



OUR LADY OF PERPETUAL HELP 2021-2022 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 we are 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.

Please review this handbook because it 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 we look forward to working in partnership with you.

Sincerely,

Mrs. Frio and the Faculty and Staff of Our Lady of Perpetual Help School

School Staff

PrincipalMrs. Danielle Frio
Advancement DirectorMs. Regan Downey
Administrative Assistant.....Mrs. Monica Henrich
School Bookkeeper (FACTS).....Mrs. Jennifer Hartman
IT Administrator.....Mrs.Liliana Calantoni

Teachers

Kindergarten.....Mrs. Maureen Kohler
Grade 1Mrs. Dina Randich
Grade 2Mrs. Debra Toohey
Grade 3Mrs. Lauren Lessig
Grade 4Mrs. Carol Wertz
Grade 5Mrs. Linda Generose
Grade 6Mrs. Jennifer Tocci
Grade 7Mrs. Luanne Buonpane
Grade 8Mrs. Ann Chiappinelli
Pre-Algebra/Algebra.....Mrs. Pat Sabino
Health/Physical EducationMrs. Katherine Criscuolo
MusicMr. Adam Kishbauch
School Liturgy Prep.....Mr. John Keglovits
Band..... Mrs. Cynthia Vinovskis
Art.....Mrs. Joanne Villani
Technology (3-8).....Mrs. Antonella Scheetz
Technology (K-2).....Mrs. Chrissy Frederick
Spanish.....Mrs. Ivelisse Lopez
Academic Support.....Mrs. Sharon Krutsick
I.U. Support Teacher.....Ms. Terri McHugh

Teachers' Aides

Kindergarten.....Mrs. Chrissy Frederick
Grade 1/8Mrs. Kathy Klabunde
Grade 2/7.....Mrs. Grace Ward
Grade 3/5.....Mrs. Krystal Palank
Grade 4/6.....Mrs. Kendra Broscius

Hot Lunch Coordinator...Pro Lunches

Our Mission Statement:

As a community of clergy, families, and educators, we endeavor to meet the challenge of living the faith as modeled by Jesus, through worship, message, and service. We recognize that Christian education is a lifelong process, and we share a ministry that encourages the child's total development. We strive to be caring individuals, who nurture the spiritual, intellectual, social, physical, and psychological well-being of our students.

Our Beliefs:

- *To know, love, and serve God is the fundamental value of our school.*
- *Students, parents, and teachers are all children of God and therefore treat each other with dignity and respect.*
- *Our school community has the responsibility not only for increasing its knowledge of the Catholic faith but also the practice of it.*
- *Academic development achieves its fruition within the context of developing the whole person to its fullest potential.*
- *All students have the ability to learn but do so at different rates and in different ways.*
- *Students, guardians, and educators are essential components to academic success.*
- *All children have a right to a safe and nurturing learning environment.*
- *The atmosphere in our school should be conducive to learning and to the development of character and personal responsibility.*
- *Students should understand that success involves challenges.*
- *All members of our school community should feel welcomed and valued.*
- *Teachers should expect that students will exhibit academic effort and conformity to school regulations.*

Conduct Guidelines

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/herself 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 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. No gum chewing is permitted during school or extended care.

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. Some infractions will result in fines such as dress code violations, lateness, and gum chewing. In extreme cases, suspension or possible expulsion may be necessary.

The school reserves the right to search anything brought on school property or at school sponsored activities.

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.
- **Outdoor play** 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. Restrooms should remain neat & clean.

- **Dismissal times** are quiet times. Students must listen for the dismissal instructions. Students are to be in their seats until it is their turn to leave. Report (or walk) to designated dismissal area; *Safely* board a bus or car.
- **Prayer times** are times of peace. Once prayers are announced, all other activity ends.

Bullying Policy

Our Lady of Perpetual Help follows the bullying policy guidelines of the Diocese of Allentown ([Policy 5139](#)).

Cell Phones, Smart Watches, or any Electronic Devices

The school will not be responsible for any cell phones, smart watches, or electronic devices brought to school. If parents or guardians feel it is necessary for a student to bring a cell phone, smart watch or other electronic device to school, the device **MUST** be turned off **AND** stored in the student's backpack **until dismissal has ended**. Devices that are stored improperly during school hours will result in the following:

- Any device inappropriately 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.
- Any student using an electronic device during school hours will receive an automatic detention. A second offense will result in storing the device in the main office each school day.

Hazing Policy

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students. (See [Anti-Hazing Policy](#))

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 and/or extracurricular activities
- Out of school suspension or expulsion

*“Weapon shall include, but not be limited to, any knife, cutting instrument, or cutting tool, nunchucks, firearm, shotgun, rifle and/or any other tool, instrument or implement capable of inflicting bodily injury.” *PA Safe School Act, Section 1301-A*

Discipline Code

To develop the values of the Catholic faith and the morals of good citizenship, respect for all in authority must be maintained. We expect that students will respect adults and fellow students, treating them with courtesy and kindness. Our school strives to foster growth in self-discipline that supports cooperative behavior through positive reinforcement and provides clear consequences for misbehavior. Where methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive behavior has taken place, other actions may be necessary. A student who fails to demonstrate acceptable behavior will be disciplined by the teacher, staff, activity director or principal.

The students in Kindergarten to eighth grade are developing skills in responsibility, decision-making and conflict resolution at varying levels. Therefore the degree of disciplinary action taken is dependent upon the developmental level, age, and maturity of the student.

Kindergarten-Third Grade

In the event of inappropriate behavior, parents will be contacted so that a solution can be worked out between the home and school. Repeated disregard for school rules and disrespect for others may necessitate more severe action including but not limited to the use of the Conduct Notice system through OptionC.

Fourth - Eighth Grades

The discipline policy for Grades 4-8 incorporates a Conduct Notice system through OptionC. When a student receives a Conduct Notice parents/guardians will be contacted by the issuing teacher. Consequences will be determined on an individual basis based on the circumstances of the misbehavior. Scheduled detention dates, if applicable, will be noted in the Conduct Notice when it is sent. Parents will need to reply to the Conduct Notice to confirm receipt and understanding of the incident.

Detention, Suspension, Expulsion

After School Detention will be held on Wednesdays from 3:00-4:30 pm. Students must fulfill their detention time before they can participate in after-school activities. Two After School Detentions in a trimester will result in a Saturday Detention. Saturday Detention will be held from 7:30-9:30 am as needed. Extreme or serious behaviors, as well as repeated disregard for school rules, may result in suspension or expulsion.

Attendance

Daily Schedule

The school day officially begins at 8:25 am and concludes at 3:00pm. Supervision of students is available at those times. Morning arrival will begin at 8:05 am and dismissal will begin at 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.)
- A five dollar fine will be imposed for the 4th unexcused late arrival and for **each** late occurrence after that. Being late for school will disqualify a student from receiving a Perfect Attendance award. *Please note: Given the current situation with COVID-19, the Diocesan Perfect Attendance Award will not be awarded this school year.

Absence

- Please telephone the school (610-868-6570) by 8:45 AM if your child is going to be absent from school.
- If possible make arrangements with a sibling or neighbor to take schoolwork home. From 3:00-3:30 pm parents may pick up work at the office.
- State requires that a written note of excuse stating the reasons and dates of absence, signed by the parent/guardian, be presented to the teacher the day the student returns to school. Notifying the school of the student's absence by phone does not negate the necessity of this written note. The note must contain the student's name, grade, explanation of absence and the signature of a parent/guardian. If a note is not forwarded within 3 days of the return to school, the absence will be recorded as unexcused and a five dollar fine will be charged.
- Students absent for three days or more because of illness must have a doctor's note in order to return to school. If an absent note has not been received 3 days after the student returns to school, a five dollar fine will be charged.
- Excessive absences will be dealt with according to Pennsylvania State Law. Any student that is absent a total of 10 days, for any reason, will receive a letter stating that any further absences will require a doctor's note. This will mean a doctor's note for each and every subsequent absence.

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 main office to sign their child out of 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.
- Leaving school during school hours for appointments will disqualify a student from receiving a Perfect Attendance award. ***Please note: Given the current situation with COVID-19, the Diocesan Perfect Attendance Award is not being awarded this school year.**

Vacations During School Year

Regular attendance at school is important for your child's education. Disruptions to your child's school attendance can have a significant impact on his/her academic performance. Extended family vacations during the school year are strongly discouraged. However, **if parents still wish to take a vacation during school time, an extended absence form must be completed and returned to the office prior to the trip** and the following should be noted:

- Notify the teacher as soon as vacation plans have been made or at least one week in advance.
- All written assignments will be given to the student on his/her first day back from the vacation (Teacher Discretion).
- Students are encouraged to have their books with them and consult online class information posted by the teacher.
- Parents have a responsibility to make sure that the student understands the concepts that were covered when they missed instruction before the student attempts to make-up the work.
- 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 makeup 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.

OPTION C PARENT ALERT will be the primary method of notification. Email and/or phone calls will be generated within the Parent Alert system.

MEDIA

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

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

Delayed Start (2 hour delay)

- Children should not arrive before 10:05 am.
- Morning extended care is available starting at 9:30 am.

Early Dismissals

- Early dismissal days are noted on the school calendar which is posted on the school website.
- Dismissal time is usually 12:00 noon.
- There are no lunch periods on early dismissal days.
- No gift card orders are processed 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 any time 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 by 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.

Carline Riders

AM – If you drive your child to school, please do not arrive before 8:05 AM.

- Pull up to the front of the church under the porte-cochere
- Children must exit vehicles on the sidewalk

PM - All walkers and car riders will exit from the church gathering space.

- **All cars must be parked in the lot where the porte-cochere entrance to the church is located. The school lot is used for the buses. It is dangerous to walk to your car through the school parking lot during dismissal.**
- You may not park or pull up along the curb.
- All parents/guardians **MUST** leave their car and come to the church doors. All students **MUST** be escorted through the parking lot. You may not wait in your car for your child/ren to come to you.
- **For the safety of our students and your pets, all animals must remain in your vehicle during the pm carline.**
- If not picked up by 3:15 PM, your child/ren will be escorted to Extended Care and families will be charged accordingly

PLEASE DO NOT EXCEED 5 MPH WHILE DRIVING IN ANY SCHOOL PARKING 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 cost is \$3.50 for any part of each half-hour before school and after school to 5:00 PM.
- For pick up after 5:00 PM the rate is \$3.50 for each 15 minute increment.
- Students who arrive at school before 8:05 AM and students who are not picked up by 3:15 PM will be sent to extended care. Parents are responsible for all charges incurred for this care.
- Supervision does not begin until 7:30 AM and ends at 6:00PM.

Tuition

Financial Aid:

Families who are in need of financial assistance for the school year must complete the FACTS Grant & Aid application. This application is required **every year** in order to receive financial assistance. You can access the online application through our school website <http://www.olphbeth.org>. Please note if a family has not paid their past tuition bill they will not be eligible to receive an EITC/OSTC scholarship. Although the deadline for application is May 30th prior to the start of the new school year, we will accept applications up until the first day of school or until the funds are depleted. It takes approximately four weeks for Our Lady to receive your financial aid report and assessment. The sooner your financial aid application is submitted the greater the chance of receiving some financial aid.

FACTs Tuition Payment Program:

For Current Families - Please review your account set up on FACTs for the next school year, it's important that all information is reported accurate and updated. Make sure family names are correct, new students are added and credit cards are up-to-date. You can change your current payment option on FACTs or contact the school bookkeeper, Jennifer Hartman at hartmanj@olphbeth.com or call 610-868-6570 ext.402.

For New Families – go to the school website at <http://www.olphbeth.org> and select Admissions/Tuition. There is a link to the FACTs tuition site. Select parent resources and follow directions. All families are required to set up an account regardless of how you are paying. It is important that all information is reported accurately and updated. Make sure family names are correct. Tuition and credits will be added by the school bookkeeper once your account is set-up. If you have any questions, contact the school bookkeeper, Jennifer Hartman at hartmanj@olphbeth.com or call 610-868-6570 ext.402.

Academics

Homework

Homework provides reinforcement of educational skills and provides the teachers with an indication of what a student understands and potential areas of difficulty. Students are responsible for checking Schoology daily.

Grades K-4

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

Grades 5-8

- The homework grade is 10% of the trimester grade in every major subject area. All students begin each trimester 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).
- Students may not phone home to ask for missing work to be brought to school.
- The missing assignment is to be completed by the next day. Failure to complete the assignment will result in an additional 10 points per day until the assignment is completed.
- Repeated No Homeworks in a major subject area during the academic trimester may result in disciplinary action.

OptionC - Beginning with grade three, parents receive log in credentials to access their child's grades and attendance via the [OptionC portal](#).

Tests, Quizzes, and Graded Assignments

- Major tests will be given with several days prior notice to allow sufficient study time.
- Quizzes may be given regularly with or without notice.
- Parents need to stay continuously informed regarding their child's progress via Schoology and the OptionC portal.

Exams

- 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 trimester.

Parent/Teacher Conferences

- Parent/teacher conferences are regularly scheduled once a year after the first progress report is issued in mid October.
- Additional conferences may be scheduled at the request of the parents or teachers

on an as-needed basis.

- Emails, notes, and phone conversations are also an important part of our communication system.
- Parents need to stay continuously informed regarding their child's progress via Schoology and the OptionC portal.

Grading System

- The grading system administered by the school is determined by the Diocesan Department of Education.
- Computer generated report cards indicating academic performance will be available through OptionC for the 1st and 2nd trimesters.
- Report cards are issued in printed form at the end of the third trimester..

Grading Codes

Grades 1-8 Each Major Subject will have a Percentage Grade Sub Codes under the Academic Content Areas and Christian Values

- + Exceeds Expectations ✓ Meets Expectations
- Does Not Meet Expectations • Skill Has Not Been Assessed

Grading for Specials

<u>Grades 1-2</u>		<u>Grades 3-8</u>	
97-99...	(O) Outstanding	97-99...	(O) Outstanding
90-96...	(VG)Very Good	90-96...	(VG)Very Good
85-89...	(G) Good	85-89...	(G) Good
75-84...	(S) Satisfactory	75-84...	(S) Satisfactory
70-74...	(N) Needs Improvement	70-74...	(N) Needs Improvement
Below 70	(U) Unsatisfactory	Below 70	(U) Unsatisfactory

- Students who earn two or more failing grades in major subjects for a final average 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 are:

High Honors (Grades 5 - 8)

- general average of 94 or better
- no main subject grade below 90
- special subjects Average "G" or above

Honors (Grades 5 - 8)

- general average of 90 or better
- no main subject grade below 87
- special subjects Average "S" or above

Student Intervention Team (SIT)

The school does not discriminate against otherwise qualified students with disabilities, if with reasonable accommodations, he/she can meet program requirements.

The Student Intervention 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 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

CIU20 Colonial Intermediate Unit 20 provides the school with the following services:

- remediation in reading, math (K-6)
- educational consultation
- speech therapy
- occupational 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 psychological consulting services, remedial reading/math, language development, speech, and hearing services.

Remediation and Enrichment

- Remediation in reading and math for students in grades K-6 is provided by our IU Act 89/ Title I teacher.
- Additional remediation for students in grades 1-4 is provided by our full time academic support teacher on staff.
- Academic support for grades 5-8 has been added on a limited basis. The amount provided will be dependent on the availability of the academic support teacher.
- Reading instruction at an accelerated level is provided for those who qualify in 5th through 8th grades.
- Advanced math and algebra instruction in grades 6, 7 and 8 is provided for those who qualify.

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. **Please note: Due to COVID-19, Field trips determined to be able to take place within our safety guidelines may occur.**

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.
- 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

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 with a physician's note. 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. We reserve the right to forbid the wearing of clothing that does not match our 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**

School Uniform

All students are expected to come to school clean and neat. All clothing must be clean, pressed, and not torn. All removable items (sweaters, vests, sweatshirts, etc.) must be clearly marked with the student's name in permanent ink.

Shirts and blouses are to be tucked in at all times. Kilt/skort/jumper length may be no shorter than three inches from the floor when in a kneeling position. (Waistbands may NOT be rolled).

SHOES and SOCKS

Girls: Solid black, navy, or dark brown leather-like well-fitted dress shoes (heels no higher than one inch and NO ballet flats or moccasins). Sperry brand boat shoes in shades of brown, tan and navy only are acceptable. No sneakers of any kind. Knee socks or tights must be worn. White or navy knee socks may be worn year round. White or navy tights may be worn on cold weather days. **Please note: Due to changes related to COVID-19 this school year, girls may wear functional athletic sneakers (same sneakers worn for gym**

class) to school every day. Girls may wear traditional school socks, or short or tall athletic socks that are solid white, black, or navy with no logos or designs. In the winter on cold weather days girls may also wear blue or black leggings under their skirts or jumpers.

Boys: Solid black, navy, or dark brown leather-like well-fitted dress shoes. Sperry brand boat shoes in shades of brown, tan and navy only are acceptable. No sneakers of any kind. Black, white, or navy crew socks must be worn year round. **Please note: Due to changes related to COVID-19 this school year, boys may wear functional athletic sneakers (same sneakers worn for gym class) to school every day. Boys may wear traditional school socks or athletic socks that are solid white, black, or navy with no logos or designs.**

Any violation of the school uniform dress code will result in a \$3.00 fine each day.

GIRLS: GRADES 1 – 4 **Uniform Dates are Subject to Change based on Administrator's Discretion**

Fall (Beginning of Year - October 31)
Spring (April 1 - End of Year)

Winter (November 1- March 31)

Option One:

- Flynn and O'Hara navy skort OR Flynn and O'Hara navy walking shorts with dark-colored unembellished belt
- Flynn and O'Hara blue or white polo shirt with school logo

Option One:

- Flynn and O'Hara plaid jumper
- White or blue Peter Pan collar long or short sleeve blouse
- Our Lady navy sweater or vest must be purchased at Flynn and O'Hara

Option Two:

- Flynn and O'Hara navy pants with dark-colored unembellished belt
- Flynn and O'Hara blue or white polo shirt with school logo

Option Two:

- Flynn and O'Hara navy pants with dark-colored unembellished belt
- Our Lady long sleeve polo with the school logo (Flynn and O'Hara Our Lady sweater or vest is optional) OR white or blue Peter Pan collar shirt long or short sleeve (Flynn and O'Hara Our Lady sweater or vest **MUST** be worn)

Option Three:

- Flynn and O'Hara plaid jumper
- White or blue Peter Pan collar long or short sleeve blouse

*** (Winter Uniform: May be worn all year but **MUST** be worn during winter dress code period)***

Dress Uniform (The "Dress Uniform" **MUST** be worn on Mass days during Winter Dress Code Period and on other designated days.):

- Flynn and O'Hara plaid jumper or navy pants
- White or blue Peter Pan collar long or short sleeve blouse
- Our Lady navy sweater or vest must be purchased at Flynn and O'Hara

GIRLS: GRADES 5-8 **Uniform Dates are Subject to Change based on Administrator's Discretion**

Fall (Beginning of Year - October 31)

Spring (April 1 - End of Year)

Option One:

- Flynn and O'Hara navy walking shorts with dark-colored unembellished belt
- Flynn and O'Hara blue or white polo shirt with school logo (Our Lady sweater/vest optional)

Option Two:

- Flynn and O'Hara navy pants with dark-colored unembellished belt
- Flynn and O'Hara blue or white polo shirt with school logo (Our Lady sweater/vest optional)

Option Three:

- Flynn and O'Hara plaid kilt
- White or blue oxford collar long or short sleeve blouse (Our Lady sweater /vest optional)
- Flynn and O'Hara blue or white polo shirt with school logo

Winter (November 1- March 31)

Option One:

- Flynn and O'Hara plaid kilt
- White or blue oxford collar long or short sleeve blouse
- Our Lady sweater /vest

Option Two:

- Flynn and O'Hara plaid kilt
- Flynn and O'Hara blue or white Our Lady long sleeve polo shirt with school logo
- Our Lady sweater/vest optional

Option Three:

- Flynn and O'Hara navy pants with dark-colored unembellished belt
- Flynn and O'Hara blue or white Our Lady long sleeve polo with school logo, (Flynn and O'Hara Our Lady sweater/vest is optional) OR white or blue oxford collar shirt long or short sleeve (Flynn and O'Hara Our Lady sweater/vest **MUST** be worn)

(Winter Uniform: May be worn all year but **MUST** be worn during winter dress code period)

Dress Uniform (The "Dress Uniform" **MUST** be worn on Mass days during Winter Dress Code Period and on other designated days.):

- Flynn and O'Hara plaid kilt/pants
- White or blue oxford collar long or short sleeve blouse
- Our Lady sweater /vest

BOYS: GRADES 1-8 **Uniform Dates are Subject to Change based on Administrator's Discretion**

- **Fall** (Beginning of Year-October 31)
 - **Spring** (April 1 - End of Year)
- Winter** (November 1- March 31)

Option One:

- Flynn and O'Hara navy walking shorts with dark-colored unembellished belt
- Flynn and O'Hara blue or white short sleeve polo shirt with school logo (Our Lady sweater/vest optional)

Option One:

- Flynn and O'Hara navy dress pants with dark-colored unembellished belt
- White or blue dress shirt with Flynn and O'Hara Our Lady tie (At times, boys in grade 8 are permitted to wear a non-Our Lady dress tie as a privilege.)
- Flynn and O'Hara Our Lady sweater/vest

Option Two:

- Flynn and O'Hara navy pants with dark-colored unembellished belt
- Flynn and O'Hara blue or white short sleeve polo shirt with school logo (Our Lady sweater/vest optional)

Option Two:

- Flynn and O'Hara navy dress pants with dark-colored unembellished belt
- Flynn and O'Hara blue or white Our Lady long sleeve polo with the school logo, (Flynn and O'Hara Our Lady sweater/vest is optional)

*** (Winter Uniform: May be worn all year but **MUST** be worn during winter dress code period)***

Dress Uniform (The "Dress Uniform" **MUST** be worn on Mass days during Winter Dress Code Period and on other designated days.):

- Flynn and O'Hara navy dress pants with dark-colored unembellished belt
- White or blue dress shirt with Flynn and O'Hara Our Lady tie
- Flynn and O'Hara Our Lady sweater/vest

Gym Uniform Boys and Girls:

Gym uniform for grades 1 through 8, worn on their designated gym days may be purchased from:

Flynn and O'Hara
Valley Plaza Shopping Center
1876 Catasauqua Road
Allentown, PA 18103
610-231-3788

Fall/Spring (may be worn outside the period of winter dress code):

- Our Lady gym shirt with school logo or the present year Cougar Crawl Shirt (last year's Cougar Crawl shirt can be worn until Cougar Crawl takes place in October).
- Our Lady blue shorts with the school name. Shorts should be mid-thigh length.
- Socks and functional athletic sneakers with laces or Velcro

Winter (May be worn all year but MUST be worn during winter dress code period):

- T-shirt as stated above
- Our Lady blue sweatpants and sweatshirt
- Socks and functional athletic sneakers with laces or Velcro

Please note: If students are wearing a face covering, the mask must be a solid color without designs or logos.

Hairstyles

Hair must always be kept neat, clean, and styled. Students may not have hairstyles that are distracting to the educational environment (no extreme colors or styles).

Boys' hair should be styled so that bangs do not fall across the eyes. A boy's hair may not touch the top of the shirt collar.

Girls must keep long bangs pulled off their faces and out of their eyes. Girls may wear hair accessories such as small barrettes, ponytail holders, and headbands. The hair accessories must have no additional adornments like flowers, pom poms, ears, etc.

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.

Jewelry

Students may wear a traditional watch, a religious medal or symbol. Smartwatches of any brand (Apple, Fitbit, etc.) are not allowed. Girls may wear earrings in school. However, no long, dangling earrings (no longer than one-half inch below the earlobe) are permitted. Boys are not permitted to wear earrings in school or at a school-sponsored function. Any jewelry that becomes a distraction or safety issue as determined by the school personnel will be sent home and no longer be permitted in school.

Makeup and Nail Polish

Makeup is not permitted. Girls are permitted to wear clear nail polish only. At times, girls in grade 8 may be permitted to wear colored nail polish as a privilege.

Picture Day

School pictures are taken by Christmas City Photography. This is an optional service. Students are not required to wear school uniforms on picture day. **This is a DRESS UP day.**

Girls may wear:

- dresses, blouses and skirts /jumpers (knee length), or dress pants (sweaters optional)
- No bare shoulders (spaghetti straps, tank tops, etc.). No midriffs showing.
- No jeans
- socks or tights may be worn
- dress shoes or boots (no high heels or sneakers)
- short dangling earrings and light colored nail polish
- light makeup is permitted for 7th and 8th-grade girls only.

Boys may wear

- dress pants, school dress shorts, dress or polo shirts
- jackets, sweaters, and ties are optional
- No jeans
- shoes and socks are mandatory (no sneakers).

Dress Down Days

There is a charge for the optional dress code privilege. The money collected is given to a charitable organization or used for assembly programs for the students.

Girls and Boys

Clean pants or jeans (No rips, tears or holes); polo shirts; sweatshirts, sweatpants, 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 also wear capris that fall below the knee. Leggings will not be permitted (dress down day or any other day) unless serving the same function as tights/stockings. Girls may wear short dangling earrings and light colored nail polish. Light makeup is permitted for 7th and 8th-grade girls only.

The School reserves the right to determine the appropriateness of student attire at ANY time.

Uniform Exchange

The Uniform Exchange is located in the Cloak Room in the Gathering Space of the Church. Parents wishing to donate outgrown UNIFORM ITEMS in good condition (no rips, holes or stains) may bring the items in a bag marked "uniform exchange" to the SCHOOL OFFICE the **first week of every month (Monday-Friday ONLY)**. To browse the uniform exchange on school days you MUST sign in at the Main Office before going to the Cloak Room.

Please DO NOT drop off items in the Cloak Room or Gathering Space. It is a space shared with the Parish and MUST be kept neat and clean. Please be considerate of this when you use the uniform exchange and keep the clothes neat and organized.

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.

Christ in Action Program

Our Lady offers a support group for families in need due to illness, surgery or other family emergencies. The program 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 fundraisers sponsored and organized by the Home/ School Association, including the Gift Card program, Tricky Tray, Purse Bingo, and a variety of other events. Information regarding these events is made available to all families, via newsletters, the Home/School Association Facebook page, Home/ School Association meetings, and Parent Alerts.

Communication Systems

The following are means of communication between home and school:

Parent Alert – automated emergency and information mass notification via email, text, and phone

Schoology – individual teacher pages with homework and class information

[OptionC Parent Portal](#) - for student grades and attendance information

[Our Lady Facebook Page](#)– social media providing updates on school events

[OLPH School Website](#)

Communication Folders -check daily for information, forms, flyers

Parties/Special Occasions

Invitations for parties 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. Because of various food allergies throughout the school, when celebrating birthdays and other special occasions in school we ask that students bring in a non-food item (ex. pencils, stickers, etc.) or donate a book to the school library in lieu of bringing an edible treat.

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 a development tool to guarantee future financial security. Contact the school for more information.

Hot Lunch Program

Hot lunches and drinks are presently offered Monday through Friday by Pro Lunches, LLC. For more information please see the Lunch page under the parent tab on the website or contact Pam Oravec at prolunches@rcn.com.

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
Becahi Little Hawks Sports Programs	grades 7-8
Bell Choir.....	grades 5-8
Boy Scouts	grades 6-8
CYO Basketball (Winter)	grades 2-8
CYO Cross Country (Fall).....	grades K-8
CYO Soccer (Fall/Spring)	grades K-7
CYO Track (Spring)	grades K-8
CYO Volleyball (Spring)	grades 5-8
Cub Scouts.....	grades 1-5
Choir	grades 1-8
Girl Scouts	grades K-6
Math Counts	grades 7-8
Notre Dame Little Crusaders Sports Programs.....	grades 7-8
Parish Glee Club	grades K-8
Parish Youth Group (Year-Round).....	grades 6-8
Sacristans.....	grade 8
Theater Productions (Becahi/Notre Dame)	grades TBA

CYO ATHLETIC POLICY

GRADE K-8

RULE A

Section 1 All boys and girls who are registered members of the parish they wish to represent, must be given an opportunity to participate in any sport or activity. Participants must uphold the religious and academic standards of said parish. If they become 15 years of age before the date listed in Rule A, Section 2, they are ineligible. Students who have been promoted from the eighth grade are also ineligible.

Section 2 All sports: September 1

Section 3

A. Any boy/girl who attends a parish school or diocesan school, regardless of religious affiliation, may participate in the Diocesan CYO Programs for said school or any boy/girl may choose to participate in Diocesan CYO Programs for his/her own parish or merged parish. **They may NOT play for both, and must stay within that program for the entire year.**

The Catholic child must be a practicing Catholic, attending Sunday Mass and Religious Education weekly or a Youth Ministry Program if no Religious Education is offered. The inclusion of non-Catholic students enrolled in a RCIA program is at the discretion of the Pastor.

B. Parishes wishing to merge for a particular sport or activity must file a written request signed by the Pastors or their designated representative, with the parish

seal affixed, to the District Board for submission to OYYAM.

C. In consolidated schools (more than one parish) with only one parish CYO team, members of said parish and said school are eligible to participate in sports activities for the parish CYO team. Mergers will be needed to include any others on said team.

Section 4 Any boy/girl participating in Diocesan CYO Programs who maintains the same home address but transfers to a new parish for the purpose of athletics and/or as a result of recruiting, is ineligible to participate in that sport for one year.

Section 5 Any student who is legally homeschooled is permitted to play for their parish team or for a school team that their home parish would feed into provided that their home parish is located within the boundaries of the Diocese of Allentown.

Section 6 In all Districts all parishioners are eligible to participate in all CYO activities. Parishioners can participate for their CYO team and other school teams during the same season.

Section 7 All players who participate on a CYO team (regardless of what school they attend) must be recorded in the official scorebook (as verified by the game official), and attend, at least two-thirds of the scheduled games in order to participate in District or Diocesan playoffs, notwithstanding injury or illness. All players must have the following information recorded in the official scorebook for each game: first name, last name, and jersey number. Official scorebooks must be available for review at any time by CYO diocesan/district personnel.

Section 8 If a player chooses to attend any game or event connected to their non-CYO team during District or Diocesan playoffs, they will be ineligible to participate for the duration of the CYO post-season, only when a conflict arises between the two teams. The CYO team and schedule will take precedence. A player who chooses to attend their non-CYO team event will forfeit their CYO eligibility for the remainder of the CYO season.

Section 9 One may protest a violation of Eligibility Standards. Refer to Rule E (Protests)

Section 10 All participants in Diocesan CYO Athletic Programs should be covered by hospitalization insurance. Diocesan insurance is a secondary coverage. In case the participant is not currently insured, the diocesan insurance becomes the primary insurance.

Section 11 The Diocese of Allentown, acting in its sole and absolute discretion, retains the ultimate decision making authority concerning who will be allowed, and who will not be allowed, to participate in Diocesan CYO programs. The Diocese of Allentown reserves the right to deny participation to any person in any CYO program, for any reason or for no reason.

Section 12 A grandfather clause can be added to make a smooth transition due to rule changes if so agreed upon by the Diocesan CYO Executive Board.

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)
- 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 Kindergarten sometime during the first Trimester. The exact date will be sent home early in the school year or parents may check with the school office.
- Parishioners will be informed of registration dates and times via the parish bulletin.
- There is an open registration period throughout the year for enrollment in grades K-8 for the next academic year.
- Once all available openings are filled, a waiting list will be established if necessary.
- 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.

Additional Policy

Copies of custody orders must be submitted to the office, which will remain as part of the student's confidential file.

Health and Safety

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.
- Prescription and over the counter medication brought to school must be in an appropriately labeled original pharmacy container and given to the school office with specific instructions concerning its dosage and usage. Please see the website to obtain an [Authorization for Medication During School Hours](#) which must be signed by a parent/guardian as well as a physician. This includes items such as cough drops, Tylenol, or allergy medications.

Student Illness

- If a child is sick in the morning, he or she should not be sent to school.
- Parents should notify the school by 8:45 am if their child will be absent that day.
- 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.

Please note: Due to COVID-19 the following protocols have been put into place regarding student illness. Observation of students will take place throughout the day. Students will be referred to the school nurse/first aid coordinator if symptomatic. Each student must have a current medical record on file with contact information.

PA DOH guidelines will be followed for staff, students or other members of the school community who become ill or exposed to an individual confirmed positive for COVID-19. If presented during the school day the individual will be brought to an isolation area. Each student will require an emergency contact who can pick up within a 30 minute time frame or a time that is reasonable. Symptomatic individuals will be asked to contact their physician or appropriate healthcare professional for further directions.

We will follow recommendations of the Department of Health at the local and state level

and guidance from the Diocese of Allentown in notifying staff, families, and the public of confirmed staff or student illness, school closures and within-school year changes in safety protocols.

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:

- 4 doses of tetanus* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease (phased in by 2010/2011)

Children ENTERING 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs.

If your child is exempt from immunizations, he/she may be removed from school during an outbreak. 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.

Infectious Diseases

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.

Visitor Policy

Please note: Due to COVID-19, non-essential visitors will not be permitted. All visitor and volunteer visits must be scheduled. Volunteers that are needed will have to follow all of the school's health and safety policies.

- All visitors must sign-in and out at the office when entering and leaving the building and wear a visitor pass indicating name, purpose, and date.

Volunteer Clearances

In order to ensure the safety of our students, the Diocese of Allentown requires that all volunteers who come in contact with children have all necessary clearances. Please see the [OLPH website](#) for the most up-to-date information on clearances.

Background checks must be current with none older than 2016. In order to maintain compliance these must be renewed every 5 years. All parents who volunteer in our school must comply with this regulation.

Protecting God's Children Training

All volunteers must attend a diocesan sponsored training session entitled "Protecting God's Children". Training sessions are given 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.

Technology Policies

The following policies are in effect at Our Lady and can be accessed via the links below:

[Parent and Student Consent Form for Internet Use](#)

[Electronic Device Policy](#)

[e-Reader Policy](#) - This form is submitted yearly for any student planning to use an e-Reader in school.

Acceptable Use and Internet Policy - Parents and students sign the agreement form yearly.

[Chromebook Policy](#)

[Google Apps for Education Policy](#) - The permission form is signed once when the student receives an account and remains in effect until the student is no longer enrolled.

[Temporary Device Usage Policy](#) - used for borrowing a school device for virtual learning during COVID-19

For the latest school communication on COVID-19 for this school year, please see the [school website](#).