for afternoon extended care are as follows:

\$3.50 per hour for the first child in the family

\$3.00 per hour for the second child in the family

\$2.50 per hour for each additional child in the family

\$1.00 **per minute per child** for every minute after 5:45 p.m.

Parents are required to register their child/ren in the extended care program before using it and to pay the registration fee (\$20 for the first child and \$10 for each additional child).

SCHOOL VISITORS

In order to ensure the safety of all children and school personnel, all visitors (including parents/guardian) must report to the school office upon entering the building to receive a visitor's pass. No one may go directly to the classrooms without permission from the office, even during lunch/recess and dismissal. This is for your child's safety as well as to prevent class interruptions. If an item is forgotten, parents must drop the item off in the school office. We encourage the child to be responsible for his/her necessary items for each day.

We encourage parents to know what their child's school day involves. Parents are always welcome in their child's classroom, but arrangements must be made prior to the day of visitation. Please do so by contacting the teacher and/or school office.

BUS PASSES (TPS AND MAUMEE)

Bus pass information is available from the school office for children living more than 1 mile from school and must complete a form to return to TPS. Requests are processed as quickly as possible. Parents who transport children in lieu of bus transportation may be eligible for reimbursement. Maumee no longer transports students. Applications may be obtained by calling TPS Transportation, at 419-535-7232 or Maumee Transportation.

BUS CODE OF CONDUCT

Students are expected to follow the same general code of conduct on the bus as they would in the school building. At dismissal time, students should walk immediately to the bus. Students must have their TARTA bus pass with them at all times in order to board the bus. If a student does not have his or her pass, he or she may be required to pay to ride the bus that day, or may be refused transportation for the day.

Once on the bus, students are to sit in a seat and speak in an “indoor voice”. There is no food or drink on the bus. Older students should take care to watch out for younger students, make sure they have a seat in which to sit and help them to get on and off the bus.

BUS DISCIPLINARY REFERRALS

Discipline on the bus must be ensured for the safety of everyone.

First bus referral: Parents will be notified of the situation.

Second bus referral: Student will be placed on probation and parents will be notified.

Third bus referral: Student will lose bus privileges for one month and parents will be informed.

Fourth bus referral: Student will lose bus privileges for the rest of the school year.

CHANGE IN AFTER-SCHOOL TRANSPORTATION ROUTINE

Parents are responsible to send a note to the child’s teacher on a day when the child’s after school routine is different than usual. If the teacher receives no notification from the parent, we will follow the same after school routine that the child usually follows. Examples may be if the student will be going home with a friend, walking home when they usually ride the bus, etc. In order to help us ensure that every student arrives home safely each day, please take the time to keep the teacher informed.

TELEPHONE – MESSAGES

IN AN EMERGENCY, students may use the office phone with permission. Forgotten items do not constitute an emergency. Please do not call the office with a message for your child except in the case of an emergency or last-minute change of plans.

HIGH SCHOOL SHADOW VISITS

Eighth graders wishing to visit a high school on days other than the planned eighth grade visitation days to all the Catholic high schools will be excused for one day (or two half-days). Only eighth grade students will be excused for visits to high schools. In order for a shadow visit to be excused, the student and parent must fill out a High School Shadow Visit Request Form. This form must be filled out and returned to the homeroom teacher *at least one week prior to the visit*. Forms are available in the school office or from the eighth grade teachers. Any absence for shadowing without prior notice and procedure will be considered an UNEXCUSED absence.

INCLEMENT WEATHER

In case of inclement weather, our school as well as the other Catholic schools in the city of Toledo, follows the closing and delay procedures for Toledo Public Schools. When delays are used, they will be for a two-hour period. If TPS makes a decision to delay, they will notify the media very early. If that delay turns in to a cancellation, TPS will generally make that announcement by 7:30 a.m.

On days when the weather is bad, watch the TV or listen to the radio for the following announcements: “The Toledo Catholic elementary schools are closed.” -or- “The Toledo Catholic elementary schools will be delayed for two hours.” We will also post on our Facebook page, send an email, and a text through SchoolSpeak if you are signed up.

If school is delayed for two hours, OLPH will use the following procedure:

- The building will be closed and *doors will be locked* until 9:50.
- Students should report at 10:00, and classes will begin at 10:10.
- There will be no morning extended care.
- There will be no morning Preschool classes.

STUDENT BIRTHDAYS

Students may dress up on their birthday (see the dress code for details on dress). Parents may wish to send a small non-food item (stickers, pencils, etc., individually-wrapped items are best) with the child to school to share with his or her classmates. This policy has been updated due to the number of food allergies of students and is for the safety of all students. Parents are asked to NOT deliver fast food for their child on their birthday, or to have gifts delivered to school.

In an attempt to avoid hurt feelings, please do not have your child distribute party invitations (birthday or others) at school unless all students in the classroom are invited.

IV. ACADEMICS

CURRICULUM

OLPH School curriculum is based upon the standards adopted by the Diocese of Toledo and mandated by the State of Ohio. These standards are competency-based and provide great flexibility within a school system to enable schools to reach all students. Like all schools in the Toledo Diocese, we have adopted the Common Core Standards, but none of the assessments.

FIELD TRIPS

Field trips are an important part of the education process, in that they provide a concrete experience to extend concepts taught in the classroom. Students can be denied participation if that student is determined by the principal to be a danger to himself/herself or others or will seriously misrepresent the school. The teacher, with the permission of the principal, arranges field trips. The diocesan school field trip permission slip is required from the parents. Children without this permission slip signed by the parent or guardian will not be permitted to go on any field trip.

Parents who provide transportation for school field trips are expected to drive directly to the destination and then directly back to school afterward. No additional stops should be made either way. No additional children are permitted to attend the field trip, other than the students in the class taking the trip. Younger siblings and other children are not to accompany chaperones. Any parent chaperone driver must have his or her own liability insurance and sign the Adult Supervision Expectation form before every trip.

CAMP PROGRAM

An additional segment of our curriculum, involving only the sixth grade class, is Outdoor Education. There is a meeting on this program in the autumn of the 5th grade year. This is an opportunity for the students and their teachers to go away together for five school days, to live, work and learn in a setting different from the usual school environment. The parents of each child assume the cost of the camp. Parents of fifth graders are encouraged to initiate fund raising projects. Permission for all fund raising must be sought prior to the event. No more than two fundraisers may normally be done.

WASHINGTON D.C.

8th graders may participate in a curriculum-based trip to Gettysburg, Washington D.C., and Valley Forge. Meetings to coordinate the trip and fundraising are held in the beginning of the 8th grade year. The parents of each child assume the cost of the trip. Parents and students are expected to help fund raise to help bring down the cost of the trip. No more than two fundraisers may normally be done.

TEXTBOOKS – LEARNING MATERIALS

The school provides most materials needed for learning. However, the students must provide some of their own personal supplies. Supply lists will be sent home at the end of the year for the following school year. Supplies must be replenished as needed. Textbooks are made available for each child's use. Students are expected to treat their books as learning tools. Books that are lost, damaged, written in or destroyed must be paid for before the end of the school year. In the event that books and/or other materials are not paid for by the end of the school year, report cards and student records will be withheld. All books must be carried to and from school in a plastic bag or book bag.

GRADING POLICIES

Students in K-1 at Our Lady of Perpetual Help School do not receive letter grades. Students in grades 2-3 receive letter grades in a few subjects. Students in grades 4-8 receive letter grades in all areas according to the following scale:

Grade Code	Comment Code
A+ = Above 99 B+ = 92 C+ = 84 D+ = 73 A = 94 - 99 B = 86 - 91 C = 75 - 83 D = 66 - 72 A- = 93 B- = 85 C- = 74 D- = 65 F = 64 or below	+ = Strength [=] = Satisfactory N = Improvement Needed I = Improvement Shown O = Area of Concern

HONOR ROLL

Honor Roll is Our Lady of Perpetual Help's recognition of students in Grades 4-8 who achieve academic excellence. Student recognition is given each quarter.

Principal's List Students who earn A's in all subjects, including Effort and Conduct, are named to the Principal's List.

First Honors Students are eligible for First Honors by earning all A's and one B in all subjects, including Effort and Conduct.

Second Honors Students are eligible for Second Honors by earning all A's and B's in all subjects, including Effort and Conduct.

Third Honors Students are eligible for Third Honors by earning a combination of A's, B's, and no more than two C's in all subjects. The student must have at least a B in Effort and Conduct. No D's or F's in any subject.

CONFERENCES

Conferences are held each year in the late fall. Parents and teachers meet to discuss a student's progress as well as share concerns and ideas for working together in the best interest of the children. All parents are asked to take advantage of that opportunity to meet with the teacher. Conferences with teachers may be requested at any time throughout the year. Parents are asked not to call a teacher at home unless instructed to do so by the teacher. The principal is always happy to meet with parents regarding children. An appointment should be made in advance. Please note, the principal will not discuss a situation, if parents have not addressed it first with the teacher(s) involved. Please also note

that daily grade checks can be done online through our SchoolSpeak system. SchoolSpeak is a website where parents and students can see their current grades, see homework assignments, get announcements from the school and the teacher, check the lunch menu, pay for lunches, check attendance, and email staff.

HOMEWORK POLICIES

Home study may be expected each day of the week. Homework is begun at school under teacher supervision and completed at home. Home study is intended as an extension of the learning begun at school. While it may be written, it could also consist of practice, drill, oral and silent reading or time spent in studying. Homework should always be monitored and checked by a parent. Parents are responsible to check the student planner each evening for homework and notes from the teacher. Parents should direct all questions to the teacher who has given the assignment. We advise the following minimum time for home study each evening:

Kindergarten	10 minutes
Grades 1, 2	20 to 30 minutes
Grades 3, 4, 5	45 to 60 minutes
Grades 6, 7, 8	60 to 90 minutes

Students in the primary grades (K-3) are capable of practicing reading, studying for tests and drilling math facts. Parents of younger children can help establish good homework habits by setting the environment and time each evening when a child is expected to spend time doing homework.

Students in the middle grades (4-5) are capable of developing a sense of responsibility for their own learning by concentrating their efforts on areas of academic weakness, whether or not these are assigned.

Middle school students (6-8) are expected to spend some time each evening in review of the previous day or in preparation for the day to come. Homework is due on the day after it is assigned. In the event that homework is not done, students may turn in a late assignment at the beginning of class the next day, for a reduction in grade, at the teacher's discretion. Missing assignments that are not turned in the next day will receive a zero grade. Parents will be notified of missing assignments through SchoolSpeak. . Non-compliance with the Middle School homework policy will have an effect on student grades. Students and parents are responsible to see that all work is turned in.

STUDENT PLANNERS

Students in Grades 3-8 are issued a Daily Planner (assignment notebook) and must have it with them in class each day. Parents are asked to look at the assignments due each night and make sure that the work is done. The planner also serves as a means of communication between parent and teacher.

ASSIGNMENTS MISSED DUE TO ABSENCE

We suggest that students work with a classmate or sibling using the "buddy system" in case of absence. Whenever possible, they should make arrangements with that person to get one another's missing work when the one is absent. Parents may call and request the work; however, the teacher may not always be able to have the work ready for a parent to pick up during the school day.

Assignments missed due to an excused absence can be made up following this schedule:

- 1 day absent = 1 school day to turn in the missed work
- 2 days absent = 2 school days to turn in the missed work

For extended excused absences, arrangements must be made. It is the responsibility of the student to get all work from his/her teacher(s) upon returning from an excused absence. This also includes missing class due to choir or Liturgical practice.

MIDDLE SCHOOL (6-8) ADDITIONAL ABSENCE POLICY

In addition to the general policy, Middle school students must arrange to make up missed tests and quizzes with each teacher individually. Students should complete this process within one week. This is the student's responsibility. If students do not reschedule tests/quizzes, they will count as zeros. Students that are present when a test or quiz is announced will be required to take it on the day that they return to school.

MATH FACTS

All students are expected to memorize their math facts according to grade level:

Grade 1	Addition and Subtraction 1-12
Grade 2	Addition and Subtraction 1-18
Grade 3	Addition and Subtraction 1-18 Multiplication 0-9
Grade 4	Addition and Subtraction 1-18 Multiplication 0-12 Division 0-9
Grade 5-8	All basic addition, subtraction, multiplication and division facts

All students in grades 2-8 should know how to tell time and make change.

All questions about home study policies should be directed to the child's teacher. Until those questions are answered parents are expected to uphold the teacher's policies and requests. Many factors contribute to a student's success in school. Home study, scores on assessments, and scores on standardized tests are related to a student's willingness to put forth effort in studying.

SUMMER SCHOOL

Students who earn a failing grade for two quarters in any given subject will be required to attend summer school or receive summer tutoring by a licensed teacher. Tutoring is to consist of at least 15 hours of instruction. Students receiving low grades or having difficulty in a subject area may be recommended for summer school or tutoring. Parents will receive written notice from the principal in May of this requirement or recommendation.

PROMOTION AND RETENTION OF STUDENTS

A student who successfully completes the work expected at his/her grade level will be promoted to the next grade. A student who struggles with the work and does not exhibit competence in the expected learning goals for the year may be placed in the next grade or retained at the same grade level for another year. Parents will be notified and consulted in reasonable time prior to the decision to retain the child.

STANDARDIZED TESTING

Students in grades 3 through 8 take the MAP Series test in the fall, winter, and spring (gr. 2 in spring only). This test is administered to all students in Catholic Schools in the Diocese of Toledo. It is a nationally normed test to measure a child's achievement in the areas of Math, Reading, Science and Language Arts. In addition, the test provides feedback on students' progress on our diocesan course of study. This testing is accomplished through a web-based assessment.

Students in grades 5 and 8 take the ACRE (Assessment of Catholic Religious Education) religion test in October. This assessment tool helps to measure our students' progress on our diocesan Religion course of study.

State standardized testing is administered to any student who receives a state-sponsored scholarship. Testing is done in reading for grade 3 in the fall and grade 3 to 8 Reading, LA, Math, and Science in the spring.

INTERNET ACCEPTABLE USE POLICY

Students have access to the Internet. The Internet is a global network that provides our students with access to a wide range of information from throughout the world. Our students are also able to communicate with people throughout the world. Use of the Internet for educational projects assists in preparing our students for success in life and work in the 21st century.

Even though the school has security in place, it is possible that our students may find material on the Internet that parents might consider objectionable. The School's Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although staff supervises the student's use of the Internet, we cannot guarantee that a student may not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with our school families' values. We encourage our students' parents to use this as an opportunity to have a discussion with their child about their family's values and the parents' expectations about how these values should guide their child's activities while they are on the Internet. In addition, our computer teacher and classroom teachers will discuss what is appropriate with each group of students as they prepare to use the Internet. OLPH does use "Bookmarks" that mark sites that correlate with the curriculum.

OLPH teachers use the Internet in several ways. Students might use e-mail to communicate with students in other schools. They use the World Wide Web as a research tool. Students are monitored while conducting on-line activities and are frequently be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

The school technology coordinator provides age-appropriate training for students who use the school's Internet and computer facilities. The training provided is designated to promote the school's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on-line, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response

Parents do have the choice to request that their child not be provided with access to the Internet. To exercise this option, the parent is asked to sign write a letter stating wishes and reasons. When students purposefully use the Internet in unsuitable ways or attempt to circumvent the established procedures, they will lose their computer privileges for the remainder of the school year.

Each family (including parent(s) and all students) is required to sign a copy of our "Internet Acceptable Use Policy". The signed copy remains on file in the computer room.

After the deadline, students who have not returned a signed copy will not be allowed to participate in activities involving the Internet, beyond the mandatory standardized testing.

V. STUDENT CODE OF CONDUCT

In a quality educational setting, Catholic schooling works best when teachers, administration and parents unite for the good of the child. Families who select O.L.P.H., choose the school's Gospel vision and values while using lifeskills in order to help the children grow with grace and wisdom. The school assumes that parents/guardians and students who choose O.L.P.H. accept its discipline code in addition to showing willingness to support and cooperate with the leadership and school faculty. A requirement is that parents are cooperative and positively supportive in their active role in assisting delivery of quality education. A yearly review of O.L.P.H.'s discipline code is vital so that team members are all in agreement. Within our Gospel values, each child learns to grow in and is expected to:

Respect for God

Respect for Self

Respect for Others

Respect for Property

School discipline is necessary if a child is to learn. The teacher's prime responsibility is to teach. To accomplish this purpose and to maintain an atmosphere where learning can take place, rules are established with logical consequences for misconduct. Disciplinary procedure, as outlined in this code, is enforced at Our Lady of Perpetual Help School. The learning environment is defined as all places where students interact on or off campus.

SCHOOL COMMUNITY BEHAVIOR

1. Students are expected to enter into the prayer and devotional life of the Church. Students will participate respectfully while attending practices, liturgies and religious ceremonies within the church. As members of the worshipping community, appropriate behavior is expected to promote a quality Christian atmosphere and formation.
2. Students will behave in a respectful manner reflective of Christian values toward all people of the school community (i.e. teachers, staff, volunteers, visitors and other students). Respect is shown through not only language and gestures, but also in tone of voice and attitude.
3. Students will respect individual and community property. Destruction of classroom or school property may become the responsibility of the entire class when no one owns up to the destruction and there is reasonable knowledge or evidence that classmates know who is responsible.
4. Students will offer friendship to all other students of O.L.P.H. School. It is understood that all students will not be best friends, but it is expected that all students act in a positive, friendly manner toward each other.
5. Students will practice the basic rules of courtesy, which include politeness, consideration for others, and the use of good manners.
6. Students will dress appropriately. Students will follow O.L.P.H. School's dress code.
7. Students will be honest.
8. Students will conduct themselves in a manner that is safe to themselves and the general community.

CLASSROOM PROCEDURES

Students and teachers at the beginning of the school year formulate classroom procedures. This an ongoing process and reflects the uniqueness of each child at a particular stage of development. Teachers will maintain close communication with parents and principal regarding classroom conduct.

ITEMS NOT ALLOWED AT SCHOOL

For the safety and protection of all students within the care and custody of O.L.P.H., the school reserves the right to search lockers, desks and books. Anything brought onto the school premises by a student in

a book bag or on their person may also be taken.

Students are not to have the following items in school or on the school grounds *during school hours and at extended day*:

- *Skateboards, rollerblades, pocket knives, any type of fire arm, lighters, explosive materials, alcohol, and drugs.*

The above items will be confiscated and held for a parent to pick up. Offenders will be charged a fee of \$10 for return of the item. Because a school policy was disobeyed, a detention will also be issued.

The following items should not be seen, heard, or used during school hours:

- *Electronic games, MP3 players, iPods or any other music players, cell phones*

The above items must be kept in the student's bookbag or locker during the school day. *Students bring these items at their own risk. The school is not responsible for the security of these items.* If seen, heard or used during school hours school personnel will confiscate them. They will be held for a parent to pick up. Offenders will be charged a fee of \$10 for return of the item. Because a school policy was disobeyed, a detention will also be issued.

LUNCHTIME

Students are expected to follow all of the procedures in the cafeteria and on the playground as well as those established in this code. Children are instructed in proper behavior and warned when necessary. Supervisors maintain close communication with principal, teachers and parents regarding playground and cafeteria misconduct.

Students who do not purchase a lunch through our school's hot lunch program are responsible to bring a sack lunch to school with them. There are no microwave ovens available for heating student lunches. *Parents are asked not to bring fast food to school for students to eat for lunch.*

CAFETERIA PROCEDURES

1. Walk quietly to your table.
2. While eating, remain seated until an adult gives you permission to leave your seat.
3. Keep your hands to yourself.
4. Always use good manners.
5. After you get your lunch, walk directly back to your table.
6. Clean up your table area.
7. Follow procedures for dismissal.

RECESS PROCEDURES

1. Walk carefully to the blacktop or playground.
2. Use your lifeskills while playing.
3. With the supervisor's permission, go to the clinic if you are hurt.
4. When the whistle is blown, line up immediately with your class.
5. Wait patiently for the supervisor to dismiss your class.
6. Walk into the school building slowly and quietly.

SCHOOL AND DIOCESE BULLYING POLICY

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

1. Causes physical or emotional harm to the target or damage to the target's property.
2. Places another student in reasonable fear of harm or of damage to property.
3. Creates a hostile environment at school for another student.
4. Infringes on the rights of another student at school.
5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a. Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b. The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

1. On school grounds owned/ leased/used by the school or on property immediately adjacent to school grounds.
2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.

5. Through the use of technology or electronic device owned, leased or used by the school.
6. Through the use of technology or an electronic device not owned, leased or used by the school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

1. Prohibited incidents observed by students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff must be reported to the principal in written documentation.
2. Reports of bullying, harassment, intimidation may be made anonymously, but disciplinary action may not be taken against a student solely on the basis of an anonymous report.
3. School personnel must report prohibited incidents of which they are aware to the school principal.
4. In cases where the aggressor or target is not a student(s) at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
5. Custodial parent(s) and/or guardian(s) of any student involved in a prohibited incident will be notified within 24 hours.
6. A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
7. Each bullying case is different, but any victim or other person will be protected from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including reports made an anonymously.
8. Counseling or outside referral to appropriate services will be provided for aggressors, targets and family members of students as needed.
9. Disciplinary procedure for any student guilty of harassment, intimidation, or bullying, is outlined in the Conduct System. This can include a range of disciplinary actions that may be taken against an aggressor for bullying or retaliation that will provide a balance between the need for accountability with the need to teach appropriate behavior.
10. Students who deliberately make false reports of harassment, intimidation, or bullying will also be disciplined with lying consequences, minimum and full bullying discipline, maximum.

D. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal immediately in written documentation.

E. Minimum Required Actions:

If the principal determines that bullying or retaliation has occurred, he/she shall:

1. Take appropriate disciplinary action as stated above.
2. Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

F. THREAT TO ONESELF, THREAT TO OTHERS, FLIGHT RISK

A. To Oneself

1. If school personnel encounter a student who appears to be having troubling thoughts school personnel will inform the principal. The school counselor may also be asked to meet with the student to determine if any action needs to be taken. Parents will be informed if it is determined that there is a real threat of harm or if it is determined that the student may need professional help.
2. In the event that a student communicates suicidal ideations to school faculty or staff OLPH School reserves the right to temporarily suspend the student until the child's parents or guardians seek professional help for their child. In this circumstance suicidal ideation refers to a student communicating on more than one occasion that the student has thought about committing suicide, a student communicates that the student has a plan of how to commit suicide, the student communicates something that leads school personnel to believe an attempt at suicide is imminent.

B. To Others

- a. If a student acts out violently in the classroom the student will immediately be removed from the classroom and an attempt may be made to restrain the student. Parents will be immediately contacted and asked to take the student home. The following steps will also be implemented*
 - i. First Infraction: 1 day suspension
 - ii. Second Infraction: 3 day suspension
 - iii. Third Infraction: Student is expelled

* This particular policy refers specifically to violent outbursts that involve a single student and does not apply to a physical altercation between students. The policy on physical altercations between students is outlined in another section.

C. Flight Risk

- a. If a student leaves a space without permission a parent will be contacted immediately and asked to take the student home. A space is defined as any room or space in which the student is expected to be. A student leaving a space without permission is considered by OLPH to be an incident in which the student may cause harm to himself/herself either directly or indirectly and therefore they student may be restrained. Indirectly may include the student leaving the building or getting hurt while in the building unsupervised. Do to the severity of the situation the following steps will be implemented.
 - i. First Infraction: 1 day suspension
 - ii. Second Infraction: 3 day suspension
 - iii. Third Infraction: Student is expelled

CONDUCT SYSTEM***Unsafe behavior***

1 st offense	Verbal Warning and Documentation in School Speak
2 nd offense	2 Demerits
3 rd offense and each offense thereafter	5 Demerits

Dress code violation

Parents will be called and asked to bring appropriate attire for each infraction.

1 st offense	Verbal Warning and Documentation in School Speak
2 nd offense	2 Demerits
3 rd offense and each offense thereafter	5 Demerits

General misconduct

Chewing gum, candy or mints; planners and tests not signed/communication not returned; misconduct in church; being out of class or late without permission or an excuse)

1 st offense	Verbal Warning and Documentation in School Speak
2 nd offense	2 Demerits
3 rd offense and each offense thereafter	5 Demerits

Cheating/Lying/Forgery

In the case of cheating or talking during a test the teacher may choose to assign a zero to the assignment and apply the following.

1 st offense	2 Demerits
2 nd offense and each offense thereafter	5 Demerits

Consequences

- *Demerit slips are sent home for a parent signature when demerits are given. The demerit is also documented in school speak. The parent may choose to sign the demerit either on the paper or in school speak.*
- *Each student will start with ZERO demerits each midterm*

Total demerits (accumulated per midterm)

Consequences

5	After school detention
10	After school detention
15	Saturday school
20	Suspension

Detentions

Detentions are served for one hour. A notice will be sent home with the student notifying the parent of the misconduct. The notice needs to be signed by a parent and returned to school the following day. The notice will designate the day and time the detention will be served.

- Students must be present the full term of the detention. Failure to do so will result in an additional detention being assigned.
- Failure to serve an assigned detention will result in Saturday School.

Saturday School

A Saturday School is a two-hour detention from 9:00-11:00 a.m. Students and parents will be given a notification of a Saturday School. A stipend of \$25 will be paid to the school office by the parent/guardian the school day before the Saturday School is served. A teacher will be monitoring the Saturday School. On the notification sent home, specifics will be given as to where in the school the Saturday School will take place. Students must come to Saturday School in their school uniform. The O.L.P.H. Code of Conduct applies during a Saturday School. During the Saturday School, the student will be involved in reflection and homework/reading which should be brought by the student.

Suspensions

Suspensions are a short-term removal from school and exclusion from participation in school activities. The principal will determine if the suspension is to be served in or out of school. When a suspension is served in school, a hired substitute teacher at a rate of \$75.00/day will monitor the student. This cost will be reimbursed to the school by the parents.

- After notice has been given to the student and the parents/guardians of the suspension, the parents/guardians have a right to appeal the suspension to the principal within one day of the notification.
- The principal will meet with the parents and the student to listen to the appeal. Students are not allowed legal counsel throughout the suspension process.
- The principal has the right to exclude the student from school until the appeal has been heard.

- In all cases of suspension, the principal makes the final decision.
- Students must be present the full term of the suspension. Failure to do so will result in an additional suspension being assigned.
- Suspension/expulsion will negate a student from being on the honor roll for that quarter.
- Work during a suspension must be completed and at the end of the quarter, two percentage points will be deducted from each subject area. Classwork will be completed during the in or out of school suspension.
- Two suspensions will result in a Disciplinary hearing with the principal, involved school personnel, student and parent/guardian.

Expulsions

Expulsions are a semester long or permanent removal and exclusion of the student from school. A decision to expel a student is very serious and should only occur when all other recourse and reasonable efforts to conform a student's conduct have been exhausted. Expulsion may also result from a single major disciplinary infraction. These would include, but are not limited to:

- Acts of vandalism
- Possession, use or sale of illegal/"look-alike" substances, cigarettes, lighter/matches or weapons
- Assault or battery of a student or staff member
- Sexual harassment
- Indecent/improper behavior that is offensive to the O.L.P.H. community
- Serious offenses as determined by the principal

After notice has been given to the student and the parents/guardians of the expulsion, the parents/guardians have a right to appeal the expulsion to the principal within three day of the notification.

- In the event of an appeal, the student will be excluded from school for the duration of the appeal process.
- In the event of an appeal, an informal hearing will be held at which the student has the opportunity to state his/her case. At least one teacher and one member of School Advisory Council will hear the appeal and make a recommendation to the principal. Present at the hearing will be the teacher(s), Advisory Council Member(s), the principal, the student and the parents/guardians of the student. Students are not allowed legal counsel throughout the expulsion process.
- The pastor will not be involved in the hearing, but will be available for appeal and final disposition of the case.
- In all cases, the pastor remains available to the principal, teachers, parents and student and has the ultimate responsibility for expulsion.

GANG INVOLVEMENT

OLPH School does not tolerate gang culture of any type. Students may be subject to immediate suspension or expulsion, depending on the severity of the incident and the response of parents and students. In all events, parents will be notified of any involvement in gang culture by a student. No student shall be permitted to wear or display (written or otherwise) any clothing, jewelry, insignia, symbols, emblems, hand signals, language, or other items identifying a student with gang culture.

VI. UNIFORM DRESS CODE

GENERAL STANDARD

Students are expected to report to school in neat, clean and orderly attire and appearance. Parents are responsible to be sure the student's attire is in accord with the dress code. If an item is in question, parents are responsible to check it with the principal first, and not to send the child to school wearing the item until it has been approved. Any clothing, hairstyle, or jewelry, which may be unduly disruptive or distracting, will be brought to the parents' attention and must be corrected promptly.

KINDERGARTEN

Kindergarten students are not required to wear uniforms. Kindergartners are to dress comfortably to allow for movement with the following guidelines: Jeans and sweatpants are not permitted. Shirts with writing or pictures should be appropriate for school. Any color tennis shoe is permitted for kindergarten. Shorts are allowed from April 1 until October 31. All other guidelines regarding shoes and general appearance are the same as grades 1-8 students.

GRADES 1-8 UNIFORM

The uniform supplier for the school is SCHOOLBELLES. Order forms for girls' jumpers, skirts, and boys' and girls' pants, sweaters and shorts are available in the school office.

GIRLS

Item	Style	Color
Shirts	Long or short sleeved (knit/oxford cloth); Fold-down collar or full turtleneck collar (no mock turtlenecks); Worn tucked in at all times; White/green long & short sleeve BANDED shirts from Schoolbelles; Shirts worn under uniform shirt must be plain white and hidden from view	Plain white (no insignias or embroidery); Dark Green, gray
Pants	Plain twill or corduroy uniform pants, purchased from Schoolbelles, Dillard's, Sears, JCPenney, WalMart or other major department stores; Must have no labels; Must be worn around the waist – not "sagging", low-rise or cargo styles (no pockets on the legs); Must have a proper hem	Navy blue (1-8); Khaki (6-8 only); Pants may be pleated or flat-front styles
Skirts, skorts & jumpers	Grades 1-3 wear Schoolbelles jumper. Grades 4-8 wear Schoolbelles plaid skirt; Grades 4-8 wear Schoolbelles plaid skort; Must be no shorter than 4" from floor when kneeling down; have proper hem and not to be rolled at the waist	Plaid (1-8); Khaki (6-8 only); Plaid available only from Schoolbelles
Shorts	May be worn April 1 – October 31; Dress knee-length shorts with cuff hem and a zipper front; No rivets, labels or cargo pockets	Navy blue (1-8); Khaki (6-8 only)
Sweaters	V-neck or round neck pullover or cardigan (at stores selling these styles); Must be worn over a uniform white shirt, be in good condition, and fit properly (not too baggy or tight)	Gray, white, black, or dark green (like uniform shirt)
Sweatshirt	Crewneck embroidered with the green OLPH logo on left breast, purchased only through OLPH School; Must be worn over a uniform shirt, be in good condition, and fit properly (not too baggy or tight)	Gray with green embroidered logo

Girls Continued

Belt	Must be worn with all pants and shorts	Navy, black, or brown
Socks	Knee socks, anklets, or tights; Must be one solid color with no insignias (such as the Nike "swoosh"); Must be visible above the shoe	Black, gray, white or dark green (like uniform shirt)
Tennis Shoes	Either tennis shoes or dress shoes may be worn with uniform; No other colors besides white, black, gray/silver and navy blue are permitted on the shoe; No colored laces or lights; Must have a completely enclosed toe and heel	White, black, navy blue, gray/silver or any combination of these colors.
Dress Shoes	One solid color; Must have a completely enclosed toe and heel at all times; heel no more than one inch in height	Brown, black, navy, tan, or white

BOYS

Item	Style	Color
Shirts	Long or short sleeved; Oxford cloth, broadcloth, or knit tab-button front; Fold-down collar or full turtleneck collar (no mock turtlenecks); Worn tucked in at all times; Shirts worn under dress shirt must be plain white and hidden from view	Plain white (no insignias or embroidery); Dark Green, and gray
Pants	Plain twill or corduroy uniform pants, purchased from Schoolbelles, Dillard's, Sears, JCPenney, WalMart or other major department stores; Must be worn around the waist – not "sagging", low-rise or cargo styles(no pockets on legs); Must have no labels; Must have a proper hem	Navy blue (1-8); Khaki (6-8 only)
Shorts	May be worn April 1 – October 31 Dress knee-length shorts with a zipper front and proper hem; No rivets, labels or cargo pockets	Navy blue (1-8); Khaki (6-8 only)
Sweaters	V-neck or round neck pullover or cardigan (at stores selling these styles); Must be worn over a uniform white shirt, be in good condition, and fit properly (not too baggy or tight)	Gray, white, black, or green (like uniform shirt)
Sweatshirt	Crewneck embroidered with the green OLPH logo on left breast, purchased only through OLPH School; Must be worn over a uniform white shirt, be in good condition, and fit properly (not too baggy or tight)	Gray with green embroidered logo
Belt	Must be worn with all pants and shorts	Navy, black, or brown
Socks	Must be one solid color with no insignias (such as the Nike "swoosh"); Must be visible above the shoe	Black, gray, dark green or white
Tennis	Either tennis shoes or dress shoes may be worn with uniform; No other colors besides white, black, gray/silver and navy blue	White, black, navy blue, gray/silver or any

Boys Continued

Shoes	are permitted on the shoe; No colored laces or lights; Must have a completely enclosed toe and heel	combination of these colors.
Dress Shoes	One solid color; Completely enclosed toe and heel	Brown, black, navy, tan, white

BOTH BOYS AND GIRLS

Hair	Must be neat, clean, and out of the student's eyes. Boys' hair length can be no longer than the top of the shirt collar. Students are not allowed fad haircuts, hair carvings, dreadlocks, or "twisty" hairstyles, or artificial hairpieces. (i.e. feathers) No hairstyle or hair accessory (such as a headband) is call attention to itself. All hair color must be a single natural human hair color. Hair spray may not be brought to school.	
Jewelry	Boys are not permitted to wear earrings or any pierced jewelry, even if covered. Jewelry for girls should be modest (limited to one each of a necklace, bracelet, etc.) Girls' earrings are to be no longer or bigger than one inch.	
Other	Students are not permitted to wear makeup. Girls' nail polish must be one solid color and should be free of cracks or chipping. Nails must be athletic length for the safety of all students. No head coverings may be worn in the building at any time. No chains, excessive jewelry or jewelry that alludes to sex, drugs, alcohol, gangs or the occult, including a pentagram may be worn. No wristbands, sweatbands, or bandannas. No clothing may be ripped or torn.	

Manufacturers change clothing lines, and often, new items are available at different times of the year. As new clothing becomes available for inclusion in the uniform separate notification will be sent home.

"DRESS UP" DAYS

Students may wear dress clothes on their birthday. Other "dress up" days may be announced from time to time, including school picture day. On these days, students are expected to wear dress clothes. Dress up clothes mean that children should look especially nice. This means no jeans, T-shirts, sweatshirts/pants or nylon jogging suits. Shoulders, midriiffs, undergarments, and cleavage must be covered. Skirt lengths should be no more than 4" above the floor when kneeling. Tennis shoes are permitted if they are uniform tennis shoes (black, white, gray/silver or navy). Dress shoes may have open toe and/or heel, but must be modest height and not "flip-flop" type shoes (nice sandals are permitted).

"DRESS DOWN" DAYS

Occasionally, we have "dress down" days when students are allowed to wear more casual clothing. On these days, jeans or other pants with belt loops are permissible. Sweatpants and nylon jogging pants are not permitted. T-shirts are permitted, as long as any pictures or words are appropriate for elementary school. All midriiffs, shoulders, cleavage and undergarments must be covered at all times. "Flip flop" or beach type sandals are not permitted. From April 1 through October 31, shorts may be worn as well and must be uniform length. Athletic shorts are not permitted, unless otherwise specified and of appropriate length.

OLPH "SPIRIT" DAYS

The first Thursday of the month is designated a "Spirit Day." On these days students may wear an approved "spirit shirt/sweatshirt" with their uniform bottoms. Students are asked to bring in one dollar which will go to a charity chosen by the Student Leadership Committee.

Parents will be notified when a student is not in compliance with the Uniform Dress Code of Our Lady of Perpetual Help School and will be expected to purchase clothing that meets the dress code standard. Failure to comply with this dress code will result in disciplinary action.

Occasionally students are able to wear uniforms from school sponsored activities like sports or scouting on the day (or the school day closest to) the day of an event like a sports game or scout meeting to promote school spirit and extracurricular activities. This announcement will be made by their coach or leader.

VII. COMMUNICATION

WHAT PARENTS CAN EXPECT OF TEACHERS

It is the responsibility of the teacher to provide a positive learning environment and meaningful learning experiences. In addition, the teacher must see that students make progress and that parents are informed of such progress or lack of it. The major method of communication between the teacher and parent is in the form of our online system SchoolSpeak. A teacher may also call parents, write notes or request a conference. Parents can expect their child's teacher to formulate fair classroom policies (approved by the principal) and to support and enforce all school policies. Parents can expect that teachers will protect their child's reputation and practice professional integrity by discussing their child's needs only with appropriate staff members.

WHAT TEACHERS CAN EXPECT OF PARENTS

Teachers can expect that parents will be supportive of them at all times. Teachers should be able to assume that parents are checking their student's grades, teacher communication, homework assignments and progress on SchoolSpeak. In the event of a question, a concern or a disagreement, a parent must contact the teacher for clarification. Each teacher is entitled to respect as a professional educator as well as to his/her good name and reputation in the local community. Teachers can expect parents to assist them in their dealings with students and to volunteer their services when classroom/school needs arise. It is fair for the teacher to ask parents to be realistic in their demands.

PARENT CODE OF CONDUCT

A Catholic school is most successful when the administration, the teachers, and the parents partner for the good of the child. OLPH school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education. Our Lady of Perpetual is committed to working with parents for the good of their child. We are committed to open, honest communication. We will treat both parents and children with dignity and respect.

For the parents' part, your decision to enroll your child in this school indicates your willingness to support and to cooperate with the leadership and faculty of the school. Specifically:

- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your child/ren.
- To follow proper channels when conflicts arise. (Speak with teacher-minister first, then to the principal-minister.)
- To respect principal-minister and teacher-minister's time by seeking appropriate appointments for discussion of issues.

WHAT TEACHERS AND PARENTS CAN EXPECT OF STUDENTS

Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.

LINES OF COMMUNICATION

The following guidelines are set forth in order to ensure good communication between the home and school. Parents and/or students experiencing a problem should always go to the person involved first in order to attempt a solution.

Student-Teacher

Children are encouraged to attempt solutions to their problems. Staff members, teachers, and the

principal are always available to provide guidance.

Parent-Teacher

Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.

Parent-Teacher-Principal

If parents have sought a solution with the teacher and still remain unsatisfied, the principal is available to assist the parent and teacher to reach a mutual plan of action. Parents should call the school office (419-382-5696) to arrange an appointment with the teacher and the principal. Only in very rare cases will the principal meet parents without the teacher present.

Parent-Principal

The principal is always willing and available to speak with students and parents. However, in order to facilitate handling phone calls and meetings, parents are asked to observe a few courtesies. A secretary will ask you what your call is about so that she will be better able to route you to the proper person.

Parent-Student-Teacher-Pastor

The pastor, in his capacity as local superintendent, remains available to speak with anyone who has attempted to resolve concerns through the proper channels.

School Advisory Council (SAC)

The council is an advisory board to the pastor and the principal. The council meets on the third Wednesday of the month during the school year to address the needs of the school. In that capacity, council members will take concerns to the meetings for discussion. All concerns should have gone through the proper lines of communication as previously listed before an item may be placed on the agenda. All concerns must come to the president of the council one week prior to the meeting.

COMMUNICATION ENVELOPE

A communication envelope containing various communication and information will be sent home or sent every Thursday. Communication about school events is vital, and parents are asked to read all information. Envelopes are sent home with the youngest child in the family. It is the responsibility of parents to make sure that the student brings the envelope home. Envelopes are to be signed and returned the next school day. Most of these materials may come available on the school website or SchoolSpeak.

PUBLICATIONS

Publishing photographs, images, or likenesses of our students in school publications and on the school's website are beneficial in promoting our school and our students' accomplishments and in sharing our school's experiences with others. Sources of photos and other likenesses may include students, families, professional photographers, and employees or friends of the school. Unless parents advise the principal to the contrary in writing, OLPH School will assume that it may use your child's photograph and likeness without compensation and that parents release the school from any claim from its publication.

VIII. HEALTH AND SAFETY

CLINIC

The clinic is provided as a service and aid to students and parents. Clinic personnel are trained in CPR/AED, first aid, communicable diseases, immunization laws, and all rules and guidelines pertaining to health issues. School personnel are not properly trained to diagnose illness, disease, rashes or injuries.

HEALTH REGULATIONS

School Responsibility:

- Children who become ill in school are removed from the classroom and the parents are contacted. Such precautions may include excluding a child from school until a physician releases the child to return. Students must be fever-free for 24 hours before returning to school.
- Parents are notified in case of serious injury. First aid only is given. Subsequent care is the responsibility of the parents.
- School personnel do not diagnose or prescribe for any illness or injury. This is the responsibility of the family physician.
- School personnel are not allowed to administer any type of medication without a Medical Authorization Form (MAF). MAF's are required for all medications (either prescription or over-the-counter) and all medication must be in the original container. The **parent and physician** must fill out all medical authorization forms. A new form must be filed every school year for each prescription or medication. These forms may be picked up in the school office. An example is in Appendix 2.
- Students who must have an inhaler on their person during school hours are required to have a "Self-Medication for Asthma Inhalers" form on file. The parent and the physician must sign this form. A new form must be filed every school year.

Parent Responsibility:

- Section 3313.712, Ohio Revised Code, requires that parents complete, and school have on file, an emergency medical authorization for each child. These were sent home with the registration packets in the spring and were required to be returned before the first day of school.
- Parents are required to pick up their ill children in a timely manner when the school calls.
- If someone other than the parent will be picking up a child, the parent is required to contact the school. That person may be required to show identification before the child is released.
- Children must be immunized to enter school, and dates of such immunizations must be on file in the student's records. The current immunization law in Ohio requires that all kindergarten students have **1 dose of varicella vaccine (chickenpox)** on or after the first birthday, two doses of the MMR vaccine, at least four doses of DtaP vaccine, at least four doses of polio vaccine, and three doses of the Hepatitis B vaccine. Proper documentation of immunizations is required by September 30, or the child may be excluded from school.
- All kindergarten students must have a signed physician's statement within the calendar year and show proof of all necessary immunizations.
- Should you have any additional questions, please contact your pediatrician or the Ohio Dept. of Health at 1-800-282-0546.
- Parents must notify the school in writing, including the clinic, the main office, and the teacher of any allergies, which may cause serious health problems.

LICE: NIT-FREE POLICY

OLPH maintains a nit -free policy in regards to lice. Parents of children with lice will be notified and will be expected to come to school to pick up their children. Students may NOT return to school until 24 hours after they have been dismissed from school and treated. Upon returning, they must be checked in the clinic, with a parent/guardian present, before returning to their classroom. At that time, they must present the box or box top of the treatment used. In addition, parents will be notified when lice are present on a student in their child's classroom.

CRISIS PREVENTION AND MANAGEMENT

OLPH School has policies and procedures in place in order to keep our students, staff, volunteers, and visitors safe from harm. These policies and procedures are outlined in two documents: an "Emergency Action Plan" and a "Crisis Management Policies and Procedures" flip chart. Staff members are trained in the implementation of procedures in the event that an emergency should take place that affects our school community. Parents who would like to review these procedures are welcome to request a copy from the school office. For a detailed description of the school visitor policy, refer to page 13.

EMERGENCY DRILLS

OLPH School abides by the laws of the state of Ohio regarding emergency preparedness, which requires one fire drill per month with a minimum of 10 per school year, one lock down drill, and one tornado per month during March, April, and May. Emergency exit drills are conducted routinely, weather permitting. Drills are executed promptly, silently, and in an orderly manner. The students are taught how to use their regular exit as well as alternate exits. Tornado drills are executed according to the directions of the Civil Defense Authority. Drills are conducted periodically, especially during the tornado season in order to ensure the safety of the children. The school also conducts lockdown drills with the students present, in order to be prepared for an event that would involve securing the building and the classrooms from an intruder or outside threat. Misbehavior during a drill is considered a serious offense. Parents and guests who are in the building during a drill are required to participate.

FIRE DRILL INSTRUCTIONS

Fire drills are held periodically. Drill directions and exit routes are posted in each classroom. The following are general instructions:

1. During A Drill:
 - a. Absolutely no talking. (It takes time, distracts, promotes panic and prevents hearing emergency instructions.)
 - b. Move at once, but, no running. Speed with safety is the idea.
 - c. Don't slow down or stop at building exit. Know where to go.
2. After A Drill:
 - a. Students will be notified when to return.
 - b. Absolutely no talking

TORNADO / SEVERE WEATHER DRILL INSTRUCTIONS

Severe weather drills are held periodically. Drill directions and shelter routes are posted in each classroom. The following are general instructions.

1. During An Alarm:
 - a. The alarm will be given over the P.A. system or by a back up alarm and it will be distinctive from the fire alarm.
 - b. Students and staff members are to proceed quickly and in silence to shelter areas as shown on the diagram placed in each classroom.
 - c. If students are caught while descending stairs, proceed with the following:
 - i. Move to an inside corridor.
 - ii. Stay away from all windows and doorways.
 - iii. Sit on the floor facing the wall with your head on your knees and your hands on your head.
 - iv. Stay away from outside doorways and windows.
 - d. The elevators are never to be used.
2. After A Drill:
 - a. P.A. announcement will signal the return to class.
 - b. Return to class is to proceed in silence.

HOMELAND SECURITY ALERT POLICY

The safety of your child(ren) is our top priority. For this reason, we wanted you to know our procedures should a Threat Level RED be announced by the Department of Homeland Security.

- If a RED alert occurs before school hours, schools will be closed and all activities canceled until authorized to open by our Regional Terrorism Task Force.
- If a RED alert occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be canceled.

Should a RED alert occur, your cooperation in not calling the school or coming to pick up your child(ren) will greatly assist our efforts to secure the building and keep your child(ren) safe.

If you do choose to pick up your child(ren), you must report to the main office and present a photo ID and your child(ren) will be escorted to the office.

Local safety authorities will keep us informed through the media. You may also use the Lucas County web site at:

www.co.lucas.oh.us/homelandsecurity for updates.

INCIDENT PREVENTION

OLPH School takes the following measures to prevent emergency situations from occurring:

- Faculty and staff wear photo identification badges so that all easily identify them.
- All visitors to and volunteers in our building are required to report directly to the school or parish office to sign in. The visitor or volunteer is given an identification badge to wear during their stay. This way, our staff knows the visitor has legitimate business within our school. Also, the visitor is accounted for in the event that an emergency should arise.

- From 8:00 until 4:00, there is limited outside access to our building. The doors leading to church are locked at 9:00. All other outside doors are locked at 8:00. Visitors are to use either entrance facing the Anthony Wayne Trail. These doors are equipped with a monitor and buzzer system that rings in to both the school and parish office. Once a visitor gains entrance, he or she must report directly to either the school or parish office. Students are instructed not to open doors for anyone unless told to do so by a staff member.
- In case of an intruder our students will be taken to either Toledo Christian Schools or the park at River Rd and Brookford depending on the circumstances. Parents will be notified by phone, text, and email. Parents will need to check in with the teacher to take their child so that all students can be accounted for.

IX. STUDENT SERVICES and ORGANIZATIONS

AUXILIARY SERVICES PROGRAM (A.S.P.)

At the present time, the State of Ohio provides the school with funds for textbooks and personnel services. These funds are available to schools chartered by the State of Ohio. Textbooks are regularly evaluated and updated under this program. In addition, the following services are available to our students:

Intervention Specialists

Three Intervention Specialists provide services to students identified as having a specific learning disability according to the guidelines set by the State of Ohio. The L. D. program is monitored by the Toledo Public Schools. Testing by a licensed psychologist is required. The school retains the services of a licensed school psychologist to provide academic ability testing services on a limited basis. The referral to the psychologist may be made through the principal by a teacher and/or by parent/guardian. The State of Ohio and Toledo Public Schools have set a protocol for testing. Please consult the child's teacher if you think your child needs the services provided.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

OLPH School is a member of the National Junior Honor Society.

In the spring of each year, students in the 6th and 7th grades with a grade point average of 3.5 are invited to seek membership in our chapter. This selection is based on:

1. Leadership roles—the student is elected or appointed to positions in school, community, or work.
2. Service—the student does projects outside of school; generally these activities are done for or on behalf of others (not family) for which no compensation has been given.
3. Citizenship—the student who demonstrates citizenship understands the importance of civic engagement, has high regard for freedom and justice, and respects the law, including school rules and policies.
4. Character—the student of character exemplifies positive and desirable qualities of behavior, complies with school rules, takes criticism graciously, demonstrates highest standards of honesty, reliability and academic integrity, and regularly exhibits courtesy, concern, and respect for others.

The student is invited through a letter. The student must complete an agreement form, an application/student information form and gain three letters of recommendation from teachers by a given due date. Failure to turn materials in on time can lead to disqualification. Returned, a committee of faculty members reviews applications and selections are made.

SPORTS PROGRAM

Students have the opportunity to play on all parish-sponsored sports teams. The following may be offered if there is sufficient interest: basketball, volleyball, soccer, track and field, cross country, cheerleading, football, baseball, softball, and tee ball. For information about these parish teams, contact the Athletic Director.

X. PARENT INVOLVEMENT

SCHOOL ADVISORY COUNCIL (SAC)

This is a body of nine members who act as an advisory council to the school, principal and pastor. They represent the people of the parish and the school in evaluating school policies, programs, practices and finances and recommending courses of action to provide quality education while best utilizing all of our resources. School council members are expected to attend all meetings as well as participate in an ongoing committee.

PARENT-SCHOOL ASSOCIATION (PSA)

Membership in the OLPH Parent-School Association is open to parents, grandparents and legal guardians of all OLPH students, from preschool through the eighth grade. The association is governed by a steering committee, which fosters unity among OLPH families through a variety of activities. The OLPH Parent-School Association assists with special projects to enhance each student's learning experience.

VOLUNTEERS

Aides of all kinds are an invaluable resource to the school. Parents can volunteer to help out in a variety of ways: instructional aides (tutors), teacher aides, library and clerical aides, field trip drivers and by responding to special requests from teachers and the principal for other needs. All volunteers must have a signed "Expectations for All those who Minister to Youth" form on file in the school office.

All volunteers are expected to dress and act in a manner that reflects well in the school, to be business-like in their work and to respect the reputation of families and children. Volunteers are expected to be loyal to both the school personnel and the students in their dealings outside of school. Volunteers are not considered part of the school staff, but are nonetheless a real asset to the school community.

All school families who are registered as active Our Lady of Perpetual Help Parishioners are required to perform at least 30 volunteer hours from the time of registration for the school year (March 1) until the time of registration for the following school year (February 28). All OLPH families are required to perform a minimum of 15 service hours. This is an HONOR SYSTEM, where families keep track of their own hours and submit them in writing to the school office. Tracking forms are given to each family at registration time. Extra forms are always available in the school office and on the school website. An accounting will be provided to each family in the students' quarterly report card. If the 15-hour requirement is not met by February 28, the family will be charged the Non-Active Parishioner rate of tuition for the following school year. Families with only an eighth grader are exempt. Hours may be performed for any OLPH school or parish function or group.

VOLUNTEER SIGN-IN

All volunteers are required to sign in at the school office before reporting to their work area. Volunteers will be given an identification badge to wear for the duration of their volunteer time that day. This is so that all volunteers will be easily identified as authorized personnel in the building.

XI. PROMULGATION

This handbook is to be kept in a safe place by each family. Parents are responsible for reading it, discussing it with your students and following the policies.

**OUR LADY OF PERPETUAL HELP
ELEMENTARY SCHOOL**

HOURS

Classes are held Monday – Friday
8:00 a.m. – 3:00 p.m.

School Office hours Monday – Thursday
7:45 a.m. – 4:00 p.m.
Fridays 7:45 a.m. – 3:30 p.m.

Parish Office hours Monday – Friday
8:30 a.m. – 4:00 p.m.

www.olphtoledo.org

SCHOOL TELEPHONE NUMBERS

School Office – (419) 382-5696

Parish Office – (419) 382-5511

Clinic/Attendance – (419) 381-9714

Extended Day – (419) 382-3352

Cafeteria – (419) 382-7192