



Prayer to Our Lady

*Remember, O most gracious Virgin Mary,
that never was it known that
anyone who fled to your protection,
implored your help or
sought your intercession,
was left unaided.*

*Inspired with this confidence,
I fly to you, O Virgin of Virgins, my Mother,
to you I come;
before you I stand sinful and sorrowful.*

*O Mother of the Word Incarnate,
despise not my petitions,
but in your mercy hear and answer me.*

Amen

**Our Lady of Perpetual Help
Parent/Student Handbook
2008-2009**

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Mission Statement

The mission of Our Lady of Perpetual Help School is to encourage personal growth of the student's relationship with God through the life and teachings of Jesus Christ. Our Lady of Perpetual Help faculty and staff, along with the cooperation of parents and parish community, provide students with an education that will prepare them spiritually, academically, socially, and emotionally to make moral real-life decisions.

Philosophy

Our Lady of Perpetual Help School welcomes and serves children of all faiths and backgrounds with the love of Christ, while maintaining our Roman Catholic identity. Teachers implement a variety of teaching methods, which accommodate each individual student's learning style while maintaining grade level expectations. Students are given the opportunity to become contributing members of society through academic, social, emotional, and physical development. Our Lady of Perpetual Help School promotes a spiritual environment of respect, personal responsibility, confidence, and school pride. Administrators, teachers, and parents cooperate as a team to serve the academic and extra-curricular needs of the student body.

Profile of an Our Lady of Perpetual Help Graduate

- *Possesses an intimate, ever-growing relationship with God.**
- *Recognizes that he or she is created in the image and likeness of God, and therefore develops a respect for himself or herself and others.**
- *Maintains a love for learning and continues to prepare for future academic endeavors.**
- *Displays moral Christian leadership skills.**
- *Demonstrates love through service to others, especially the poor.**
- *Embodies high self-esteem to make confident life decisions based on the moral teachings of the Catholic Church.**
- *Exhibits school pride, which continues to shine beyond graduation by supporting and encouraging the student body of Our Lady of Perpetual Help School.**

Administration

Pastor.....Fr. Richard Miles

In Residence..... Msgr. Robert Guste

Principal.....Sr. Julie Glaeser

Dean of Students/Assistant to the Principal Mrs. Toni Landry

School Hours K - 8 8:23 a.m. - 3:17 p.m.

School Hours PreK..... 8:23 a.m. - 3:00 p.m.

School Office..... 464-0531

Church Office 464-0361

School Fax 464-0725

School Web Site www.olphla.org

E-mail..... srglaeser@olphla.org

The ultimate authority in all school matters lies with the Principal of OLPH School and the Principal’s decisions regarding the implementation of school policy are final. The administration of OLPH School has tried to be as explicit as possible concerning the rules and regulations outlined in this handbook, but during the academic year new and unusual circumstances may arise. The Principal has the authority to use her discretion in making decisions regarding unforeseen circumstances.

Enrollment & Admission

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

In compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

Admissions Guidelines

OLPH School complies with Jefferson Parish regulations for age requirements to enter school, which indicates that first graders must be 6 years old by September 30. Likewise, the following ages are determined:

- Pre-K3: 3 years old by September 30 and fully potty trained
- Pre-Kindergarten: 4 years old by September 30
- Kindergarten: 5 years old by September 30

OLPH School reserves the right to allow students to return from year to year. Re-admittance is based on academic performance and satisfactory discipline records as well as satisfactory financial standing.

The Pastor and Principal will determine jointly how many sections of each grade level are warranted each year.

Records required of all new students include the following:

- Birth Certificate
- Baptismal Certificate
- Immunization Certification of vaccines for measles (both Red and German), DPT or DT, Polio, MMR, HIB, HBV (Hepatitis B) and Varicella (Chicken Pox).
- Cumulative Records of previous grades for students entering Grades. 1-8

- **Students entering OLPH School during the school year must provide a copy of the current report card upon entering so that grades can be transferred.**
- **PK3 students must have additional forms required by state licensing.**
- **If a child has an existing medical condition which warrants special attention or alteration of the school program, this information is to be made known to the principal in the form of a doctor's note or medical report at the time of registration.**
- **Failure to communicate special needs information may result in cancellation of registration.**
- **Parents must sign an Acknowledgement form which indicates the OLPH does not provide special education services or a school nurse.**

Final approval for admissions will not be granted until all records are received, and students may be sent home as of September 1 until all records are received. Additionally, an interview with the principal or her designee may be required for students in Grades 2-8 and their parents as part of the admissions process.

Transfer Students

According to Archdiocesan policy, parents seeking to transfer their children from one Catholic school to another, or from a public and/or private school, must follow the Archdiocesan School Board's transfer procedure prior to registration. Students who enter OLPH School in Grades 1-8 are accepted on a probationary basis for a period of one school year. Probationary guidelines include the following:

- 1) All grades earned, including conduct, must be above average.**
- 2) Prompt and regular attendance must be maintained.**

Students who do not meet the probationary guidelines may have their enrollment terminated or may not be allowed to register for the subsequent school year at OLPH School.

Custody

OLPH School will comply with legal mandates according to official papers on file. Parents must supply the school with a copy of the most recent court custody papers. These papers must be signed by a judge and notarized. The school will not be responsible for enforcing court-directed custody mandates if the papers are not on file at the school.

Tuition and Fees

Tuition Policy

The long-range plan for Archdiocesan elementary schools calls for parishes to provide financial support for the children of supporting Catholic families enrolled in Archdiocesan elementary schools.

Supporting is defined as an individual or family who has met financial support requirements established by the parish and are registered members of OLPH Parish. A \$300.00 minimum contribution per family has been set as a reasonable expectation of support.

If a parent is delinquent in payment of tuition or extended care fees, their children will not be able to take quarterly exams until they have made arrangements to pay.

Registration Fee

A registration fee reserves a student's place in a given grade level for the next year, provided the student is accepted by OLPH School and meets academic and disciplinary requirements established by OLPH School. The registration fee is non-refundable. However, the payment of a registration fee does not constitute a guarantee of enrollment if academic and disciplinary requirements are not met and/or if required fees and/or tuition are not paid.

Registration for presently enrolled students begins prior to Open Registration. Registration for the following year may not be accepted or processed if tuition and/or fees for the current year are delinquent.

The registration fee is: \$165 - 1st child and

\$150 for each additional child.

Student Withdrawal

If the tuition is paid in full for the year, a portion of that pre-paid tuition is refundable for students who withdraw from school during the school year. The refund schedule is as follows:

- 90% refund of tuition for withdrawal prior to the first day of school year
- 75% refund of tuition for withdrawal prior to October 1
- 50% refund of tuition for withdrawal prior to December 1
- 25% refund of tuition for withdrawal prior to March 1
- No tuition refund for withdrawal after March 1

Requests for withdrawal must be made in writing to the Principal.

Attendance

Prompt and regular attendance at school is considered essential for successful class work and academic progress. In order to be promoted to the next grade, elementary students shall be in attendance a minimum of 160 days each school year (80 each semester), as per the Louisiana state-adopted policies for non-public schools. Exceptions may be made only in the event of extended illness as verified by a physician or at the discretion of the Principal, with required documentation of reasons for absences. Parents are asked to closely monitor their child's school attendance.

Absences

Parents are to call the school office before 9:00 AM if a student is to be absent. Upon returning to school, a student who has been absent must present to the front office a written excuse signed by the parent stating the reason for the absence. Parents are required to notify the school in writing as soon as they have knowledge that their child has a communicable disease or condition. Any student returning to school after having a communicable disease or condition must have a doctor's certificate in order to be readmitted. Failure to supply absence notes in a timely manner may result in the student being denied re-admittance and/or disciplinary action.

Excused absences will be granted only to students who are representing OLPH School by the authority of the school administration.

Any student who is absent or serving an in-school suspension will not be able to participate in after-school activities.

Make-Up Work, Tests, and Quizzes

It is the responsibility of students to contact the teacher regarding missed work and to complete that work within one week of returning to school. Work not completed within the required time period may receive a failing grade.

Check-out Procedure: Students in PK4 - Grade 8

Requests for student check-out must be made at the school office. Students can only be released to adults listed on the registration form. Unless there are special activities which warrant classroom or field trip sign-out privileges, parents may not sign-out students from any location other than the office.

Students checked out before 10:00 AM are marked absent 1 day. Students checked out between 10:00 AM and noon are marked absent ½ day. Exceptions may be made for special situations such as field trips, classroom parties, etc.

Pre-K Check-in Procedures

Pre-K students brought to school must be left in the presence of a staff member, either in Extended Care (before 8:00) or in the PreK classroom (after 8:00).

Dismissal Procedures - Pre-K and Kindergarten

All Pre-K4 and Kindergarten student are dismissed from the Pre-K3 classroom, beginning at 3:00 PM. All Pre-K3 students must be signed out by parents in the Pre-K3 classroom. If students are picked-up before dismissal time, they must be signed-out from the school office.

Tardiness

The school day begins at 8:23 AM. Students in PK3 - Grade 8 who enter homeroom after 8:23 AM are considered tardy and will be marked as such by the homeroom teacher. After 8:23 AM, students in PK3 - Grade 8 must report to the office for an admit slip before going to class. Students arriving at school after noon will be marked absent ½ day.

Curriculum

Computer Lab/Technology

OLPH School offers various opportunities for students to utilize technology on campus. Computers are used in classrooms, and the OLPH School Computer Lab is open for student and faculty use on regular school days during the school day. Advancements in technology provide tools that may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning.

With the privilege of using technology comes the responsibility to use that technology in a way that promotes authentic learning within the mission and philosophy of OLPH School. Failure to use technology appropriately constitutes a major offense, which warrants disciplinary action up to and including loss of use of technology, detention, suspension, or expulsion. Examples of inappropriate use include, but are not limited to, vulgarity, profanity, and cyber-bullying.

By signing the Handbook Accountability Contract, the student and parent agree that the student, not OLPH School, is responsible for his/her actions while using the Internet and the student and parent agree to release, indemnify and hold harmless OLPH School, its teachers, and staff for illegal and/or improper use of e-mail or the Internet and/or for claims arising from student actions while at school.

Ethical and Responsible Use of Technology

The use of technology at OLPH School is guided by the philosophy and mission of the school. The school promotes the use of technology in an effort to nurture students to reach their fullest potential and prepare them for the future in a positive, creative, and enriched learning environment.

Because the network and all equipment is the property of the school, the school reserves the right to regulate all use of technology and to monitor all communications through the network without notice. Violations of regulations regarding the proper and responsible use of technology shall be reported to the administration for further disciplinary action up to and including loss of use of technology, detention, suspension, or expulsion.

The school's technology policy is not intended to be comprehensive and presupposes good will and good judgment on the part of the student in all circumstances. In order to promote the ethical and responsible use of technology, the following regulations are established for the good of the individual and the school community. Violations of any or all parts of the technology policy may result in disciplinary action.

- 1. The implementation and upgrading of technology is a costly endeavor. Students are to be instructed in the proper and careful use of computers and other forms of technology. Food and drink are not to be taken to areas in which computers are located. Students are not to tamper or be destructive with the computers and other hardware. If inappropriate use of hardware or software leads to damage, the student(s) involved will be charged for the damages or replacement of the hardware and/or software. The assessed fee for damage to the hardware and/or software must be paid in full within the prescribed time period.**

- 2. Students are required to care properly for diskettes, CD's and other software and to store them in appropriate containers. Students will be responsible for damaged or lost property belonging to the school or another person.**
- 3. Taking diskettes or CD's that belong to the school or to another person without permission of the owner is prohibited.**
- 4. Students are prohibited in changing the appearance of the computer by removing or adding applications and images from the computer's desktop, and by changing the screen saver.**
- 5. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing or printing files or messages that are profane, obscene, or that use offensive or degrading language. Posting inappropriate information on sites such as My Space, etc. is prohibited.**
- 6. Students are allowed access to the Internet while on-campus. The archdiocese has installed a firewall that eliminates viewing of most inappropriate sites; however, it is impossible to filter every site. The actions of those on the archdiocesan frame relay system are being monitored for inappropriate use, and any person using technology inappropriately will face disciplinary action.**
- 7. Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer "virus" on a computer or network which modifies or destroys the work of others is prohibited.**
- 8. Attempting to subvert security systems or to bypass restrictions set by the network administrator (i.e., hacking) is prohibited.**
- 9. Students shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of a network or the Internet as a valid academic resource is governed by the same rules that apply to library resources. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for illegal or commercial activities. The use of another person's work, without proper reference or permission, is considered plagiarism.**

10. Students are not to use OLPH School computers for e-mail on instant messaging.
11. Students may not access personal subscriber online services using school computers and/or telephones.
12. The Internet is to be used for scholarly research and as means of obtaining information. In the interest of safety and maintaining the educational environment, students are not to participate in any chat room activity using OLPH School equipment.
13. Students are permitted to listen to music with teacher permission; however, all music must be appropriate within the mission and philosophy of OLPH School.
14. Students are permitted to play some games on the computer with teacher permission. Games which depict violence, vulgarity, gambling, or anything of explicit nature are strictly prohibited.
15. Assisting others in violating these rules shall be considered unacceptable behavior and shall be subject to disciplinary action.
16. Faculty members are not to communicate with students via e-mail, Instant Messaging, or telephone.

Discipline Grades 3-8

Each student will begin each week with a conduct grade of 100 points. Points will be recorded on a discipline form in the student's planner. Any school personnel may ask to see a student's planner and deduct points for infractions. At the end of each school week, weekly conduct grades will be computed from the student's discipline form and recorded on that form. Weekly conduct grades will require a parent's signature, which will be checked at the beginning of the next week. Points will be deducted from the student's conduct grade if he/she fails to get a parent's signature.

Weekly grades will be averaged and used to determine the student's nine week's report card grade. The student begins each nine weeks with a clear record.

A weekly conduct grade of D or U is unacceptable. A student who receives failing grades in conduct (below 70) three times in one 9-week grading period will need to serve an in-school suspension.

The principal is the ultimate authority in regards to discipline and reserves the right to impose any discipline depending on the severity of the offense; this includes suspension, probation, temporary or permanent removal from school. A student with an in-school suspension loses certain rights and privileges that are given to other students, such as : (1) The student is not allowed to associate with other students. He/ She must bring lunch to school and cannot eat in the cafeteria. (2) The student must obtain and complete all assignments; however, the student will receive a “U” for any missed quizzes, tests, or exams.

The following applies to all students

All school rules apply during dismissal and during before-and after-school extended care. The use or possession of weapons on school grounds or at school activities is strictly prohibited. The possession, dissemination, or use of drugs or alcohol on school grounds or at school activities is strictly prohibited. Failure to abide by these rules will result in permanent removal from school. No student is allowed to bring beepers, laser pointers, or electronic devices to school. Cell phones are allowed but cannot be turned on during school hours. The use of cell phones for any reason during school hours is prohibited. No student is allowed to exchange personal gifts or invitation to private parties. Lockers are provided to middle school students and are subject to search by school personnel. Any serious misbehavior which brings disgrace upon the school is not acceptable.

<u>Code</u>	<u>Infractions</u>	<u>Points</u>
A1	Uniform	1
A2	Annoying Others	1
A3	Inattentiveness	1
A4	Lack of Class Materials	1
A5	Throwing	1

<u>Code</u>	<u>Infractions</u>	<u>Points</u>
A6	Tardy or Late to Class	1
B1	Talking	3
C1	Unsigned Papers	5
C2	Improper Behavior	5
C3	Not Following Directions	5
C4	Missing Planner	5
C5	Chewing Gum/Eating	5
C6	Passing Notes	5
C10	Other	5
D1	Unsigned Progress Report	10
D2	Misconduct Mass/Event	10
D3	Disrespect	10
D4	Bringing Forbidden Articles	10
D5	Improper Use of Computer	10
D6	Disregard for Rules (3x)	10
D7	Missing Planner 2nd day	10
D10	Other	10
E1	Lying/Stealing	30
E2	Vandalism	30
E3	Cheating/Forgery	30
E4	Improper Language	30
E5	Pushing/Fighting	30
E6	Loss of Planner	30
E7	Removal from Class	30
E8	Use of cell phones without permission	30
E10	Other	30

Safety Measures: Transportation

In the morning, all students are to enter school at the breezeway on 5th Street. Parents should not walk their children into the breezeway unless their children are in the Before Care Program. Exceptions are made for grades K-2 for the first few weeks of school only. When being dropped off, students should exit their cars on the breezeway side only. If a parent must get out the car to help his or her child, please pull all the way up first. Parents should never park their cars in the drop-off line. Doing so would block everyone else behind you. Students who are part of the Breakfast Program must go directly to the cafeteria after they are dropped off. Teachers are on duty in the breezeway in the morning at 8:00 AM. Any students other than the Breakfast Program students who are dropped off before 8:00 AM must go to Before Care and the appropriate Before Care fee of \$2.00 per child must be paid.

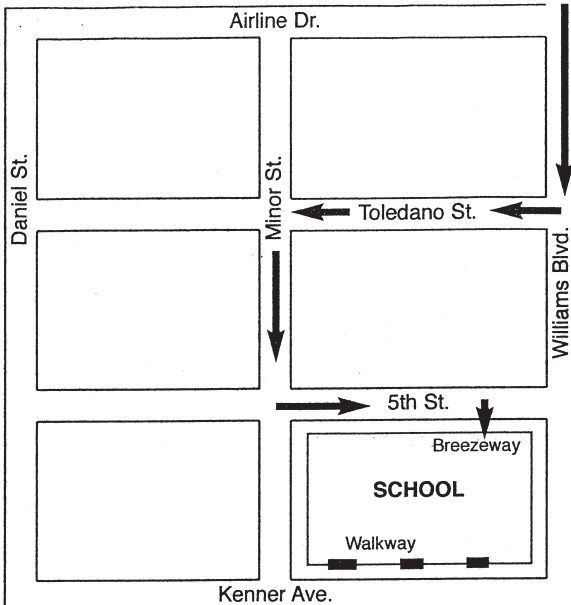
Students who are dropped off at 8:00 AM or after 8:00 AM will remain in the breezeway with the teachers on duty until homeroom teachers take their classes to their rooms. Homeroom begins promptly at 8:23 AM. When the tardy bell rings at 8:23 AM, the breezeway doors will be closed. Any student who is not in homeroom at 8:23 AM must go the front office for a tardy slip and will be marked tardy by the homeroom or first period teacher. Parents and students must keep in mind that if you are in the drop-off line when the tardy bell rings at 8:23 AM, your child/children are tardy and must go to the front office for a tardy slip. Parents of PreK students are to park along Kenner Avenue and walk the students to the PreK classroom.

Dismissal is at 3:15 PM. Students who ride carpool will be brought to the carpool line by their teachers. While waiting for their rides, students must be seated. Running and playing are not allowed. All school rules apply at this time. Everyone who is picking up a child at afternoon dismissal must pick up from the carpool line on Kenner Avenue. When you are in the carpool line, DO NOT STOP ON THE RAILROAD TRACKS!! Also, please do not block anyone's driveway with your car and please do not cut in line. Carpool students may not be dismissed from the office or the breezeway. Do not tell your children to meet you in the office or at the breezeway for afternoon dismissal. Do not come on campus to pick up your children. At the end of carpool, any student who has not been picked up will go to After Care and must pay the appropriate After Care fee, which is \$2.00 per child from 3:30 PM -3:45 PM and \$5.00 per child from 3:45 PM-6:00 PM.

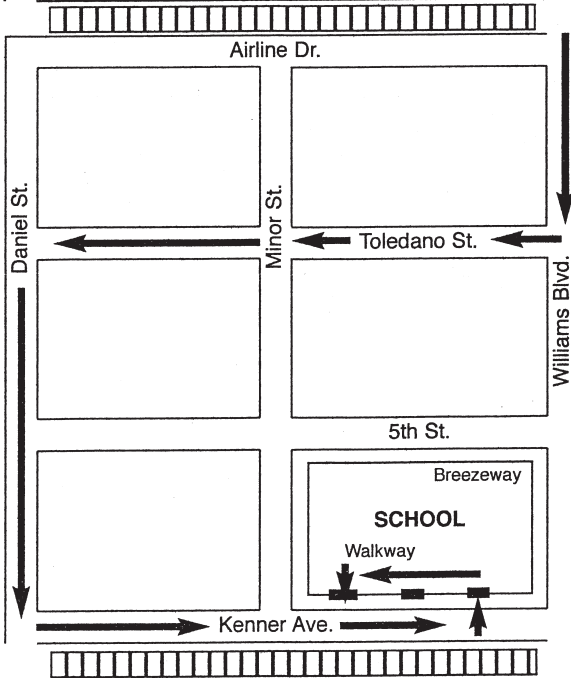
Students who ride a bus will go to the breezeway and sit in his/her bus line until his/her bus comes. All students who ride a bus are expected to obey the bus driver in regards to the bus safety rules.

ANYONE WHO NEEDS TO COME ON CAMPUS DURING SCHOOL HOURS MUST ENTER THROUGH THE FRONT OFFICE ONLY AND MUST RECEIVE A VISITOR'S PASS BEFORE COMING ON CAMPUS.

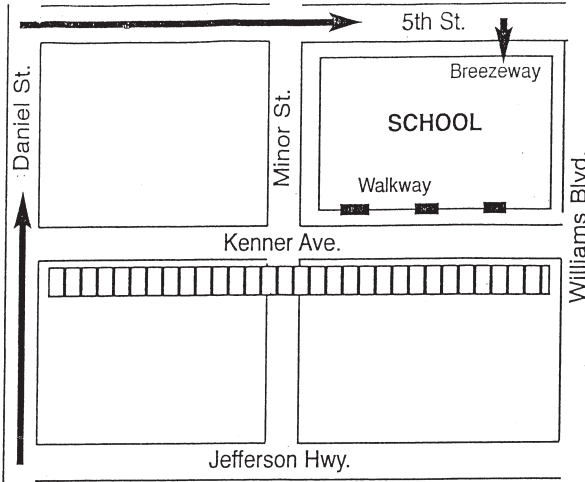
STUDENTS ARE NEVER TO OPEN THE SCHOOL'S OUTSIDE DOORS TO ADMIT ANY ADULT WHO IS NOT A FACULTY MEMBER.



AM - North Kenner:
 Take Williams Blvd. to Toledano St. Make a right follow to Minor St. and take a left. Follow to 5th St. take a left to breezeway.

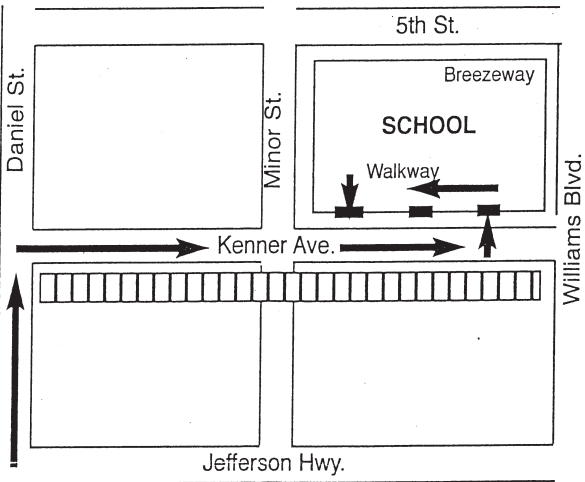


PM - North Kenner:
 Take Williams Blvd. to Toledano St. Make a right follow to Daniel St. and take a left. Follow to Kenner Ave. Take a left to third Driveway and U-turn into lot and pull up to walkway between the new building and Pre-K play yard. Exit last Driveway to Kenner Ave.



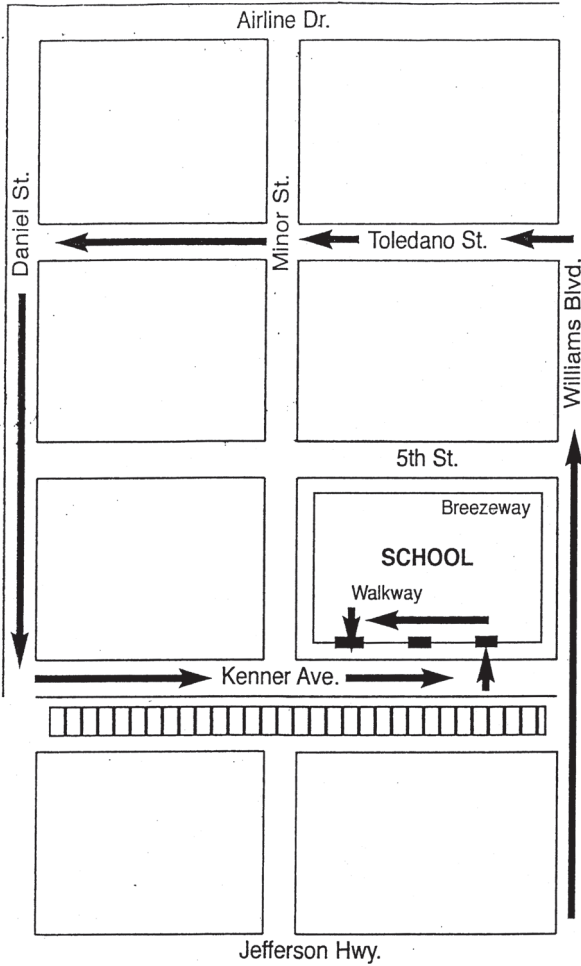
AM - River Ridge & St. Rose:
Take Jefferson Hwy. to Daniel St. turn onto Daniel St. to 5th St. and make a right to Breezeway.

*****St. Rose: Take River Road to Daniel Street and follow the rest of the directions from there.**



PM - River Ridge & St. Rose:
Take Jefferson Hwy. to Daniel St. turn onto Daniel St. follow Kenner Ave. to third Driveway and U-turn into lot and pull up to walkway between the new building and Pre-K play yard. Exit last Driveway to Kenner Ave. PLEASE, FOR SAFETY REASONS, DO NOT BLOCK RAILROAD TRACKS WHILE IN CARPOOL LINE.

*****St. Rose: Take River Road to Daniel Street and follow the rest of the directions from there.**



From Jefferson Hwy. take Williams Blvd. to Toledano St. and make a left on Toledano follow to Daniel St. and take another left. Follow to Kenner Ave. and take a left. Proceed to the Mercy Center and U-turn into the third Driveway (entrance closest to Williams Blvd.) and pull up to walkway between the new building and Pre-K play yard. Exit last Driveway to Kenner Ave.

*PM - River Ridge and St. Rose.

Girls Uniforms PreK - 8th

White embroidered school shirt (available at Inka's only)
Navy and white check jumpers Kdg-3rd grade
Navy and white check skorts Kdg-8th grade
Navy and white check skirts 4th-8th grade
Navy and white check walking shorts Kdg-3rd grade
Navy pull-up shorts or pants PreK 3 and 4 - mandatory
White crew socks (no ankle socks)
Navy or white stockings or heavy tights in cold weather
Navy blue or black athletic shoe
Navy blue or black Velcro Mary Jane shoe

Boys Uniforms PreK - 8th

White embroidered school shirt (available at Inka's only)
Navy pants or shorts with belt loops Kdg-8th grade
Navy pull-up pants or shorts PreK3 and 4 - mandatory
Black belt
White crew socks (no ankle socks)
Solid black athletic shoes 1st-8th grades
Solid black Velcro shoes PreK-Kdg

PE Uniforms and Outerwear (Available only at Inka's)

OLPH screen printed PE shorts and t-shirts (grades 4-8)
Blue OLPH sweatshirt PreK-5th grade
Grey OLPH Middle school sweatshirt 6th-8th grades

Uniform/Grooming Rules

- 1. Hair styling for all students must be simple, neat, and conservative. Boys should keep their hair no longer than the top of their collars. Shaved heads or other extreme hair styles are not allowed.**
- 2. Students may not wear make-up, fingernail polish, or any other coloring or marking on the nails.**
- 3. Jewelry may be worn in moderation. One small silver or gold religious chain, a watch, or rings worn in moderation are acceptable. Girls are allowed to wear one earring per ear (lower hole). Dangling earrings or large earrings that are distracting or pose a safety risk are not allowed. Boys are not allowed to wear earrings. Chokers and necklaces of any type are not allowed. Plastic or rubber jewelry (including rubber bands) is not allowed. Any jewelry that is worn must be appropriate for a Catholic School.**

4. **Girls' skirts must reach the knee or reach just above the knee. Skirts cannot be rolled, tucked, or folded at the waist. Waistbands must be showing. Shirttails must be neatly tucked in.**
5. **Boys must wear their pants properly around their waist. Belts must be showing. Shirttails must be neatly tucked in.**
6. **Sweatshirts and jackets must be OLPH uniform. No other sweatshirts or jacket can be worn inside the school building, the Mercy Building, the cafeteria, or church. On cold days, coats can be worn outside over the uniform sweatshirt or jacket. Sweatshirts and jackets must be worn properly (not tied around the waist or draped over various parts of the body).**
7. **Tennis shoes or any shoes that are not uniform are not allowed.**
8. **Socks must be plain, white or navy crew socks. Ankle socks are not allowed.**
9. **No other shirt or blouse is allowed under the school uniform shirt or blouse except for a white, V-neck, short-sleeve T-shirt. P.E. shirts are allowed under the school uniform shirt or blouse on P.E. days only.**
10. **Hats are not allowed.**
11. **Grooming in the classroom is not allowed. This includes brushing the hair.**

Cafeteria Rules

1. **Sit only in your assigned area.**
2. **No running in the cafeteria at any time.**
3. **No walking around the cafeteria except to empty your tray. Do not move from table to table.**
4. **No socializing from table to table. Do not put tables together (only 4 students to a table.)**
5. **No loud talking, yelling, or singing. No banging on the tables or any other loud noises.**
6. **Never leave the cafeteria without the permission of the teacher on duty.**
7. **P.E. equipment, recess equipment, games, or toys are not allowed in the cafeteria.**
8. **A student is not allowed to bring books, magazines, notebooks, folders, or notes into the cafeteria unless he/she has been given permission to do so by a teacher.**
9. **Never throw food, drink, or anything else in the cafeteria.**
10. **Food, drinks, trays, and straws are not allowed outside the cafeteria.**
11. **Pick up your mess and clean your table.**
12. **When it is time to be dismissed, line up in an orderly manner.**
13. **Always be polite to all cafeteria workers.**

Recess Rules

- 1. Students are to walk to the recess yard with the teacher on duty.**
- 2. Never leave the recess yard without the permission of teachers on duty.**
- 3. Never climb or roll under the fences in the recess yard.**
- 4. Pushing, shoving, or any type of rough play is totally unacceptable.**
- 5. Food, drinks, and lunch kits are not allowed on the recess yard.**

Dismissal Rules/Hall Rules/Locker Rules

- 1. Never leave your classroom until your bus is called if you ride a bus. Never leave your classroom until carpool is called if you ride carpool. Go down to carpool with your teacher. Never leave your classroom until extended care is call if you go to extended care.**
- 2. Do not hang around in the halls after dismissal.**
- 3. No running, pushing, shoving, tripping others, yelling, singing, or playing in the halls or the breezeway at any time. This includes the times you are at your locker; other students are having class at this time.**

Office Telephone Rules

- 1. The use of the office telephone by students will be very limited. Students may not use the office telephone for their personal use. Students must have the permission of office personnel to use the telephone. Any student who uses the office telephone will be required to sign a log stating his/her name, time, date, and reason for using the telephone.**
- 2. Students will be able to use the office telephone if they are ill.**
- 3. Students will be able to use the office telephone if they are participating in a planned school activity and that activity has to be canceled or changed.**
- 4. Other reasons for using the office telephone will be approved or disapproved by office personnel depending upon the urgency or lack of urgency. In some cases, it will be necessary for the office personnel to call home rather than let the student call home.**
- 5. Carpool students who are not picked up by the end of carpool will not be allowed to use the office telephone. All students not picked up by the end of carpool will go to After Care and must pay the appropriate After Care fee.**
- 6. Parents who need to contact their children during the school day should contact the school office. Do not call on your child's cell phone; students' cell phones must be turned off when they are at school.**

Absences/Tardiness/Early Pick-Ups

- 1. If your child is going to be absent, please call the office and let the secretary know, preferably before 9:00 AM.**
- 2. If your child is absent, please supply the office with a doctor's note or a note signed by a parent or guardian stating the reason for the absence.**
- 3. Students checked out before 10:00 AM are marked absent 1 day.**
- 4. It is the responsibility of the student to find out what work he/she missed while he/she was absent. It is the responsibility of the student to make up any missed assignments, test, or quizzes upon returning from an absence.**
- 5. If your child is tardy, he/she must come in through the front office and receive a tardy slip.**
- 6. Students should not have to be called from a classroom to be dismissed early unless it is very important. If a child is to leave early, a written explanation must be given the school office. No one will be called from the classroom to be dismissed after 3:00 PM.**

Emergencies

In the event of a hurricane or other natural disaster in which school closing is necessary, parents are instructed to listen to WWL Radio (870 AM), WWL TV, or www.wwltv.com for information. The school also subscribes to SchoolReach Instant Parent Contact, so that in the case of an emergency or non-emergency, we may contact parents at their home and/or cell phones. Information will also be posted on the school's website, www.olphla.org, if possible. Parents are to make sure that the school has up-to-date phone numbers at all times.

Medication

A student may be given medication (prescription and over-the-counter medication, including cough drops, and inhalers) only if the medication is accompanied by a parent's consent note. Medicine should be clearly labeled and in a non-breakable container. Students should bring all medications to the school office.

OLPH School does not have a school nurse on campus. Teachers do not dispense medicine. All medication is dispensed by school office personnel.

Extended Care

OLPH offers both Before- and After-School Extended Care. Every child in extended care must have a registration form for extended care on file. Parents must provide Extended Care personnel with active phone numbers where they can be reached if needed. Parents who use extended care every day are encouraged to use the yearly fee, which includes a discount and may be financed with the tuition bank loan.

Parents may bring their children to Morning Care beginning at 7:00 AM. Any student dropped off in the breezeway before 8:00 AM must go to Morning Care, and the parents will be charged for this service.

At the end of carpool, any student who has not been picked up will go to After Care and must pay the appropriate After Care fee, which is \$2.00 per child from 3:30 PM - 3:45 PM and \$5.00 per child from 3:45 PM - 6:00 PM. Students who stay after school for a supervised activity (such as sports, tutoring, or detention) and are not picked up at the end of that activity will be sent to Extended Care. The parents will be charged the After Care fee.

After-School Care ends at 6:00 PM. Parents must sign out their children from the cafeteria or PreK classroom before 6:00 PM. Any student who is not picked up by 6:00 PM will be charged a fee of \$1.00 per minute.

Grading and Promotion

Report cards are sent to parents at the end of each quarter. In the middle of the quarter, progress reports are sent to parents of students who have a below average grade (D or U) for that quarter.

The grading is as follows:

A+	100
A	95-99
A-	94
B+	93
B	87-92
B-	86
C+	85
C	79-84
C-	78
D+	77
D	71-76
D-	70
U	69 or below

Final grades are calculated according to the quality point system, with A=4 quality points, B=3 quality points, C=2 quality points, and D=1 quality point.

At the end of the school year, students must have a total of 4 quality points in each subject in order to pass that subject.

Students who fail two subjects must repeat the grade. However, students who fail one subject must attend an approved summer school in order to be promoted to the next grade. Please see the principal for information on summer schools.