



OUR LADY OF PERPETUAL HELP SCHOOL HANDBOOK

Table of Contents

Message to Our School Family

I. About the School

Mission Statement

Belief Statements

School Staff

II. Admission

Terms of enrollment

Requirements for admission

Registration Policy

III. Academics

Curriculum

Religious Formation

Student Academic Responsibilities

School Supplies

Homework

Missed Assignments/Assessments due to Absence

Remediation and Enrichment

Student Intervention Team

Non-public School Services

Academic Probation

Assessments: Tests, Quizzes, and Exams

Standardized Testing

Grading System

Grading Codes

Honor Roll

Promotion or Retention

Graduation

IV. Arrival, Dismissal, and Attendance

Arrival and Dismissal

Car riders/walkers

Busing

Extended Care

Closing of School

Delayed Start

Absence

Procedure for Reporting Absence

Lateness

Appointments during School Hours

Individual Student Release

Change in Dismissal

Early Dismissals

Vacation During School Year

Field Trips

V. Rules and Expectations

Expectations for Behavior

Academic Misconduct

Items not Permitted in School

Personal Electronic Devices

Bullying Policy

Discipline Code

VI. Health and Safety

Immunizations

Medications in School

Student Illness

Safety Drills

Visitor Policy

Volunteer Clearances

VII. Parents

Parent Code of Conduct

Custody of Children by Parents

Communication with Parents

Parent Contact of Teachers

Home School Association

School Memorial Fund

Parties/Special Occasions

VIII. Hot Lunch Program

IX. Tuition

X Dress Code

Picture Day

Dress Down Days

Uniform Exchange

XI. Extracurricular Activities

CYO Athletic Policy

XII. Technology Policies

Message to Our School Family

Dear OLPH Families,

Welcome to Our Lady of Perpetual Help School. We are happy to have you here. This handbook has been developed and designed over the years by the 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 the 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 and staff 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.

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

About the School

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 to increase 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.*

School Staff

Pastor	Fr. Martin Kern
Principal	Mrs. Danielle Frio

Administrative Staff

Advancement Director	Mrs. Rosalia Cacciabeve
Administrative Assistant	Mrs. Monica Henrich
School Bookkeeper (STS)	Mrs. Jennifer Hartman
IT Administrator	Mrs. Liliana Calantoni

Teachers

Kindergarten	Mrs. Maureen Kohler
Grade 1	Mrs. Chrissy Frederick
Grade 2	Mrs. Debra Toohey
Grade 3	Mrs. Lauren Lessig
Grade 4	Miss Emily Anderson
Grade 5	Mrs. Linda Generose
Grade 6	Mrs. Jacqui Castro
Grade 7	Mrs. Jennifer Tocci
Grade 8	Mrs. Ann Chiappinelli
Pre-Algebra/Algebra	Mrs. Pat Sabino
Health/Physical Education	Mr. Kevin Kelly
Music	Mr. Adam Kishbauch

Band	Mrs. Cynthia Vinovskis
Art	Mrs. Joanne Villani
Technology (1,3-8)	Mrs. Antonella Scheetz
Technology (K,2)	Mrs. Liliana Calantoni
Spanish	Sra. Ivelisse Lopez
Academic Support (1-4)	Mrs. Sharon Krutsick
Academic Support (5-8)	Mrs. Emily Swank
I.U. Support Teacher	Ms. Terri McHugh

Teachers' Aides

Kindergarten	Mrs. Laura Bartolacci
	Mrs. Erin Mallick
Grade 1	Mrs. Kathy Klabunde
Grade 2	Mrs. Grace Ward
Grade 3	Mrs. Krystal Palank
Grade 4	Mrs. Kendra Broscius

Hot Lunch Coordinator	Pam Oravec - Pro Lunches
-----------------------	--------------------------

Admission

Terms of Enrollment

Our Lady of Perpetual Help School welcomes all admitted students and will take the appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students and their parents are expected to respond to the rules and expectations outlined in this handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend Our Lady of Perpetual Help School at the school's invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school's administration. As members of the Our Lady of Perpetual Help School community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final. All students are admitted on a probationary status for a period of up to one year.

Requirements for Admission

It is the philosophy of Our Lady of Perpetual Help School that students be placed in an educational environment where they will succeed. Our Lady of Perpetual Help School may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted. A student who is five years old by October 15 is eligible for

Kindergarten. A student who is six years old by October 15 is eligible for first grade. If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid and all documents are complete.

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 admission policies, educational policies, loan programs, and athletic, or other school-administered, programs.

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.

Academics

Curriculum

Our Lady of Perpetual Help School is fully accredited by the Middle States Association of Colleges and Schools. Our Lady of Perpetual Help School follows the curriculum set by the Office of Education for the Diocese of Allentown and customizes it to meet the needs of the Our Lady of Perpetual Help School student body.

Religious Formation

The curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life. The school celebrates Mass every Friday and on holy days of obligation. Parents are encouraged to attend liturgical celebrations. Students in grades 2 through 8 receive the Sacrament of Penance throughout the year. Students also participate in a special Christmas Liturgy right before Christmas break and the Stations of the Cross during the Season of Lent. Children in the 2nd grade prepare for First Reconciliation and First Communion; in 8th grade, for Confirmation. Parents of children who are receiving these sacraments share in the privilege of preparing their children for these sacramental experiences.

Student Academic Responsibilities

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of preparation for class. Incomplete homework assignments will result in a consequence appropriate to the grade level. Students are expected to participate in class by

1. Giving attention and respect to the teacher at all times
2. Showing respect and concern for other students by a willingness to share and to take turns
3. Actively participating in class by responding orally or in writing as circumstances dictate

School Supplies

- A list of supplies needed for each grade is compiled by the teacher of that grade. The list is posted on the website and sent via parent alert during the summer. Prices for items purchased by the school 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 and binders should be kept neat and organized according to teacher directives.

Homework

Homework provides reinforcement of educational skills and provides the teachers with an indication of what a student understands and potential areas of difficulty. It includes written and study assignments. We are committed to a homework policy that fosters the development of self-discipline, time management, and sound study skills. Students are responsible for writing down their homework assignments and 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.

Missed Assignments/Assessments due to Absence

Students are responsible for making up missed work and tests. Missed assessments and assignments will be made-up at the discretion of the teacher but must be completed within one week of the return to school. Incomplete or missing assignments will be recorded as

MISSING in the grade book and are subject to late penalties, which can result in a failing grade.

Students may not be excused from physical education class unless they have documentation from a licensed healthcare provider. Reasonable accommodations may be made for students with minor injuries which did not require the immediate attention of a physician; however, a note from the parent is required. If more than one class is missed in a trimester without documentation from a physician, the lack of participation will be reflected in the student's grade. If a student is not cleared for physical education, the student may not participate in CYO or other school athletic activities.

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 and is provided by our part-time 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.

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 and 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 psychological consulting services, remedial reading/math, language development, speech, and hearing services.

Academic Probation

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. When this lack of progress is a result of the student not fulfilling his/her academic responsibilities, the student will be placed on academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the teachers/administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school. If the school requires the student to receive academic support and interventions, and the parent refuses those supports and interventions, the school reserves the right to make decisions regarding the continued enrollment of the student.

Assessments: Tests, Quizzes, Exams, and Graded Assignments

Assessment, part of the teaching and learning process, is varied and ongoing. It includes diagnostic screening tools, reading, writing, and math benchmarks; chapter and unit tests; quizzes, and other alternative assessments. Major tests will be given with several days' prior notice to allow sufficient study time. Quizzes may be given regularly with or without notice. Since an important part of the learning process is learning how to study, mid-term exams are given to students in grades 7 and 8 in math and language arts, and final exams are given to students in grades 5-8 in all major subject areas. Exams for grades 5-8 will be calculated as 20% of the subject grade for the trimester. Final assessments for grades 1-4 will count as a major test grade. All students receive an exam schedule, as well as the material to be included in the exam, at least one week prior to exams. Parents need to stay continuously informed regarding their child's progress via Schoology and the OptionC portal.

Standardized Testing

The IOWA Test of Basic Skills (ITBS) is administered each year to students in 2nd through 7th grade. The Cognitive Abilities Test (CogAT) is administered each year to students in 3rd, 5th, and 7th grade. The standardized test results are utilized by the school for curriculum planning, flexible grouping, and as one of the components for placement in

advanced classes. Therefore it is imperative that students are present in school when the tests are administered. Please check the school calendar each year for the standardized test dates and plan to have your child in school on these days.

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 on the last day of school. If your child is not present on the last day of school, please contact the office, and an emailed copy will be sent.

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
-

Promotion or Retention

A student is promoted if the student has achieved a proper balance of academic, social, physical, and emotional development. Retention is at the discretion of the administration in

consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school, and a final report of the child's progress must be submitted to the school before admission to the next grade in the fall

Graduation

Eighth-grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth-grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for graduation exercises.

Arrival, Dismissal, and Attendance

Arrival and Dismissal

The school day officially begins at 8:25 am and concludes at 3:00 pm. Morning arrival will begin at 8:05 am and dismissal will begin at 3:00 pm.

Carline Riders

AM – If you drive your child to school, arrival begins at 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.

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. The students must obey, respect, and cooperate with the bus drivers, teachers, or any person assigned to supervise any part of the bus transportation program. If a student receives three bus slips for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be suspended. Continued infractions of behavior may warrant the student to lose his/her busing privileges entirely. Parents will be expected to provide transportation for any student whose privileges have been suspended.

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 bus 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.

Extended Care

The Extended Care Program is designed to assist parents who need supervision for their children before and/or after normal school hours.

- The program runs from 7:30 AM to 8:05 AM in the morning (drop-off at the front doors of the school) and 3:00 PM to 6:00 PM in the afternoon (pick-up at the gym doors).
- 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 6:00 PM.

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, text, 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.

Absence

Excused Absences

Illness, quarantine, doctor's appointment, death in the family, school-related absences, "take your child to work day," and those absences due to exceptionally urgent matters are causes for excused absences. However, the child is still marked absent for the time he/she is not in school. **The state requires a written note of excuse stating the reasons and dates of absence.** A student's parent or guardian must provide a satisfactory written explanation (note or email) for the student's absence. The student must present this note to the classroom teacher upon return, or the parent must email the explanation to the teacher and copy the secretary by the start of school on the day the student returns. 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.

If a student is absent for three or more consecutive days due to illness, he/she must provide a doctor's note in order to return to school. If a doctor's note has not been received 3 days after the student returns to school, the absence will be recorded as unexcused, and a five-dollar fine will be charged.

Unexcused Absences

Absences are unexcused if they fail to meet the criteria of an excused absence. Students who are chronically absent for other than serious health reasons will not be permitted to participate in extracurricular school activities, field trips, or other activities deemed eligible by the school administration.

A student is truant if the student is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is habitually truant if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year. Students who are absent from a school for 10 consecutive school days shall be reported to the student's public school district of residence.

Excessive absences will be dealt with according to Pennsylvania State Law. Any student that is absent for a total of 10 days or more for any reason will receive a notification letter. Students who are absent, lawfully or unlawfully, for 10 days or more will require a doctor's note for subsequent absences to be considered excused. An elementary student who

accumulates twenty (20) or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the student's promotion to the next higher grade.

Procedure for Reporting 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 school work/books home. From 3:00-3:30 pm, parents may pick up work at the main office.

Lateness

All students who enter the school building after 8:25 am are considered late and must report to the school office. All lateness is considered unexcused unless accompanied by a note from a doctor's office. A five-dollar fine will be imposed for the 4th unexcused late arrival and for **each** late occurrence after that.

Appointments during School Hours

Please try to schedule your child's 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 note from the doctor, dentist, or orthodontist. Your child is responsible for obtaining and completing all missed assignments.

Individual Student Release

No student may leave school without permission. If a student must leave school during the course of the day, the parent or guardian must provide a written request for the student's release. The parent/guardian or authorized representative must come for the student and sign the child out of school in the office. Students will only be released to authorized individuals.

Change in Dismissal

For your child's safety, requests for changes in dismissal or transportation must be in writing or from a recognized email account. If written communication of a change is not sent in the morning, a phone call to report a change must be made to the school office. If the parent does not provide a written request for a change in transportation or call the office to report a change, the child will be dismissed from school according to the instructions provided at the beginning of the school year. When sending a note or email to the school office, please include the child's name, grade, and teacher. Changes in transportation must be received by 1:30 PM.

Early Dismissals

Early dismissal days are noted on the school calendar, which is posted on the school website. Early 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.

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.

If you are planning a vacation with your child(ren) during the school year, please check the school calendar first to make sure you avoid traveling prior to or during standardized testing and final exams. If parents decide to take a vacation during school time, each teacher must be notified and an [extended absence form](#) completed for each child. Extended absence forms should be returned to the office as soon as vacation plans have been made or at least one week in advance. Vacations are unexcused absences.

Assignments are given when a student returns from vacation. Assignments will not be given in advance. 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.

All written assignments will be given to the student on his/her first day back from the vacation (teacher discretion). 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 work must be completed within one week of returning to school. 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.

Field Trips

Each class may schedule field trips throughout the school year. Field trip information and cost are 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.

Rules and Expectations

Expectations for Student Behavior

Students are required to see themselves and others as children of God. The basic expectation for student behavior is as follows.

1. Every student has the responsibility to make positive contributions to Our Lady of Perpetual Help School in order to generate an atmosphere of dignity, respect, responsibility, and reverence 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 the 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 rights of other students. Respecting the rights of others includes the right to receive an education in an orderly and disciplined atmosphere free from harassment.
4. Every student has the responsibility to obey and respect the administration, faculty, and staff. Following the instructions of school authority figures enables them to provide proper supervision to protect the safety, health, and welfare of everyone in our building.
5. Every student has the responsibility to respect 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 themselves neat and clean. They should follow the uniform dress code as outlined in the school handbook. Also, students should be prepared for classes with desks and belongings well organized.
7. Every student has the responsibility of keeping the school's physical facilities and equipment clean and in working order. No gum chewing is permitted during school or extended care.
8. Every student has the responsibility of showing pride in our school and representing it well while in uniform both on campus and off, as well as online. Students may not use the school logo for personal use without the written consent of the school.
9. Every student has the responsibility of following the instructions of the administration, faculty, and staff, as well as accepting responsibility for his/her actions.
10. Every student has the responsibility of knowing that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated.

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 (\$3), lateness (\$5), and gum chewing (\$3). 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.

Certain places and times call for special consideration and behavior.

- The **library** is generally a quiet place. Its main purpose is to select and read books. Talking may occur when performing group work, research, or when instructed by the 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 while in the lunchroom.
- **Outdoor play** regulations must be followed in all outdoor areas so everyone can enjoy recess. Safety is a main 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, drink, or other school items are not permissible in these areas. Restrooms must remain neat & clean.
- **Dismissal times** are quiet times. Students must listen to the dismissal instructions. Students are to be in their seats until it is their turn to leave. Walk to the designated dismissal area; *Safely* board a bus or car.
- **Prayer times** are times of peace. Once prayers are announced, all other activity ends.

Academic Misconduct

Academic misconduct is considered conduct that undermines the academic integrity of Our Lady of Perpetual Help School and includes but is not limited to academic dishonesty, plagiarism, and falsification.

During assessments/examinations, academic dishonesty includes, but is not limited to

- Taking or receiving information from a fellow student.
- Looking up answers (in a book, on the Internet, etc.).
- Stealing, buying, receiving, selling, or transmitting any portion of an assessment/examination

Outside of assessments, academic dishonesty includes, but is not limited to

- Allowing another student to copy any portion of one's own work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to

- Omitting quotation marks or other conventional markings around material quoted from any printed source

- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill new academic requirements
- Purchasing material of any kind and representing it as one's own work

Falsification of a school document includes, but is not limited to:

- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of any document to mislead the reader
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material

A student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

A student who engages in academic misconduct will earn a failing grade for the assignment and be subject to other disciplinary measures as determined by the teacher and administration. The student may be required to re-submit acceptable work for no credit.

Items not Permitted in School

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, Tobacco, and Electronic Smoking Devices

Any student who possesses any weapon (as defined below* and not specified above), illegal substances, alcohol, tobacco products, or electronic smoking devices 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*

Electronic Devices (cell phones, Smartwatches, etc.)

The school will not be responsible for any cell phones, smart watches, or other personal electronic devices brought to school.

If parents or guardians feel it is necessary for a student to bring a cell phone, smartwatch, or other personal electronic devices to school, **the device MUST BE TURNED OFF prior to entering the building and stored in the student’s backpack until the student is off school property.** At no time during the school day is a student allowed to use a personal electronic device while on school property. ALL COMMUNICATION between students and individuals outside of the school (including parents and guardians) MUST TAKE PLACE THROUGH THE PHONE IN THE MAIN OFFICE.

Personal electronic devices not properly stored or being used on school property on school days will be taken from the student and locked in the school safe until the parent/guardian picks it up from the school.

Any student using a personal electronic device on school property on a school day will receive a consequence which may include but are not limited to detention, exclusion from school activities, probation from the ambassador program (if applicable), and NJHS (if applicable). Multiple offenses will result in those who violate the rules regarding personal electronic devices forfeiting their privileges of bringing them to school.

Students using any electronic device to take pictures or videos of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission.

Bullying Policy

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors to our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation, or hazing constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet

of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian identity of the school, and deprives the student of a safe and caring learning environment.

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a student's education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property.
- Places an individual in reasonable fear of harm to him/herself or of damage to his/her property
- Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name-calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, and stalking.

For the purpose of this Policy, whenever the term “Bullying” is used, it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by

- Wire
- Radio
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a webpage, blog, or other social accounts in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

- Harassment, hazing, intimidation – acts, words, or other behaviors, by an individual or group against another individual or group characterized by:
 - Intent to harm.
 - Intensity and duration over a period of time.

- An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.
- A level so severe, persistent, or pervasive that an intimidating or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.
Prohibitions

- Bullying, harassment, hazing, intimidation, and name-calling are prohibited:
 - On school grounds owned, leased, or used by a school;
 - On property immediately adjacent to school grounds;
 - At any school-sponsored or school-related activity, function, or program whether on or off school grounds;
 - At a school bus stop;
 - On a school bus or any other vehicle owned, leased or used by the school
 - Through the use of technology or an electronic device owned, leased or used by a school.

Bullying, harassment, hazing, intimidation, and name-calling are also prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school if the act or acts in questions:

- Create a hostile environment at school for the individual.
- Infringe on the rights of the individual at school.
- Materially and substantially disrupt the education process or the orderly operation of a school.

Discipline and Remedial Action

The response to those who commit one or more acts of bullying, harassment, hazing, intimidation, or name-calling should be determined based on the totality of the circumstances. In all cases, the administration will be responsible for determining if a bullying offense occurred or did not occur.

- Initiate immediate talks with the bully or bullies.
- Talk with the Target student(s) and her/her parents/guardians.
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
 - the development, maturity levels, and/or special learning needs of the parties involved.
 - the levels of harm.
 - the surrounding circumstances.

- the nature of the behaviors.
- past incidences or past or continuing patterns of behavior.
- the relationship between the parties involved.
- the context in which the alleged incidents occurred.

Depending on the severity of the incident, or the series of incidents, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school-sponsored activities to prevent extension of the conflict, providing staff support for students when necessary, contacting IU mental health professionals for counseling, reporting incidents to law enforcement, in school/out of school suspension or expulsion, loss of privileges in school.

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. A student representing the school at an off-site event or in uniform off of school property is held to the same expectation of behavior as when they are present in school.

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, Probation, 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.

Disciplinary probation is a means by which the faculty and administration can closely monitor a student's success or challenges. The administration reserves the right to implement a behavior contract outlining expectations of behavior and the consequences of non-compliance. The length of disciplinary probation will be determined by the school administration.

Formal suspension is a serious disciplinary action taken by school administration against a student whose actions constitute a major disciplinary infraction and are contrary to the good order or safety of the entire school community. Suspension is a major step toward possible dismissal. Suspension from school means suspension from all school-related and CYO activities and events.

In certain incidents, the seriousness of an offense may warrant immediate dismissal (expulsion). The school administration has the authority to dismiss a student from school. Tuition and fees will not be refunded if a student is dismissed. The school reserves the right to dismiss any student from school because of the actions of parents or guardians that are in opposition to the school code of conduct or the mission of the school. Harassment of employees or students by parents or guardians may result in the dismissal of the student(s).

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

The administration reserves the right to discipline students for off-campus conduct if that conduct is in any way associated with teachers, staff, or students of Our Lady of Perpetual Help School, where the behavior is contrary to Catholic teachings and could bring disrepute, embarrassment, or disruption to the School.

Health and Safety

Immunizations

Pennsylvania law requires that all students, Kindergarten through Grade 12, must provide documented proof that immunizations have been received. Required immunization information can be found on the Pennsylvania Department of Health website under immunization. [SIR8.pdf \(pa.gov\)](#)

Immunization requirements allow for exemptions due to medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. 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.

Medications in School

- 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 an alternative contact person cannot be reached in an emergency, the school will contact 911 for emergency assistance.

Safety Drills

Safety drills, including fire drills, are conducted throughout the school year.

Visitor Policy

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

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 the necessary clearances. Please see the [OLPH website](#) for the most up-to-date information on clearances. Background checks must be current. In order to maintain compliance, these must be renewed every 5 years. All parents who volunteer in our school must comply with this regulation.

Parents

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. Parents and guardians are the first educators of their children.

Parent Code of Conduct

Just as we expect faculty and staff to treat our students in a Christian manner, Our Lady of Perpetual Help School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school-sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from Our Lady of Perpetual Help School.

Custody of Children by Parents

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled at Our Lady of Perpetual Help School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced

parents/guardians who do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

Communication with Parents

The following are means of communication between home and school:

OptionC 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

Parent/Teacher Conferences

- Parent/teacher conferences are scheduled once a year after the first progress report is issued in 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.

Parent Contact of Teachers

Faculty and staff should not be called at home regarding student issues. Parents should not send text messages, make phone calls/texts to a teacher's personal cell phone, or contact teachers and staff through social media. All school-related communication should be made to the school phone number, through the staff member's school e-mail address or Schoology account. Teachers will respond to messages in a timely manner.

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, Cougar Crawl, Tricky Tray, 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.

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.

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.

Hot Lunch Program

Hot lunches and bottled water 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.

Tuition

STS Tuition Payment Program:

For Current Families - Please review your account set up on STS for the next school year. It's important that all information is reported accurately 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 STS 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 Apply/Tuition. There is a link to the STS tuition site. Select parent resources and follow directions. All families are required to set up an account regardless of how they 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.

Financial Aid:

Families who are in need of financial assistance for the school year must complete the STS 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 about 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.

Tuition And Fee Delinquency:

Students are not permitted to attend Our Lady of Perpetual Help School if tuition is not paid according to the tuition/financial agreement. If financial difficulties arise and the parents/guardians are unwilling to make suitable alternative arrangements with the administration; the student(s) will not be permitted to remain enrolled. Our Lady of Perpetual Help School reserves the right to hold or block access to academic records as well as exclude the students from field trips, activities, or graduation until the tuition/fee obligation has been met.

Eighth Grade and Transfer Students

Tuition and fee obligations for transferring students must be paid in full before the school will complete and transmit academic records to another school. Tuition and fee obligations for eighth grade students must be paid in full one month prior to graduation. Eighth grade families in arrears will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied. Eighth grade and transferring students whose tuition and fees are not paid in full will have all academic records withheld until all tuition and fee obligations are met.

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 only school uniform supplier for Our Lady of Perpetual Help School. You may purchase the uniform at their nearest store located at:

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

or online at <https://flynnohara.com/>

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 without banded bottoms are to be tucked in at all times. Kilt/skort/jumper/shorts length may be no shorter than one inch above the knee (waistbands may NOT be rolled).

IMPORTANT REMINDER: Beginning in the 2022-2023 school year, we will no longer allow the polos, sweaters, vests, etc. with the old logo (the written words Our Lady of Perpetual Help). Although banded polos are now an option, traditional polos (w/ the current logo) with a belt can still be worn through the 2024-2025 school year.

SNEAKERS and SOCKS

(Boys and Girls) All-white or all-black sneakers

Any brand of low-top, athletic sneaker with laces or velcro will be acceptable as long as they are **all-black or all-white**. No slip-on, high-top, or fashion sneakers will be allowed.

Girls: Knee socks or tights must be worn. White or navy knee socks may be worn year-round. No athletic socks and no logos or designs are permitted on socks. White or navy tights may be worn on cold weather days. In the winter, on cold weather days, girls may also wear plain blue or black leggings under their skirts or jumpers.

Boys: Black, white, or navy crew socks must be worn year round. No athletic socks and no logos or designs are permitted on socks.

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)

Winter (November 1- March 31)

Spring (April 1 - End of Year)

Option One:

- Flynn and O'Hara navy skort OR Flynn and O'Hara navy walking shorts with dark-colored unembellished belt.

Option One:

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

No belt required if a banded polo is worn.

- 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. No belt required if a banded polo is worn.
- Flynn and O'Hara blue or white polo shirt with school logo

Option Three:

- 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. No belt required if a banded polo is worn.
- Our Lady long sleeve polo with the school logo. (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)

*** (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)

Winter (November 1- March 31)

Option One:

- Flynn and O'Hara navy walking shorts with dark-colored unembellished belt. No belt required if a banded polo is worn.
- Flynn and O'Hara blue or white polo shirt with school logo (Our Lady sweater/vest/ ¼ zip optional)

Option Two:

- Flynn and O'Hara navy pants with dark-colored unembellished belt.

Option One:

- Flynn and O'Hara plaid kilt
- White or blue oxford collar long or short sleeve blouse
- Our Lady sweater /vest / ¼ zip

Option Two:

- Flynn and O'Hara plaid kilt
- Flynn and O'Hara blue or white Our

No belt required if a banded polo is worn

- Flynn and O'Hara blue or white polo shirt with school logo (Our Lady sweater/vest/ ¼ zip optional)

Option Three:

- Flynn and O'Hara plaid kilt
- White or blue oxford collar long or short sleeve blouse (Our Lady sweater /vest/ ¼ zip optional) or
- Flynn and O'Hara blue or white polo shirt with school logo

Lady long sleeve polo shirt with school logo

- Our Lady sweater/vest/ ¼ zip optional

Option Three:

- Flynn and O'Hara navy pants with dark-colored unembellished belt. No belt required if a banded polo is worn.
- 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/ ¼ zip 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 or ¼ zip pullover

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

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

Option One:

- Flynn and O'Hara navy walking shorts with dark-colored unembellished belt. No belt required if a banded polo is worn.
- Flynn and O'Hara blue or white short sleeve polo shirt with school

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

logo (Our Lady sweater/vest/
¼ zip (5th-8th grades) optional)

wear a non-Our Lady dress tie as a
privilege.)

- Flynn and O’Hara Our Lady sweater/vest/
¼ zip (5th-8th grades)

Option Two:

- Flynn and O’Hara navy pants with dark-colored unembellished belt. No belt required if a banded polo is worn.
- Flynn and O’Hara blue or white short sleeve polo shirt with school logo (Our Lady sweater/vest ¼ zip (5th-8th grades) optional)

Option Two:

- Flynn and O’Hara navy dress pants with dark-colored unembellished belt. No belt required if a banded polo is worn.
- Flynn and O’Hara blue or white Our Lady long sleeve polo with the school logo, (Flynn and O’Hara Our Lady sweater/vest ¼ zip (5th-8th grades) 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 or ¼ zip (5th-8th grades)

Gym Uniform Boys and Girls:

Gym uniform for grades 1 through 8, worn on their designated gym days must be purchased from Flynn O’Hara.

IMPORTANT REMINDER: Gym shorts, sweatpants, and sweatshirts with the written words Our Lady may still be worn through the 2024-2025 school year. Any new gym uniform purchases must be made through Flynn O’Hara and will have the current logo.

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 logo. Shorts should be no more than one inch above the knee.

- Plain athletic socks and functional athletic sneakers with laces or Velcro (gym sneakers do not need to be all-black or all-white)

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

- Our Lady gym shirt with school logo or the present year Cougar Crawl Shirt
- Our Lady gym sweatpants and sweatshirt with school logo
- Plain athletic socks and functional athletic sneakers with laces or Velcro (gym sneakers do not need to be all all-black or all-white)

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 one pair of earrings in school. However, no long, dangling earrings (no longer than one-half inch below the earlobe) are permitted. Facial piercing jewelry is not permitted. Boys are not permitted to wear earrings or facial piercing jewelry in school or at a school-sponsored function. Any jewelry that becomes a distraction or safety issue as determined by 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 (no more than one inch above the knee), or dress pants (sweaters optional)
- No bare shoulders (spaghetti straps, tank tops, etc.). No low-cut tops and no midriffs showing.
- No jeans
- socks or tights
- dress shoes, boots, or sneakers (no high heels)
- 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 shirts or polos
- jackets, sweaters, and ties are optional
- No jeans
- Shoes or sneakers and socks are mandatory

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.

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 5-8
Ambassador Program	grade 8
Band	grades 3-8
Becahi Little Hawks Sports Programs	grades K-8
Bell Choir	grades 5-8
Boy Scouts	grades 6-8
CYO Basketball (Winter)	grades K-8
CYO Cross Country (Fall)	grades K-8
CYO Soccer (Fall/Spring)	grades K-8
CYO Track (Spring)	grades K-8
CYO Volleyball (Fall)	grades 4-8
Cub Scouts	grades 1-5
Choir	grades 1-8
Declamation	grades 7-8
Girl Scouts	grades K-6
Math Counts	grades 7-8
Notre Dame Little Crusaders Sports Programs	grades 7-8
National Junior Honor Society	grades 7-8
Sacristans	grade 8
Spelling Bee	grade 6-8
STEM Club	grade 5-8

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.

Technology Policies

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

[Acceptable Use Policy for Technology and Internet](#)

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

[Google Apps for Education Permission Form](#)

[Google Apps for Education - Information](#)

[Chromebook Policy Use Student Form](#)

[Temporary Device Usage Policy](#)