



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

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.

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ADMINISTRATION

Pastor.....	Fr. Richard Miles
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 relationship between the school and the families is a contractual one. The school offers each student a place in the academic community, allowing the student to receive the benefits of the course of study, the extra-curricular offerings, and the opportunities for spiritual formation. The family, in turn, agrees to abide by the rules contained in this handbook as well as additional administrative decisions as they become necessary.

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-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), Varicella (Chicken Pox) and Meningococcal (11 years and older)
- Cumulative Records of previous grades for students entering Grades. 1-8, including standardized test scores.

- **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.**
- **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.**
- **If a child has been evaluated for educational needs, a copy of the evaluation should be given to the school at the time of registration.**
- **Failure to communicate special needs information may result in cancellation of registration.**

Final approval for admissions will not be granted until all records are received. All records are due 30 days prior to the start of school. Students will not be allowed to start school 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

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. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary.

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.

Parents may choose to pay tuition in full by July 1, or take out a bank loan in which payments are made over a ten month period, from July to April.

If a parent is delinquent in payment of tuition or extended care fees, the result will be a denial of services, in which the children will not be allowed to return to school until the tuition and/or fees are paid.

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 for the 1st child and \$150 for each additional child.

Extended Care Fees

OLPH offers both Before- and After-School Extended Care. Extended care fees are:

- Daily or drop in: \$3.00 morning; \$6.00 afternoon until 6:00 PM
- Yearly: \$450 morning; \$900 afternoon;
 - Both AM and PM \$1,300 for one child; \$2,000 for 2 or more children)

Extended care bills will be sent at the beginning of each month.

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.

Cafeteria Fees

OLPH provides nutritious lunches for students each day. Parents may pay for school lunches online at www.schoolcafe.org or by sending a check at the beginning of the month. There are extra charges for additional items, such as extra milk, juice, fries, entrée, dessert, or bread. If you do not want your child to charge for extras, please send a note to the cafeteria at the beginning of the school year stating this.

Parents who apply for Free/Reduced lunch must fill out a new application each year. Applications will be sent home at the beginning of the school year. Failure to return a completed application will result in parents being charged full price for lunch.

Weekly bills will be sent out if there are low funds in the student's account. Students are not allowed to charge lunches if there is no money in their account. If this happens, the child will be given a cheese sandwich. To avoid this possibility, please ensure that you send in a check to the cafeteria each month.

Student Withdrawal

Tuition will be refunded at a prorated amount in accordance with the number of days that the child was enrolled. 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, or at OLPH sponsored activities.

Any student who is absent or is 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. 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 lunch are marked absent ½ day.

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 to the school office. No one will be called from the classroom to be dismissed after 3:00 PM.

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-K and Kindergarten student are dismissed from the Pre-K classroom, beginning at 3:00 PM. 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 PK - 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 PK - 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.

RESPONSIBLE USE OF TECHNOLOGY

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, flash drives, 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, flash drives, 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 or Facebook, 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 or 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. Students who use their home computers to harass or bully other OLPH students will be subject to disciplinary action.**
- 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. A student who receives failing grades in conduct (below 70) three times in one 9-week grading period may be subject to suspension or other disciplinary action. Any faculty member 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. Students with a report card grade of D or U in conduct may be placed on probation.

The principal is the ultimate authority in regard 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 who is suspended:

- 1) Is not allowed to participate in any curricular or extracurricular activities, and
- 2) Must obtain and complete all assignments; however, the student will not receive higher than an 85 for any make-up quizzes, tests, or exams.

Any serious behavior which brings disgrace upon the school, whether on or off campus, is not acceptable and is subject to appropriate disciplinary action. 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 may result in permanent removal from school.

No student is allowed to bring beepers, laser pointers, or electronic devices to school. Cell phones are NOT allowed on the school grounds. The use of cell phones for any reason during school hours is prohibited. Lockers are provided to middle school students and are subject to search by school personnel.

Conduct Infractions and Codes

<u>Code</u>	<u>Infractions</u>	<u>Points</u>
A2	Annoying Others	1
A3	Inattentiveness	1
A4	Lack of Class Materials	1
A5	Throwing	1
A6	Tardy or Late to Class	1
B1	Talking	3
B2	Uniform	3
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
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/Bullying/Harassment	30
E6	Loss of Planner	30
E7	Disrespect	30
E8	Possession of cell phones during school hours	30
E9	Refusal to give conduct chart to teacher	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.

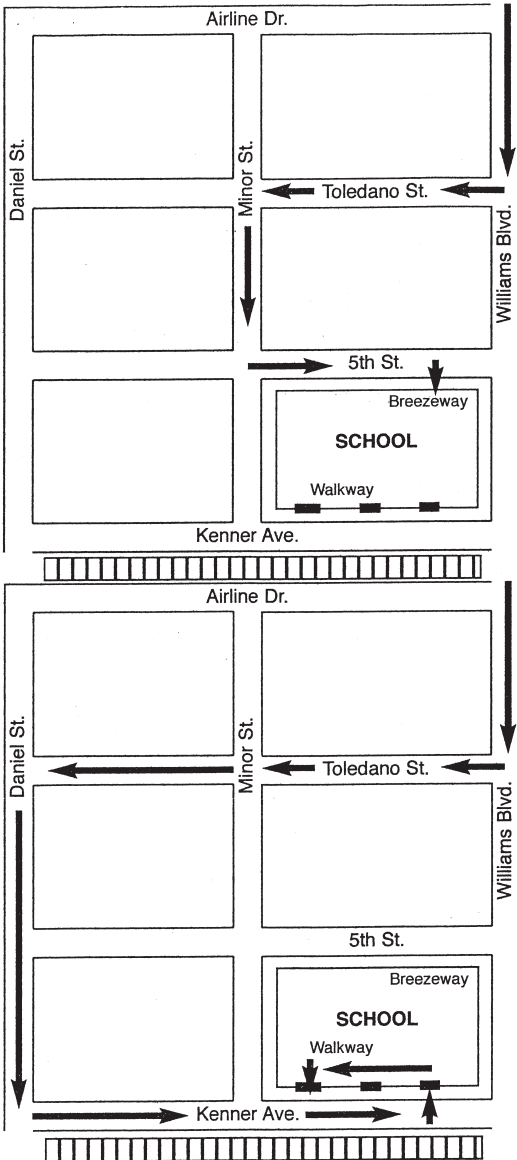
Students who are dropped off at 8:00 AM or after 8:00 AM will remain in the breezeway with the teachers on duty until homeroom teachers take their classes to their rooms. Homeroom begins promptly at 8:23 AM. When the tardy bell rings at 8:23 AM, the breezeway doors will be closed. Any student who is not in homeroom at 8:23 AM must go to 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.

Dismissal is at 3:17 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.

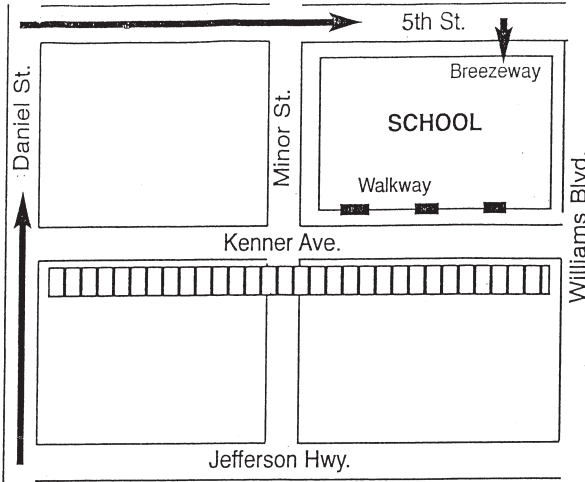
ANYONE WHO NEEDS TO COME ON CAMPUS DURING SCHOOL HOURS MUST ENTER THROUGH THE FRONT OFFICE ONLY AND MUST RECEIVE A VISITOR'S PASS BEFORE COMING ON CAMPUS.

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



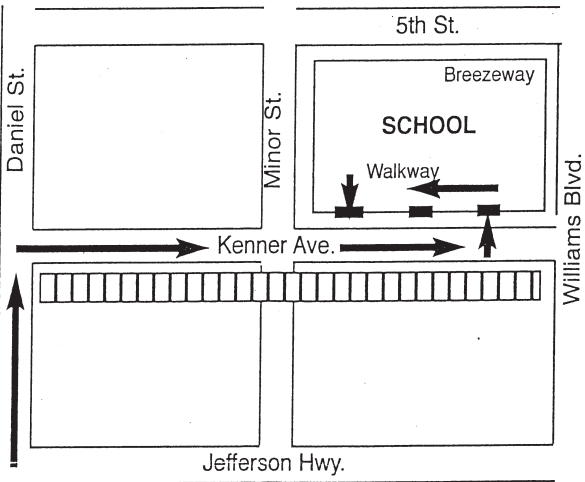
AM - North Kenner:
 Take Williams Blvd. to Toledano St. Make a right follow to Minor St. and take a left. Follow to 5th St. and take a left to breezeway.

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 at the third Driveway, U-turn into lot and pull up to walkway between the new building and Pre-K play yard. Exit last Driveway to Kenner Ave.



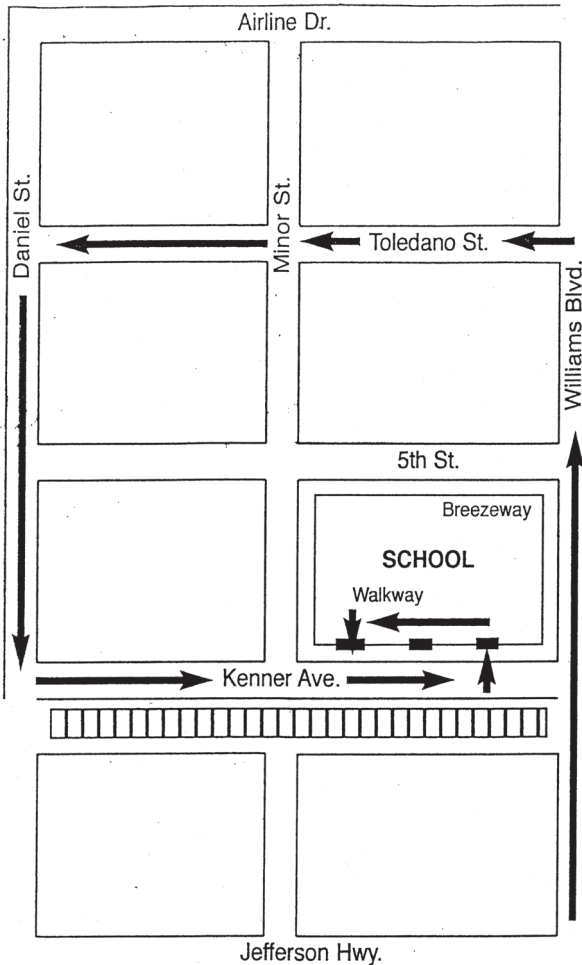
AM - River Ridge & St. Rose:
Take Jefferson Hwy. to Daniel St. Turn onto Daniel St. to 5th St. and make a right to Breezeway.

*****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.**



***PM - River Ridge and St. Rose.**
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.

Girls Uniforms PreK - 8th GRADE

- 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
- Pull-up navy shorts or pants (Mandatory for PreK3 and 4)
- White crew socks (no ankle socks)
- Navy or white stockings or heavy tights in cold weather
- Solid navy blue or black athletic shoe (PreK must wear Velcro shoes)
- Navy blue or black Velcro Mary Jane shoe
- OLPH Sweatshirt (navy for PreK-5th; grey for 6th-8th grades)

Boys Uniforms PreK - 8th GRADE

White embroidered school shirt (available at Inka's only)

Navy pants (Kdg-8th grade)

Navy shorts (Kdg-8th grade)

Navy pull-up shorts or pants (Mandatory for PreK3 and 4)

Black belt

White crew socks (no ankle socks)

Solid black athletic shoes (1st-8th grade)

Solid black Velcro shoes (PreK)

OLPH Sweatshirt (navy for PreK-5th; grey for 6th-8th grades)

AVAILABLE ONLY AT INKA'S

All school shirts, PE shorts (5th-8th grade), and sweatshirts

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. No frosted hair or other two toned hair styles are 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.
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. There is no running in the cafeteria at any time.
3. Students are not to walk around the cafeteria except to empty their trays. Do not move from table to table.
4. No loud talking, yelling, or singing. No banging on the tables or any other loud noises.
5. Never leave the cafeteria without the permission of the teacher on duty.
6. P.E. equipment, recess equipment, games, or toys are not allowed in the cafeteria.
7. 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.
8. Never throw food, drink, or anything else in the cafeteria.
9. Food, drinks, trays, and straws are not allowed outside the cafeteria.
10. Pick up your mess and clean your table.
11. When it is time to be dismissed, line up in an orderly manner.
12. Always be polite to all cafeteria workers.

RECESS RULES

1. Students are to walk to the recess yard with the teacher on duty.
2. Students are never to 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. At afternoon dismissal, students are to line up with their teacher and leave the classroom together. The class will walk together to the breezeway, where bus students and extended care students will be dismissed. All other students will follow their teacher to car pool.
2. Students are not to hang around in the halls after dismissal.
3. Students are not to run, push, shove, trip others, yell, sing, or play 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.
4. Students are not allowed at their locker between classes.

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. Students will not be allowed to use the office telephone if they forgot materials for class or after-school activities.
5. 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.
6. 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.
7. Students are NOT allowed to possess or use cell phones at school.

FIELD TRIPS AND CLASS PARTIES

Field trips provide educational opportunities for the students outside of the school environment. Field trips are for OLPH students in the designated grades only. Chaperones may not bring other siblings to field trips. It is their responsibility to supervise small groups of students without the distraction of caring for other children. For safety reasons, all students are to ride the bus to and from the field trip.

The room mothers at OLPH School organize one large Christmas party for students on the last day of school before Christmas holidays. They also organize smaller parties for All Saints Day and Easter, with treat bags and small snacks (cupcakes, juice, etc.) A parent who wishes to provide a treat (king cake, cupcakes, etc.) for all students in the class must first receive approval from the teacher. Students are not allowed to exchange personal gifts or distribute invitations to private parties, including birthday parties, on the school grounds.

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 or through text messages. 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.

ASBESTOS

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$30.00 (which covers the cost of reproduction).

MEDICATION

It is not the responsibility of the school or its employees to prescribe drugs, medication, or home remedies. Medication should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medication during the regular school day. In those situations, the following procedures shall be followed:

1. School employees are not allowed to administer any medication that exceeds the recommended dosages.
2. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision. See the exception for emergency medication.
3. The parent/guardian shall supply all necessary items needed or the administration of the medication (i.e., cups, measuring devices, etc.)
4. The parent/guardian shall administer the first dose of medication at home and observe the student for possible side effects.
5. A medication log will be maintained by school personnel for each medication required by the student.
6. The School administration has permission to communicate with other school personnel about the action and side effects of all medication.
7. Questions regarding dosage and administration of the medication will be directed to the prescribing physician or the parent/guardian at the discretion of the school staff. **MEDICATION WILL NOT BE ADMINISTERED UNTIL ALL QUESTIONS HAVE BEEN RESOLVED.**

8. When the use of medication has ended, or is no longer needed by the student, it is the parent's/guardian's responsibility to retrieve the unused medication from school. Any unused medication will be disposed of by the school upon written request of the parent/guardian or at the end of the school year.

Prescription Medication:

1. Shall be provided in an original pharmacy container with a current label. Prescription medication brought in any other container will not be administered.
2. Shall be brought to the office by an Adult with the Physician Order for Prescription Medication and Parent/Guardian Authorization form completely filled out. The form is available at the office or on the school website.

Over-the-counter Medication:

1. Shall be provided in the original, labeled container.
2. Shall be brought to the office with the Authorization for Administration of Over-the-Counter Medication form completely filled out. The form is available at the office or on the school website.
3. Shall only be administered according to the label directions, unless contrary, written directions are provided by a physician.

Inhalers/Insulin/Emergency Drugs/Medication Carried on the Student's Person:

1. A separate form is available in the office or on the school website for the administration of inhalers, self-administered insulin, emergency medication, and medication required to be carried on the student's person.
2. If medication is to be carried by a student at all times, the physician's order shall state such.

STUDENTS SHALL NOT SHARE PRESCRIPTIONS OR OVER-THE-COUNTER MEDICATION WITH OTHER STUDENTS UNDER ANY CIRCUMSTANCES. APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

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. All school rules must be observed at Extended Care activities.

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 \$6.00 per afternoon per child if the child is picked up before 4:00 and \$6.00 per child if the child is picked up between 4:00 and 6:00. 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

Students whose Grade Point Average is less than 2.0 for any quarter will not be allowed to participate in afterschool sports or activities during the following quarter.

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.