

**OUR LADY OF PERPETUAL HELP
SCHOOL HANDBOOK**

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Message to Our School Family

Dear Parents,

Welcome to Our Lady of Perpetual Help School. We are glad to have you here and proud of our school. This handbook has been developed and designed over the years by administration, teachers, and staff as a means of communicating between home and school. This handbook will answer many of the questions you may have about procedures, policies, regulations, and rules of our school. Close cooperation between the school and home is essential to promote the education of your child. It is our hope the handbook will promote better understanding and communication.

The Our Lady faculty would like all students to enjoy the benefits of a peaceful environment in which they can feel comfortable. This atmosphere will facilitate learning and respect for students, teachers, and parents. The following are guidelines for behavior in the classrooms, the Marian Inn, the church, the gym, and the play yard.

Our Lady Priority Principles:

- *Follow the Ten Commandments.*
- *Follow your conscience and use common sense.*
- *Teachers and parents are partners. Parents will be informed of their child's behavior, growth, and development.*

We hope this handbook will be helpful to you throughout the school year and look forward to working in partnership with you.

Sincerely,

Mr. Reese and the Faculty and Staff of Our Lady of Perpetual Help School

School Staff

Principal.....Mr. Harry Reese
Teachers
KindergartenMrs. Maureen Kohler
Grade 1Mrs. Carol Wertz
Grade 2Mrs. Judy Conway
Grade 3Mrs. Jacqueline Olson
Grade 4Mrs. Donna Smith
Grade 5Mrs. Linda Generose
Grade 6Mrs. Jamie Reese
Grade 7Mrs. Judith Reese
Grade 8Mrs. Ann Chiappinelli
Algebra/ Pre-Algebra.....Ms. Sharon Recchio
Health/Physical EducationMrs. Katherine Criscuolo
MusicMs. Marianne Forkin
Art.....Mrs. Joanne Villani
Technology/ Spanish.....Mrs. Patricia Ruffing
LibrarianMrs. Luanne Buonpane
Enrichment/Remedial.....Mrs. Sharon Krutsick
I.U. Support Teacher.....Mrs. Diane Lazar

Teachers' Aides

KindergartenMrs. Maryjane Velcheck
Grade 1Mrs. Charlotte Hanni
Grade 2Mrs. Kathi Roman
Grade 3Mrs. Annette Cunerd
Grade 4Mrs. Kathy Klabunde

School SecretariesMrs. Carmela Krenos
.....Mrs. Annette Cunerd

Hot Lunch CoordinatorsMrs. Antonette Kovacs
.....Mrs. Charlene Dean

Expectations for Student Behavior

Students are required to see themselves and others as children of God. Therefore, a basic expectation for behavior is that everyone is treated with dignity and respect.

1. Every student has the responsibility for the safety of himself and others and, as such, verbal and social interactions should be based on the Ten Commandments.
2. Every student has the responsibility for increasing not only his or her knowledge of faith but also the practice of it. Through daily prayer, weekly participation in liturgy, and reception of the sacraments, all should strive to see Jesus in others and have others see Jesus in them.
3. Every student has the responsibility to help create a peaceful learning environment in the classroom and should not infringe on the right of each student to be taught and to learn.
4. Every student has the responsibility to obey and respect authority figures in order that proper supervision may occur to protect the safety, health, and welfare of everyone in our building.
5. Every student has the responsibility for respecting his/her own body and also the bodies of other students. Inappropriate physical contact and bullying of any kind will be viewed as serious violations of God's intention for us to "love our neighbor as ourselves".
6. Every student has the responsibility for taking care of his or her own physical appearance and personal space. Students should take pride in keeping their bodies clean and their appearance neat by following the dress code guidelines. Also, students' desks and belongings should be organized, maintained, and handled correctly.
7. Every student has the responsibility for keeping the school's physical environment clean and attractive. All students should be proud of our facility and take ownership of its appearance.

There will be times when a student does not live up to an expectation or responsibility. At these times it is necessary to correct behavior. Depending on the infraction and the seriousness of it, the teacher, principal, and other adults in authority will attempt to have students understand the problem through verbal correction, written discipline reports, exclusion from certain privileges, or detentions. In extreme cases, suspension or possible expulsion may be necessary. In dealing with misbehavior, it is desired that teachers, students, and parents work together to turn a possible negative situation into a positive understanding of what Jesus would want us to do.

Special places and special times call for special consideration and behavior.

- ◆ The **library** is a quiet place. Its main purpose is for selecting and reading books. Talking should only occur when performing group research or when instructed by a teacher or librarian.

- ◆ The **Marian Inn** is for eating and quiet socialization with classmates. It is our 'restaurant' and should be treated as such. It is not proper to yell or talk loudly.
- ◆ The **play yard** regulations must be followed in all areas so everyone can enjoy recess. Safety should be a priority.
- ◆ **Bus** transportation is a privilege. Bus behavior includes remaining seated and having quiet conversations. The bus driver's job is very difficult. Please respect the driver and be kind and courteous to everyone on the bus.
- ◆ **Restroom** conduct should always display respect for our bodies and the privacy of others. Food or drink is not permissible in these areas.
- ◆ **Dismissal times** are quiet times. After prayers students must listen for the dismissal instructions. Students are to be in their seat until it is their turn to leave. Carefully walk to the line and exit as a group when instructed by the teacher.
- ◆ **Prayer times** are times of peace. Once prayers are announced, all other activity ends.

Cellular Phones and Other Electronic Devices

The school will not be responsible for any cell phones, PDA's, other electronic devices or game systems brought to school.

If parents/guardians feel that it is necessary for a student to bring a cell phone to school, the phone must be turned off during school hours and stored in the student's backpack at all times. No electronic device may be used with Internet access. No portable music players, DVD players, or electronic game systems may be used during regular school hours. Use of some electronic devices is permitted during extended care hours only. Games must be rated "E". No "T" or "M" games are permitted. Any device inappropriately brought or used in school will be taken from the student and locked in the school office until the parent/guardian picks it up from the Principal.

Daily Attendance Information

Daily Schedule

Elementary...8:25 AM-3:00 PM

AM Kindergarten...8:25 AM-11:15 PM

PM Kindergarten...12:15 PM-3:00 PM

Lateness

All students who enter school after the 8:25 bell are considered late and must report to the school office. A written excuse must be given to the homeroom teacher. (This does not apply to tardiness due to a school bus arriving behind schedule.) **If a student is late more than three times during the school year, an after school detention will be given for each subsequent occurrence of tardiness.**

Absence

Please telephone the school (610-868-6570) by 9:15 AM, or 12:30 PM for afternoon kindergarten, if your child is going to be absent from school. If possible make arrangements with a sibling or neighbor to take schoolwork home. The office is open during dismissal time for parents to pick up work if other arrangements cannot be made. Upon returning to school your child **must** have a written note with a parent's signature explaining the child's absence. **If a note is not forwarded within 3 days of the return to school, the absence will be recorded as unexcused and the child will receive a lunch recess detention.** If a child is absent four or more consecutive days due to illness, a written note from a doctor must be presented upon return to school. If the doctor's note is not forwarded within 2 days of the return to school, the child will receive a lunch recess detention.

Appointments during School Hours

Please try to schedule your child's doctor, dentist, and orthodontist appointments after school hours. If this is not possible, your child must bring a written note to school in order to be dismissed during school hours. **Parents must come to the school office to escort the child from the building.** Upon returning to school, the student must present a written notice from the doctor, dentist or orthodontist. Your child is responsible for obtaining and completing all missed assignments.

Vacation

The school administration and faculty realize that it is sometimes necessary to plan for vacations during the school year resulting in student absence for many days. Please consider the following guidelines when planning for your vacation:

- ◆Notify the teacher as soon as vacation plans have been made or at least one week in advance.
- ◆Notification will enable the teacher to plan for compiling a list of homework and test study material for the dates the student is absent.
- ◆All written assignments will be given to the student on his/her first day back from the vacation.
- ◆The student will have one calendar day for each day of school missed to complete the assignments. For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete and hand in all assignments.
- ◆All tests will be administered according to a schedule determined by the teacher. A student may be required to complete up to three make-up tests in one day.

Arrival and Dismissal Procedures

Closing of School

If severe weather causes the school to be closed, start late, or have an early dismissal, please do not call the school. Phone lines must be open to communicate with school districts and the media. Please listen to any of the following radio and television stations or turn on your computer.

WAEB...AM 790 and FM 104.1

WFMZ...FM 100.7 , TV Channel 69, and wfmz.com

Oldies 99...FM 99.9

www.schoolnotes.com (Click on “emergency update”. You can register for automatic notification.)

If our school is not specifically mentioned, the decision of the Bethlehem Area School District will be followed.

Delayed Start:

One hour delay...Children should not arrive before 9:00 AM

Two hour delay...Children should not arrive before 10:00 AM

There is no adult supervision before the above times.

Kindergarten

One hour delay...Children should not arrive before 9:00 AM

Two Hour delay...NO MORNING SESSION

Early Dismissals

Early dismissal days are noted on the school calendar which is sent home on a monthly basis. Dismissal time is usually 12:00 noon. There is no lunch period on early dismissal days.

Busing

Busing of our school children in Grades K – 8 is provided by the school district in which the child resides. To be eligible, a student must live beyond one mile from school or have to cross hazardous streets to reach the school.

AM – Buses will drop off the students in front of the school in the area marked by a yellow curb. **This area is for buses only.**

PM – Buses will arrive along the sidewalk in front of the school.

Students who are not scheduled as bus students are not permitted to ride the buses to and from school at anytime during the school year. If, on occasion, a scheduled student wishes to ride with another scheduled bus student, a bus pass can be issued. To obtain a bus pass, a note must be sent to school **from the parent of the child wishing to ride an alternative bus. Students may only ride on a bus from the school district in which he/she resides.**

Walkers and Car Riders

AM – If you drive your child to school, please do not arrive before 8:05 AM. You may either park in a marked parking space or pull up to the front of the school in the area along the curb. **Do not park or stop in the area marked by the yellow curb. The marked area is for buses only.**

PM - All walkers and car riders will exit from the church gathering space. All parents must park in the lot near the church. You may not park or pull up along the curb. Leave your car and please come to the church doors or into the gathering space. **All students must be escorted to the car.**

You may not wait in your car for your children to come to you. Thank you for your cooperation in this important safety matter!

PLEASE DO NOT EXCEED 5 MPH WHILE DRIVING IN THE LOT.

Extended Care

The Extended Care Program is designed to assist parents who need supervision of their children before and/or after normal school hours. The program runs 7:30 AM to 8:05 AM in the morning and 3:00 PM to 5:00 PM in the afternoon. The afternoon program is organized to include time for homework, a snack, and a period of play and relaxation. The cost is \$4.30 per hour per student. For pick up after 5:00 PM the rate is \$2.15 for each 15 minute increment. Students who arrive at school before 8:05 and students who are not picked up by 3:15 will be sent to extended care. Parents are responsible for all charges incurred for this care. The school will continue to offer the extended care program as long as it is financially possible for the parish.

Academics

Homework

Homework provides needed reinforcement of educational skills and provides the teachers with an indication of what a student understands and potential areas of difficulty.

Grades 1-4

The homework policy for Grades 1-4 is teacher directed. Parents and students are informed at the beginning of the school year regarding homework expectations.

Grades 5-8

A homework grade will be considered a major test grade in every major subject area. All students begin each quarter with 100 as their homework grade in every area. Any homework assignment that is missed, forgotten, or not completed according to the teacher's directions and standards for neatness, legibility, and quality of work will result in a *No Homework* for that day. Each *No Homework* will result in a 10-point deduction from the homework grade (e.g., one *No Homework*: $100-10=90$ points). Three *No Homeworks* in a major subject area during the academic quarter will result in an afternoon detention. Failure to return a test or academic paper with a parental signature after the allotted will be considered a *No Homework*.

Suggested time allotments for each grade level:

1st grade...20 minutes 5th grade...60 minutes
2nd grade...30 minutes 6th grade...70 minutes
3rd grade...40 minutes 7th grade...80 minutes
4th grade...50 minutes 8th grade...90 minutes

Tests, Quizzes, and Graded Assignments

Major tests will be given with several days prior notice to allow the child sufficient study time. Quizzes may be given regularly with a one-day notice. To keep parents informed of the child's progress, all tests and quizzes must be signed by parents. Each child will have a test take-home folder. The child will take the folder home when directed by the teacher. Tests and quizzes must be signed by the parents and will be collected and checked.

Exams

Exams are given in January and June in all major subjects. All students receive an exam schedule, as well as the material to be included in the exam, at least one week prior to exams. Exams for grades 1-4 will count as a major test grade. Exams for grades 5-8 will be calculated as 20% of the subject grade for the quarter.

Parent/Teacher Conferences

Parent/teacher conferences are regularly scheduled once a year after the first report card is issued in November. Additional conferences may be scheduled at the request of the parents or teachers on a needs basis. Written notes and phone conversations are also an important part of our communication system. Parents are encouraged to stay continuously informed regarding their child's progress.

Grading System

The grading system administered by the school is determined by the Diocesan Department of Education. The First and Second Grade report card is an assessment designed to inform parents about the individual skill development of the student. Computer generated report cards indicating academic performance will be issued in grades 3-8. Report cards will be issued four times a year. Progress reports will be sent home once each quarter to communicate mid-quarter progress.

Grades 3-8
95-100...Excellent
90-94...Very Good
85-89...Good
75-84...Average
70-74...Below Average
69 and under... Failure

Students who earn two or more failing grades in major subjects in one year may be retained. If a student is having academic difficulty it is the responsibility of the student, parents, teachers, and administration to work cooperatively to overcome academic obstacles or determine the school's ability to meet the needs of the child.

Honor Roll

The requirements for Honor Roll:

- High Honors*

Grades 5 – 8: Average of 93; no major subject grade below 90.

All minor subjects must be "G" or above.

- Honors*

Grades 5- 8: Average of 90; no major subject grade below 87.

All minor subjects must be "S" or above.

Students in Grades 1- 4 will be awarded individualized certificates each quarter in recognition of their personal efforts and to encourage continued academic achievement.

- Effort and Conduct*

Honors are given to students in Grades 3 – 8 for "VG" or "O" grades in all areas for which they receive an effort or conduct grade.

Instructional Student Support Team

The Instructional Student Support Team is an extension of our mission to view every student as a unique creation of God. The goal of the Support Team is to promote a successful, positive learning experience for all students. The team strives to meet the particular needs of students who may be experiencing difficulties in academic, social, or behavioral developmental areas. The IST Team, through the leadership of the principal, has the professional responsibility to obtain consultative assistance from our school psychologist and other staff members who have received specialized training in developmental and educational methodology. The team meets weekly to ameliorate cases in a timely manner.

Non-public School Services

The Colonial Northampton County Intermediate Unit provides the school with the following services:

- Remediation in reading, math and language arts
- Psychological testing, evaluation, and educational consulting
- Speech Therapy

Parents may request the above services or teachers may suggest them for a child. Parental permission is always required before a child is assigned to a program. Questions concerning these services should be directed to your child's teacher or the principal. State aid provides for consulting and psychological services, remedial reading/math, language development, speech, and hearing services.

Field Trips

Each class may schedule field trips throughout the school year. Field trip information and cost is sent home to parents. A permission slip must be authorized by a parent or guardian and returned prior to the field trip. Students who do not return the permission slip by the assigned due date will not be permitted to attend the field trip but will be required to attend school the day of the trip.

School Supplies

A list of supplies needed for each grade is compiled by the teacher of that grade. The list is sent home at the end of the preceding school year. Theme tablets, copy books and assignment books must be purchased, as needed, at the school. Prices for items will be noted on the supply list. Money for stationery should be sent to school in a marked envelope, including the child's name, grade and the amount enclosed. Students are responsible for having the necessary supplies every day in class. To enhance proper study habits, student copy books should be kept neat and organized according to teacher directives.

Dress Code

Flynn & O'Hara Uniform Company is the school uniform supplier. You must purchase the uniform at their nearest store location:

*Valley Plaza Shopping Center
1876 Catasauqua Road
Allentown, PA 18103
(610) 231-3788*

All students are expected to adhere to the established dress code regulations, detailed below, on all school days. Please do not purchase items that are not permissible. Exemptions will be granted for medical reasons only. Any violation of the dress code will result in a \$3.00 fine each day. Any hair code violation will result in a \$5.00 fine and the student will have two school days to have his/her hair in compliance with the code. If, after two days, the hair code violation is not corrected the student will receive an in-school suspension until the violation is corrected. A student whose appearance does not comply with the stated policy may not represent the school on field trips or in school sponsored events and competitions.

School Uniform - Girls

- Grades 1-4 Black Watch plaid tunic jumper
 - White or blue, short or long sleeve blouse (Peter Pan collar)
- Grades 5-8 Black Watch plaid kilt...Grade 5 may wear tunic
 - White or blue, short or long sleeve blouse (Oxford collar)
 - Grades 7 and 8 have the option of wearing a white turtleneck.
- Grades 1-8 Winter dress code (addition to above)
 - Navy blue school sweater or vest
 - Navy blue pants purchased from Flynn & O'Hara (optional).
 - Socks - white or navy knee socks or tights

Skirt length for all grades may be no higher than 3 inches from the floor when measured from a kneeling position.

Make-up is not permitted. Clear lip gloss tastefully applied is acceptable. Girls are permitted to wear clear nail polish only. **Eye make-up of any kind is not permitted.**

School Uniform - Boys

- Grades 1-8 Navy blue pants or dress cords.
 - Belts must always be worn
 - White or blue, short or long sleeve shirt (button down or dress collar)
 - School tie
 - Navy blue school sweater or vest
 - Dark colored socks (must be at least one inch above the top of the ankle)

Shoes for Boys and Girls

Dark colored shoes (one color) or saddle shoes. Stripes are not permitted. Shoes may be a tie or loafer or a black leather walking shoe that is cut the same fashion as a dress shoe. No light colored shoes (white, gray, tan etc.) are permissible. Heels of shoes may not be more than 2 inches high.

Fall-Spring alternative uniform

Fall...first day of school through mid-October

Spring...mid-May through the last day of school

Students may wear golf shirts (white or blue). Girls may wear a blouse without a sweater. Boys may wear a dress shirt and tie without a sweater. However, shirt tails must be completely tucked into pants or skirts and “blousing of a shirt is not permitted. Shorts are also part of our alternative dress code but must be purchased from Flynn & O’Hara, J.C. Penney, or Bugle Boy. All shorts must match the Flynn & O’Hara short in style and color. We reserve the right to forbid the wearing of clothing that does not match our code. Belts must always be worn with pants or shorts.

Hair Styles

Hair must always be kept neat, clean, and styled. Students may not spike, dye, streak or tint their hair. Hair should not be styled so that it falls across the eyes. A boy’s hair may not be longer than the top of the shirt collar.

Jewelry

Boys are not permitted to wear earrings in school or at a school sponsored function. Girls may wear earrings in school. However, no long, dangling earrings (no longer than one-half inch below the earlobe) are permitted and only one earring per ear lobe is permitted. An earring may only be worn in an earlobe. Necklaces may be worn inside blouses or shirts.

Gym Uniform

On gym days students must wear the official Our Lady mesh gym shorts which include the school name. The gym uniform consists of crewneck or hooded sweatshirt, sweatpants, T-shirt, and shorts. Shirts and shorts must be the appropriate size at all times. (An optional nylon gym suit is available for students in 7th and 8th grades.) All pieces, with the exception of the T-shirt, are royal blue with a white “Our Lady” logo on the left side and must be purchased through Bethlehem Sporting Goods.

Bethlehem Sporting Goods

213 W. Fourth Street

Bethlehem, PA

610-867-7361

Contact person: Annette Kline

The gym shirt can either be the golf shirt, a T-shirt that was part of our CYO program or won/purchased in school, or a T-shirt that was given to the student as part of a Notre Dame or Bethlehem Catholic camp. (It may not be a high school shirt for a team or an event such as Homecoming.) Students do not have to wear the gym sweat suit until the winter dress code becomes effective. Dress code violations for gym will also result in a \$3.00 per occurrence fine.

“Dress Up” and “Dress Down”

There is a separate code for “Dress Up” and “Dress Down” days. These are usually scheduled once a month with notification appearing on the school calendar. There is a charge for optional dress code privilege and the money collected is given to a charitable organization or used for assembly programs for the students.

Dress Up Days

Girls – Dresses, blouses and skirts /jumpers, or dress slacks; sweaters are optional. Socks or pantyhose, dress shoes (no high heels or sneakers). All girls may wear short dangling earrings and light colored nail polish. Light makeup is permitted for 7th and 8th grade girls only.

Boys – Dress slacks, dress or sport shirts; jackets, sweaters, and ties are optional. Shoes and socks are mandatory (no sneakers).

Dress Down Days

Girls and Boys – Clean slacks or jeans; sport shirts or golf shirts; sweatshirts, jogging suits or gym sweat suits, T-shirts (no offensive sayings are permitted on the clothing) and socks. Sneakers are allowed.

Shorts are permitted only during the fall/spring alternative dress code period. On those occasions, shorts must be either the school dress short or the school gym short. Girls may not wear skorts.

Girls may wear short dangling earrings and light colored nail polish. Light makeup is permitted for 7th and 8th grade girls only.

Uniform Exchange

Parents wishing to donate outgrown uniform items in good condition may bring the items into school. There is a bank of uniforms available should a student be in need of a particular item.

Family Connections

Home/School Association

The Home/ School Association serves as a facilitator of communication between home and school. Its primary function is fundraising in order to assist the school in providing income for the school budget, performing facility upgrades, and other enhancements to the school.

Family Support Team

Our Lady offers a support group for families in need due to illness, surgery or other family emergencies. The group, *Christ In Action*, provides vital services such as meal preparation or child care. *Christ In Action* functions under the auspices of the Home / School Association.

Fund Raising

There are several fund raisers sponsored and organized by the Home/ School Association, including the Gift Certificate program, Tricky Tray, Basket Bingo, and a variety of other events. Information regarding these events is made available to all families, via newsletters, the Home/ School Association Schoolnotes page (www.schoolnotes.com), Home/ School Association meetings, and *Coffee with the Principal*.

Newsletters and Other Notices

Newsletters are sent home frequently to keep parents informed of current events at the school. Other notices are sent home for information not included in the newsletter when they are warranted.

Parties/Special Occasions

Invitations for parties to be held at home cannot be distributed in school unless all children in the class, or all children of the same gender as the child having the party, will be receiving an invitation. If a special occasion is to be celebrated in school, please supply the school with enough party snacks to ensure an equal share for each child in the class. Please be considerate of students who have food allergies when sending in a party snack. Students are encouraged to consider donating a book to the school library in lieu of, or as part of, their celebration.

School Memorial Fund

A donation to the Our Lady School Memorial Fund will enable you to enroll your deceased loved one in a perpetual prayer remembrance society. Our children will remember all those enrolled in their daily prayers, weekly masses, special liturgies and prayer services. Your donation not only honors the deceased, but offers a development opportunity for Our Lady's School. Your offering will be appreciated in any amount, but we do request a minimum of \$5.00. You will receive a memorial card in honor of the deceased person which then can be sent to the deceased's family. All donations will be used as an investment tool to guarantee future financial security. Contact the school office for more information.

School Pictures

School pictures are taken in late September or early October. This is an optional service. Students are not required to wear school uniforms on picture day; it is considered a no-charge school dress-up day. No jeans, sweatshirts or sneakers are permitted. Details about school pictures will be sent home early in the school year.

Hot Lunch Program

Hot lunches are presently offered Monday through Friday. The cost is \$2.25 per lunch. Use of the lunch ticket is strongly recommended. The cost of a ten meal ticket is \$22.50; a five meal ticket is \$11.25.

Students are expected to have either their lunch money or a lunch ticket to receive their lunch. If a child wants to purchase an extra item, they must pay for it with cash. No I.O.U. will be given for extras. Students must return a weekly order sheet by the due date. Students will be charged for each lunch ordered unless they are absent due to illness. If the student has not ordered a lunch and does not bring a lunch to school, he/she will be given a bagel and charged the daily lunch fee.

Drinks

Milk and juice may be ordered on a monthly basis for children in Grades 1 – 8. The following drinks are available for purchase:

White Milk...Chocolate Milk...Apple Juice...Orange Juice...Orange Drink...Iced Tea...Lemonade...Fruit Punch...Bottled Water

Please send all orders in an envelope that has your child's name, grade, type of drink and amount enclosed clearly marked. Students will be given an order form monthly which must be returned by the due date.

Special Lunch Program

Occasionally, throughout the school year, special lunches are available. These are usually in celebration of holidays and other special occasions. Detailed information on special lunches is sent home in newsletters. The meal ticket may not be used for these lunches.

Extracurricular Activities

CYO and School Activities

Students enrolled at Our Lady have the opportunity to be involved in a variety of extracurricular activities. Enrollment in activities is communicated to parents through newsletters, flyers, and postings in the Parish bulletin.

Academic Bowl.....	grades 7-8
Altar Serving.....	grades 6-8
Band	grades 4-8
Basketball	grades 2-8
Bell Choir.....	grades 5-8
Bowling(Parochial League).....	grades 4-8
Cub Scouts.....	grades 1-5
Cheerleading.....	grades 1-8
Choir	grades 1-8
Cross Country.....	grades K-8
Boy Scouts	grades 6-8
Flag Football	grades 1-6
Girl Scouts	grades K-6
Little Hawks Sports Programs	grades 7-8
Little Crusaders Sports Programs.....	grades 7-8
Math Counts	grades 7-8
Newspaper	grades 6-8
One Act Play	grade 8
Theater Productions (BECA/Notre Dame)	grades TBA
Soccer	grades K-7
Ski Group	gradesK-8
Track	grades K-8
Volleyball	grades 5-8
Yearbook.....	grade 8
Youth Group.....	grades 6-8

Registration Policy

The following priority ranking will be used as a guideline for registration to Our Lady of Perpetual Help School:

- Children of parishioners or children of non-parishioners who have another child presently enrolled in the school (K-8). Enrollment in the Our Lady Preschool will not guarantee placement in our Kindergarten.
- Children of parishioners.
- Children of non-parishioners.
- If the situation arises that a teacher who lives outside the parish boundaries chooses to send his/her child to our school, the classroom maximum will increase by one.

Please note: A *parishioner* is defined as a registered member of the parish who actively participates in the life of the parish.

It is possible that more children of parishioners may apply for enrollment than can be accommodated. To handle this possibility with all due fairness, the following procedures are in effect.

Families with a child presently enrolled in the school (K-8) who wish to enroll a child for Kindergarten the following year will be allowed to pre-register Kindergarteners sometime in October. The exact date will be sent home early in the school year or parents may check with the school office. If a parent does not take advantage of pre-registration, he/she will be required to attend the registration night in November and enrollment space may be at a premium.

Parishioners will be informed of registration dates and times via the parish bulletin. Registration night will be held in November for Kindergarten. There is an open registration period throughout the year for enrollment in grades 1-8 for the next academic year.

Interested parents will be required to attend registration night and express their desire to enroll their child. They will be asked their name, address and the name of the child. This information will be checked with parish records to identify when the parents registered in the parish. The parish registration date will be used to rank the applicants. Once all available openings are filled, a waiting list will be established if necessary.

All interested parents must attend registration or send a proxy.

Non-parishioners will be permitted to register for any openings that are available after the kindergarten registration night meeting.

The school waiting list will include as many children as parents wish. Children, according to their ranking on the waiting list, will be enrolled as soon as a vacancy occurs. Parents will be notified and asked if they will accept the placement. A child's name will remain on the waiting list for future class enrollment for as long as the parents wish.

Non Discrimination Policy

In compliance with the Diocesan Board of Education policy, Our Lady of Perpetual Help School shall not discriminate on the basis of race, gender, religion, color, or national origin in the administration of educational policies, admission policies, loan programs, and athletic, or other school administered, programs.

Health/ Safety Policies

Medications

Students may not be in possession of, or take, medication in school without written notification to the school. This includes prescription and over the counter medication. Medication brought to school must be given to the child's teacher with specific instructions concerning its dosage and usage. Please see the school secretary to complete a medication necessity form.

Illness

If a child is sick in the morning, he or she should not be sent to school. Parents/guardians must notify the school of their child's allergies, including food allergies. It is school policy to call a child's parent/guardian if the child is injured, has a fever of 100 degrees or higher, or if the child is visibly in discomfort and not able to perform in class. Emergency cards must be completed for each student. The card provides valuable information when unexpected problems arise. Parents/guardians must designate in writing anyone else who is permitted to take the student home. If any injury to the head or serious injury occurs, the parent/guardian will be called and a report will be sent home. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact 911 for emergency assistance. The school will inform parents of any unusually high levels of illness during the school year.

Fire Drills

Fire drills are conducted in the fall. During October the school is visited by the Nancy Run Fire Company for its official fire regulations check.

Immunizations

Pennsylvania law requires that all students, Kindergarten through Grade 12, must provide proof of immunization or immunity to the following prior to admission to school:

Diphtheria...4 doses

Tetanus...4 doses

Polio...4 doses

Measles...2 doses after 12 months of age, or blood test showing immunity

Rubella...2 doses after 12 months of age, or blood test showing immunity

Mumps...2 doses or physician's statement that the child has had the disease

Hepatitis B...Series of 3 vaccines for children entering Kindergarten

Chicken Pox...1 dose or physician statement that the child has had the disease

The law makes exceptions for those who cannot be immunized for medical reasons or on religious grounds. If there is any medical reason why your child is not fully immunized, you must submit a statement authorized by your physician stating the reason. If you object to immunizations for religious reasons, the state requires that you sign a form to this effect.

The following regulations are for the control of communicable and infectious diseases:

Chicken Pox

Communicable...6 days from the last crop of vesicles

Incubation Period...2-18 days

German Measles

Communicable...4 days from the onset of rash

Incubation Period...10-18 days

Measles (Rubella)

Communicable...4 days from the onset of rash

Incubation Period...8-14 days

Mumps

Communicable...9 days and until all swelling has subsided

Incubation Period...14-21 days

Respiratory infection, strep and scarlet fever

Communicable...First 24 hours after instillation of antibiotic

Conjunctivitis (Pink Eye)... First 24 hours after instillation of antibiotic therapy

Impetigo/Pediculosis...Until judged non-infectious by school nurse or physician

Ringworm...Until judged non-infectious by school nurse or physician

Scabies...Until judged non-infectious by school nurse or physician

Requirements for return to school:

A note from the attending physician is desirable, but students may return to school after the interval specified as communicable by the Bureau of Health.

Safe Schools Policy

The Catholic Church has consistently proclaimed the Christian obligation of love and respect for one's neighbor. Therefore, it is appropriate and a matter of obligation that the environment of a Catholic school be safeguarded to protect the health and well being of all students, teachers, administrators and others. **All visitors must sign-in when entering the building and wear a visitor pass.** Visits to the classroom are not permitted during school hours unless previous arrangements have been made with the teacher or through the school office.

Firearms and Explosives

Any student or other person who possesses any firearm, shotgun, pistol, rifle or explosive on school premises, or on the premises of a school-sponsored event, shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions authorized by law. The parent(s) of the student shall be notified immediately by the principal or his or her designee. Any firearm, shotgun, pistol, rifle, or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of, accordingly.

Weapons, Illegal Substances and Tobacco

Any student who possesses any weapon (as defined below* and not specified above), illegal substances, alcohol, or tobacco products on school premises, or on the premises of a school-sponsored event, or any student who initiates violent conduct may be subject to:

- Local disciplinary actions
- Suspension from school activities or extra curricular activities
- Out of school suspension or expulsion

*“*Weapon* shall include, but not be limited to, any knife, cutting instrument, or cutting tool, nun chucks, firearm, shotgun, rifle and/or any other tool, instrument or implement capable of inflicting bodily injury.”

PA Safe School Act, Section 1301-A

Volunteer Background Check

In order to ensure the safety of our students, the Diocese of Allentown requires that all volunteers who come in contact with children have a State Police background check. All parents who volunteer in our school must comply with this regulation. The school will provide all interested parents with the proper paper work and will pay the \$10.00 fee.

Protecting God’s Children Training

All volunteers must attend a diocesan sponsored training session entitled “Protecting God’s Children”. Only parents who have met both the training requirement and the State Police background check will be permitted to volunteer in our school. Training sessions are given periodically throughout the year. It is our desire that our school environment promotes the safety of all of the students and that all the adults in our building work together with the understanding to make Our Lady a safe haven for children.