



Dear Parents and Guardians,

The administration, faculty, and staff of Our Lady of Perpetual Help School welcome you and your child into our school community. We look forward to working with you and keeping lines of communication between home and school clear and direct. We firmly believe that your child's progress, adjustment, and happiness depend greatly on our cooperative efforts and mutual support.

With each new school year some changes occur and questions arise. We hope that this Handbook will serve as a guide and help you and your child to fully understand and appreciate our school policies and procedures. If you have any questions or concerns, please call the school office (410-744-4251) between 9:30 a.m. and 3:30 p.m.

At Our Lady of Perpetual Help School, excellence is expected and achieved and our Catholic Faith is taught and lived. We look forward to accompanying you and your child on this important phase of his or her spiritual and academic journey.

Peace and all good,

Mr. Victor J. Pellechia
Principal

**We are accredited by
AdvancED**

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Mission Statement

We are a Catholic school dedicated to developing confident, faith-filled, active

learners who seek to transform their community and make the world a better, more loving place. We strive to...

- Provide a strong, faith-based environment where Christ is present in all areas of life.
- Cultivate a comprehensive and innovative academic program integrated with technology and the arts.
- Respond to each child's needs and personal learning styles.
- Create a supportive and collaborative culture where families and staff work together to build a stronger community.

Vision Statement

Dedication to faith
Commitment to excellence
Success through God-given talents

History of Our Lady of Perpetual Help School

The first school opened its doors on September 15, 1879 in a house on Thistle Road under the care of Mary Carey of Baltimore who was known for her charity. Twenty-four children were enrolled in this school. The school was staffed by lay teachers and operated until 1910 when it closed for lack of students. At that time, the children were taken by parish bus to St. Paul's in Ellicott City and later to St. Mark's in Catonsville.

When the number of parishioners and school age children began to increase, the school was reopened. In 1946 a four-room school was established in the Lower House, which also housed the parish church. Six Sisters of Notre Dame de Namur arrived to instruct forty-seven students.

Fund raising began on July 9, 1955 to purchase the Macklin property, a twenty-eight acre parcel of land on Ilchester Road. On August 4, 1957, shortly after the property was purchased, Archbishop Keough granted permission for the construction of a one-story, four-classroom school with a basement for a temporary church. On September 2, 1958 the Pastor, Rev. Maurice Mc Donald, celebrated the first Mass in the new building, which was formally blessed and dedicated by Archbishop Keough on December 7, 1958. Mass was celebrated in the school hall until the dedication of the present church in November 1985.

In the 1960's the parish continued to grow and, under the direction of the Pastor, Rev. Joseph Comyns, a second floor was added to the school and the hall extended with a kitchen in the rear during 1963 and 1964.

The Parish Center was completed in February, 2005. The Parish Center houses a gymnasium, Preschool, classroom, meeting rooms, kitchen, and storage. In 1972, the Sisters of Notre Dame de Namur found it necessary to withdraw from the school. The Pastor, Rev. Lawrence Lover, approached the Franciscan Sisters of Sylvania, Ohio to staff the school. The first community of Franciscan Sisters arrived June 25, 1973, and sisters remained on the school staff until July 1, 1989. On July 1, 1996, after 103 years of faithful service, the Redemptorists turned Our Lady of Perpetual Help Parish over to the Archdiocese.

Today, under the leadership of the Pastor, Father Erik Arnold, Our Lady of Perpetual Help Parish continues to sponsor the school as an important part of its Catholic formation ministry. The school is staffed by lay administrators and teachers.

Since 1980, Our Lady of Perpetual Help School has been accredited by the Middle States Association of Colleges and Schools. It was re-accredited in 2011 by AdvancEd.

Our Lady of Perpetual Help School Philosophy and Goals

Our Lady of Perpetual Help School, Ellicott City, is a Catholic Elementary School of the Archdiocese of Baltimore, and as such presents a Catholic Christian value-based curriculum, in accordance with Archdiocesan guidelines. This school is accredited by the Middle States Association of Colleges and Schools and is an integral component of the educational mission of Our Lady of Perpetual Help Parish. In accordance with the Archdiocesan manual for Parish Elementary School Boards, the School Board of Our Lady of Perpetual Help School establishes broad policy guidance. Detailed procedures, consistent with the Archdiocesan administrative guidelines and Board policies, are provided in the School Handbook that is distributed annually.

The school is part of the total community of faith of the parish and considers growth in faith central to its existence. It seeks to foster a learning environment where the teachings of Jesus Christ, as passed down through the Catholic Church, are taught and lived daily. Formal and informal prayer permeate the school day, with a religion program stressing basic formation in the faith, sacramental preparation and participation, opportunities for worship as a school community, and the call to service shared by all Catholic Christians. The values-based curriculum is enhanced with a Family Life Program, in accordance with the requirements of the Archdiocese of Baltimore, which offers children a guided, consistent, and faith-filled approach to human sexuality and other family life issues.

The school seeks continuous improvement in its educational offerings and facilities, consistent with the requirements of the Course of Study for Elementary Schools of the Archdiocese of Baltimore. It promotes a positive learning environment with an emphasis on mastery of basic skills to assure competence in the fundamentals of each academic discipline, while recognizing the challenges its students will face in their future.

The school faculty and staff see themselves as partners with parents in the religious

and academic formation of the students, as well as promotion of self-esteem and confidence. Members of the faculty seek to be supportive, prayerful, and Spirit-filled role models for their students and strive to enhance their skills through formal and informal professional development.

The school community is marked by very high levels of parental participation and volunteerism in classroom and non-classroom settings. The Home and School Association and the School Board provide formal means for parental and other professional input into school life.

Thus, the school seeks for each child the actualization of his or her potential through Catholic education, grounded in a broader parish and school community marked by respect and reverence. The school considers its mission to have been successfully fulfilled when it provides the environment for each child to grow and mature as a child of God, with loving recognition of the unique intellectual and personal gifts each child possesses.

School Personnel

Pastor of Our Lady of Perpetual Help Church:

Rev. Erik Arnold

Administration:

Principal:	Mr. Victor Pellechia	vpellechia@olphschool.org
Academic Dean	Mrs. Florence Hahner	fhahner@olphschool.org
Admin. Assistant:	Mrs. Brandy Munoz	bmunoz@olphschool.org

Counselor:	Mrs. Amy McLaughlin	amclaughlin@olphschool.org
Development:	Mrs. Jodi Phelan	j.phelan@olphschool.org

Homeroom Teachers:

Pre-K:	Mrs. Denise Alexander	dalexander@olphschool.org
Pre-K Aide:	Mrs. Karen Gaydosh	kgaydosh@olphschool.org
Pre-K Aide:	Mrs. Lisa Costello	lcostello@olphschool.org
Kindergarten:	Mrs. Laura Errera	lerrera@olphschool.org
K Aide/Library:	Mrs. Liz Brasauskas	lbrasauskas@olphschool.org
Aide Grades 1-3	Mrs. Anne Marie Fagan	afagan@olphschool.org
Grade 1:	Mrs. Tisha Lake	tlake@olphschool.org
Grade 2:	Mrs. Alexis Baldwin	abaldwin@olphschool.org
Grade 3:	Miss Maria Procopio	mprocopio@olphschool.org
Grade 4:	Mrs. Mary Gregorini	mgregorini@olphschool.org
Grade 5:	Miss Kathleen Marra	kmarra@olphschool.org
Grade 6:	Mrs. Christine Hollens	chollens@olphschool.org
Grade 7:	Mrs. Angela Patton	apatton@olphschool.org
Grade 8/Instr. Coach:	Mr. Matthew Malone	mmalone@olphschool.org

Art:	Mrs. Leigh Kaminsky	lkaminsky@olphschool.org
Computer:	Mrs. Tina Marcinkus	tmarcinkus@olphschool.org
Music:	Mr. Charles Wieprecht	cwieprecht@olphschool.org
Physical Education:	Mrs. Martina Kerns	mkerns@olphschool.org
Reading Specialist:	Mrs. Laurena Sarver	laurena.sarver@olphschool.org
Social Studies 6-8:	Mrs. Mary Toffolo-Cresce	metoffolocresce@olphschool.org
Spanish:	Mrs. Patricia Bosenberg	pbosenberg@olphschool.org

Marian Director:	Mrs. Patricia Weir	pweir@olphschool.org
Instructional Asst:	Mrs. Sandy McHugh	smchugh@olphschool.org

Nurses:	Mrs. Karen Mellendick	kmellendick@olphschool.org
	Mrs. Joelle Eikenberg	jeikenberg@olphschool.org
	Mrs. Lauren Guernsey	lguernsey@olphschool.org

Angels After Care:	Mrs. Martina Kerns	mkerns@olphschool.org
Before School Care:	Mrs. Liz Brasauskas	lbrasauskas@olphschool.org

School Policies and Procedures

Admissions Policies

Our Lady of Perpetual Help School is first and foremost a Catholic school that strives to provide quality education in an atmosphere informed by Gospel values.

Any student interested in pursuing an education in such an atmosphere, and willing to meet the religious, academic, social, and behavioral standards of Our Lady of Perpetual Help School may apply to become part of the school community.

No child will be denied admission on the basis of color, race, gender, or ethnic origin.

Admission of any student is based on the willingness and ability of the student to meet the religious, academic, social, and behavioral standards of Our Lady of Perpetual Help School and on the school's ability to meet the child's needs.

New Pre-K through 8th grade students are admitted on a space available basis with priority given to qualified siblings of presently enrolled students, Kindergarten applicants deferred from the previous academic year, followed by parishioners, and then non-parishioners. Parents of potential Pre-K and Kindergartners are asked to complete a questionnaire, which helps in the admission process.

Admission decisions are determined by the Principal, under the advisement of a committee composed of (but not limited to) the guidance counselor, Marian Program Director, reading specialist, and classroom teacher.

All admission decisions are conditioned on the receipt of all required and requested documentation. No admission decision is final until all documentation is received.

Admissions Requirements

Age:

- To enter preschool, the child must be four years old by September 1.
- To enter Kindergarten, the child must be five years old by September 1.
- To enter Grade 1, the child must be six years old by September 1.

Documentation:

- Birth certificate and Social Security card
- Baptismal certification and proof of receipt of other sacraments depending on age (if Catholic)
- Record of required immunizations
- Physical examination form
- For all students PK-8: Our registration fee is \$250 and divided into two parts.

A \$125 fee is due the day of screening/testing and is non-refundable regardless of whether the child is accepted or declines offer of admission. The balance of the registration fee, another \$125, is due once the child is accepted.

Academic:

For prospective Pre-K and Kindergarten students

- acceptable performance on BRIGANCE screening.

For prospective students in grades 1-8:

- acceptable performance on most recent standardized tests;
- acceptable performance on reading, math and writing skills tests administered at Our Lady of Perpetual Help;
- satisfactory teacher and/or school administrator recommendations from current school;
- results of a one-day student visit (“shadow day”) at Our Lady of Perpetual Help School;
- complete transcript from current school.

Probationary Period for Transfer Students

Transfer students are admitted subject to a renewable probationary period of one marking period in length.

At the conclusion of the first full marking period following admission, the student will be evaluated on his or her ability and willingness to meet the religious, academic, social, and behavioral standards of Our Lady of Perpetual Help School and of the school’s ability to meet the needs of the student. The school may determine at this time that the admission is final, that the probationary period must be extended for an additional marking period, or that the student should be placed in another school. Such a recommendation would occur only after conferences with the parents or guardians. The probationary period may be extended for a maximum of two more marking periods. At the conclusion of such extension(s), a final decision on admission must be made.

Withdrawal

A family that withdraws from the School remains responsible to pay all tuition due on an annualized basis through the date of withdrawal in accordance with the payment policy established in the payment section.

When a student is withdrawing from the school, the parent/guardian must:

- Inform the school in writing, in a timely manner.
- Return all school property, including textbooks and library books.
- Ensure that all financial obligations to the school are met.
- Sign a release of records form.

Financial Information

Tuition rates are set annually by the School Board. Consistent with Archdiocesan policy, and recognizing the importance of making Catholic school education available to all qualified students, the parish has established a tuition assistance plan and apportions funds for tuition assistance annually. Application packets are made available through the school, on the website, or in the Parish office. Decisions about tuition assistance are made on the basis of evaluation of financial need by a Tuition Assistance Committee in consultation with the Pastor. This process is carried out in the spring of the school year for the following year. The tuition rate is the same for all families, whether or not they are registered members of Our Lady of Perpetual Help Parish. However, only parishioners are eligible for parish financial assistance, and all Catholic families of Our Lady of Perpetual Help School are welcomed and encouraged to become members of the Parish family. In addition, the Archdiocese of Baltimore makes tuition assistance available on a limited basis for some families who apply. The information on this process will also be made available in the Spring.

Scrip Purchase Policy

The Scrip program raises funds by allowing families to purchase at face value from a selection of hundreds of different types of gift cards, with a percentage going to the school. Thus there is no cost to the family. All families of students attending Our Lady of Perpetual Help School (including those receiving tuition assistance or full or partial tuition remission as part of employee fringe benefits) must participate in the Scrip program. Each family must purchase a minimum of \$2400 in gift cards annually, based on purchases from June 1 through May 31 of the following year. Families may opt out of the program by paying a flat fee of \$150. Families who do not opt out, but do not make the minimum purchase amount will be assessed a prorated amount of the annual fee at the end of the school year based on the amount purchased.

Scrip is ordered online through www.shopwithscrip.com. Each family must enroll using the school's ID code, which can be obtained from the school office. Payment may be made by mailing or sending a check into school and must be done in advance of the order being placed by the scrip coordinator. Payment may also be made online by setting up a PrestoPay account at shopwithscrip.com. Orders are placed once a week and are available for pickup at school or may be sent home with the student later in the week.

Family Service Plan

PURPOSE

The two purposes of the OLPH Family Service Plan are: first, to help OLPH School by having parent volunteers assist in activities that occur during the school day or are considered school-sponsored enrichment activities and second, to enlist parent volunteers in helping the School to reach its fundraising goals.

OVERVIEW

The OLPH Family Service Plan requires each family to perform 30 hours of service (15 hours per family with a single, disabled, or deployed parent) from a predetermined list of activities. The School Board and the Principal may approve other activities on a case-by-case basis. The Family Service Plan year begins on June 1st and ends on May 31st. Families that fail to complete the required 30 (or 15) hours of service by May 31st will be required to pay a fee.

FAMILY SERVICE PLAN FEE

A family unable to complete any service hours will be required to pay a \$600 fee (30 hours X \$20 = \$600). This fee will be reduced by \$20 for every hour of service completed. Likewise, a family with a single, disabled, or deployed parent will be required to pay a \$300 fee (15 hours X \$20 = \$300). This fee will also be reduced by \$300 for every hour of service completed.

Families of students enrolled during the course of the school year can have their hours reduced by contacting the HSA.

RECORD KEEPING

It is the responsibility of each family to maintain an accurate record of service hours. Each family will maintain their Family Service Record on The OLPH Volunteer Center. To sign up as a volunteer, go to (<https://olph-vol.herokuapp.com/signup>) and follow the instructions. To log hours, go to (<http://olph-vol.herokuapp.com>) and sign in using your account name and password. The complete instructions for The OLPH Volunteer Center are located on the HSA page of the OLPH School Web site. Hours that are not entered into The OLPH Volunteer Center within 30 days of the service will not be counted toward your Family Service Hours. The OLPH Volunteer Center will only allow hours to be entered within 30 days of completion. No exceptions can be made after 30 days have passed.

Once your family has submitted 30 service hours, you will receive confirmation that your hours are complete. No additional tracking is required.

Fees

Registration fees, Archdiocesan fees, Chromebook, and HSA fees are determined annually and are not refundable.

Registration

Registration takes place annually, generally within the first two weeks in February. Registration is necessary to ensure continuation in Our Lady of Perpetual Help School. The cost of registration is presently a non-refundable fee of \$250 per family. Students not registered by March 10 may have their names removed from the school roster.

Tuition Payment

The school collects tuition in order to provide educational and student services to every child while they are enrolled at OLPH. Therefore, all tuition is due in a timely manner and is non-refundable.

A copy of the tuition scale is given to each family annually in February. Payments are due on the 10th of the month, beginning with the month of May for the subsequent academic year. Tuition payments may be made in full, quarterly (May, September, December, March), or 10 monthly payments (May – March). All tuition and fees for the year must be paid in full by March 10. Payment of tuition is made through FACTS (www.facts.com), and families enroll in the spring for the following school year. A fee is charged for enrollment in quarterly and monthly plans, but is waived for families choosing to pay in full in May.

Payments after the 10th of the month are late payments, and will incur a charge to be paid to FACTS. This fee does not count toward payment of tuition and the school does not receive this money.

Payment of fees is also collected in FACTS.

Failure to Meet Financial Obligations

It is our policy to provide tuition assistance to the maximum extent possible and to resolve situations of temporary or ongoing financial difficulty and inability to remain current in meeting the financial obligations to the School, on a mutually cooperative basis with parents and guardians.

Our Lady of Perpetual Help School reserves the right to refuse to provide any official school records, including report cards and diplomas to parents or guardians or to other educational institutions until all tuition, fees, and other financial obligations to Our Lady of Perpetual Help School are satisfied. The School will consider requests for exceptions to this rule on an individual basis only if extraordinary circumstances are demonstrated.

A student may not begin the school year unless prior financial obligations have been met and tuition payments due in summer are up to date.

The School reserves the right to suspend a student on the 15th of the current month for a period of up to five school days if financial obligations from prior months have not been met by parents or guardians. During the course of this suspension period, it is the responsibility of the parents or guardians to contact the School and settle the debt, or make arrangements for payment. If, at the end of the five day suspension period, financial obligations have not been met, the student may be expelled. The School will consider requests for exceptions to this rule on an individual basis only if extraordinary circumstances are demonstrated.

School Attendance

School Hours: 9:05 a.m. – 3:35 p.m.

Students are permitted to enter the school at 8:30 a.m.

Students are dropped off by buses or as car riders in the morning at the side door of Harrison Hall. In the afternoon, buses pick students up in front of the school and car riders are picked up on the lot outside of Harrison Hall. Cars are not to be driven past the front of the school or turned around and driven out the entrance during afternoon dismissal. For everyone's safety, it is necessary for drivers to follow the directions of the faculty member in charge on the parking lot during dismissal.

Responsibility for Children Before and After Scheduled School Hours

In compliance with the Archdiocese of Baltimore, on regular school days Our Lady of Perpetual Help School admits students at 8:30 a.m. and dismisses students beginning at 3:35 p.m. On early dismissal days specified by the Howard County Public Schools, the school admits students at 8:30 a.m. and dismisses students beginning at 12:35 p.m. Times for other early dismissal days determined by the Archdiocese or the school will be announced and communicated in writing and on the school web site.

The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. Parents are advised, therefore, for the safety of their children, to follow the times as stated above.

It is important that families pick up their child/children on time on a regular basis. Students not picked up by 3:45 p.m. on a regular schedule or 12:45 p.m. on an early dismissal day will be sent to Angels After Care and the parents will be charged for the service. In the case of a prolonged delay in pickup, if parents/guardians cannot be reached, the Howard County police and/or Department of Social Services will be notified.

If the student is participating in a scheduled supervised activity before or after the hours stated above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before school care or in the after school day care program, parents must comply with the rules established by the programs for dropping off or picking up children.

Before and After School Care Programs

Before School Care: Students may not be dropped off at school before 8:30 a.m. unless they are going to morning care. To accommodate parents who need to drop their children off before 8:30 a.m., morning care is provided in Harrison Hall between 7:15 and 8:30 a.m. The cost is \$4.00 per child, per morning for students dropped off before 8:00 a.m., \$3.00 for students dropped off between 8:00 and 8:30. A weekly discount is offered for 5 day per week users. Checks are made payable to

Mrs. Brasauskas. ***Policy Change for 15-16: If school begins two hours late due to inclement weather, Morning Care will begin two hours late (9:15am).***

An after school day care program is offered by Mrs. Martina Kerns, a licensed provider. The Angels After Care program operates between the hours of 3:35 p.m. and 6:00 p.m. Details on the program are available directly from Mrs. Kerns. Please call 410-744-4251 x206.

Early Dismissals / Professional Days

Professional work sessions for teachers necessitate planning time within the school calendar. This is accomplished on early dismissal days and professional days. Bus service may be provided to school on early dismissal days. Parent pickup is necessary at the end of the day if Howard County Public Schools are not also closing early. Check the school calendar for updates on bus service. Note: school is not in session for the students on professional full days.

Inclement Weather

In the event of snow or other inclement weather, OLPH School follows the Howard County Public Schools decision on closings, late openings, and early dismissals. The decision of the county will typically be posted early in the morning on their website, www.hcpss.org, and an email communication will be sent from the school.

If OLPH finds it necessary to close school or cancel an event when the Howard County Public Schools are already closed or not involved in the event, please check the school website (www.olphschool.org), and a mass e-mail message will be sent if possible.

Absences and Tardiness

In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

Tardiness causes disruption for all students in a class, not just the student coming in late, and is strongly discouraged. Students are considered tardy if they are not in their classrooms by 9:05 a.m. When a student enters school after 9:05 a.m. the parent/guardian must come to the office to sign the student in and student will receive a late slip before entering class. This late entry will be recorded on the student's permanent record. After repeated latenesses, a student will receive disciplinary consequences and the parent/guardian will be contacted by the administration.

When a student is going to be out of school for the day, the school office must be called before 9:30 a.m. Arrangements should be made at that time for the student to get any materials or homework assigned that day. The school office will inform the homeroom teacher of these arrangements. If books and materials are to be sent to the office, it is expected that the parent will pick these up by 3:45 p.m. If books and materials are to be sent home with a sibling or neighbor, care should be taken that a

younger child not be expected to carry an unreasonably heavy load onto the bus. It is expected that parents will not bring students who were absent or sent home early due to illness back for any after school/evening extracurricular activities.

When a student is absent from school, a note explaining the absence must be sent when the student returns to school. The date(s) of the student's absence should be included, as well as the reason for absence. When a student's absence is prolonged, the school must be notified and a doctor's note may be required upon return.

If a student must leave school early for any reason, a note should be written in advance, stating the nature of the early dismissal. A parent /guardian is to meet the student at the school office and sign for the release of the student. Anyone who is not a parent/guardian must show proper identification. As all instructional time is essential for a child's learning and development, we ask that these early dismissals be kept minimal and consistent early dismissal may warrant contact between the parents and administration.

Students who arrive after 10:00 a.m. or leave before 2:00 p.m. are marked as present for a half day only. Students who leave after 2:00 p.m., but before 3:30 p.m., are marked as leaving early.

Excused Absences /Perfect Attendance

Perfect attendance means no unexcused days absent and no unexcused lateness. This includes early dismissal for any reason, including non-emergency doctor and dental visits, and being sent home because of illness. Final determination of excusal is in the discretion of the administration.

On days of excused absence, the student is marked excused from school and this will not preclude the student's reception of a perfect attendance certificate at the end of the year if no other days are missed. Eighth grade students are permitted two days of excused absence to attend shadow days at a prospective high school. Seventh grade students are discouraged from scheduling shadow days and are not excused. Students attending leadership conferences held by high schools are excused. "Take your child to work day" will only be considered excused if parents inform the school ahead of time. It is preferred that parents not take children out for this reason as it may be disruptive to a class.

Reasons for excused lateness are a bus/car breakdown, or an emergency Doctor or Dentist appointment; either of these would not preclude the student's reception of a perfect attendance certificate.

Family Vacations

The school strongly discourages the taking of family vacations when school is in session. Students who are absent for such vacations are missing important instructional time that cannot be made up. Teachers are not expected to give out assignments, tests, or any other materials in advance. Arrangements for work missed during the absence must be made in accordance with the policy of the teacher and the administration, within a time frame deemed appropriate by the school.

Transportation and Travel

The school assumes no responsibility for carpooling. The majority of students are transported by bus, and all buses are provided by the Howard County Public Schools. Route information is posted in the back of church and on the school doors around the third week of August. If a parent/guardian wants to request occasional permission for a student to ride a bus other than the one assigned, a note must be sent to the child's homeroom teacher and forwarded to the office so that a copy may be made for the bus driver. Parent/guardian should also send a note to the homeroom teacher if a student who is normally a bus rider will be a car rider on a particular day. Students are not permitted to walk home if they miss a bus.

Bus Regulations

It is extremely important that students obey bus regulations. Minor offenses will be handled by the driver and reported to the Principal. Serious and/or persistent offenses will result in suspension from riding the bus.

- The driver is in charge of the bus. Students must obey him/her promptly and courteously.
- Students must be on time to meet the bus; the driver is not expected to wait.
- Students must not extend any part of the body or any object out the window.
- Rough play, loud talk, profanity, and vulgarity are prohibited on the bus.
- Food and drink are not allowed on the bus and students are not to litter on the bus.
- Students will be held responsible for defacing/damaging the interior or exterior of the bus. Parents are financially responsible for damages. The Howard County Public School System has issued a specific list of costs for replacement and repairs of damage to buses caused by students, should such damage occur.
- Smoking or firing any combustible materials on the bus will result in the student's automatic suspension from bus transportation.
- The emergency door at the rear of the bus is for emergency use only; tampering with the emergency door will result in the student's automatic suspension from bus transportation.

Field Trips

All field trips are taken by bus. When a field trip is being planned for a class or group of students, parents will be informed in writing and a permission form,

required by the Archdiocesan Division of Catholic Schools, will be sent home. Students are not permitted to take the trip unless the permission slip is returned. If for some extraordinary reason a student does not attend the field trip, he/she is still required to come to school for a full day and do schoolwork provided.

Health and Safety-Related Policies

OLPH School is in compliance with the Maryland Occupational Safety and Health Regulations concerning drug safety, blood-borne pathogens, asbestos, lead, mercury, and radon. An emergency response plan compliant with the Howard County Public School System is in place and an emergency response team, including administrators, teachers, nurses, office staff, and facilities manager has been trained.

AHERA- In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Abatement of Suspect Materials Containing Asbestos- Abatement in the principal's office, counselor's office, copy room, copy room and counselor's bathrooms, and upstairs storage closet took place this past summer. The air quality results were within all regulations.

Emergency Procedure Sheet

Every student must have an emergency procedure sheet on file in the school office. Sheets are sent home at the beginning of the school year and must be returned promptly. The office should be notified immediately of any change in address or phone numbers during the school year.

School Day Illness/ Injury

Children with vomiting and/or diarrhea should remain home for 24 hours after the cessation of these symptoms. Students who are ill and have a temperature over 100 degrees orally should remain at home until the temperature has been normal (while not using Tylenol, Advil, or other aspirin substitute) for 24 hours.

If a student is sent to the office and has a fever, is complaining of not feeling well, or is injured, his/her parent/guardian will be called and asked to pick the student up from school as soon as possible. Parents/guardians must designate in writing anyone else who is permitted to take the student home.

If any injury to the head or any other serious injury occurs to a student, the nurse will

call the parent and send home a report. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact 911 for emergency assistance.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report: Measles (regular or German), Meningitis, Hepatitis, Food Poisoning, Pediculosis (head lice), Adverse Reactions to Pertussis Vaccine, Lyme Disease, Chickenpox, T.B., Whooping Cough, Rocky Mountain Spotted Fever, Impetigo, Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections).

Any student with drainage from the eyes associated with conjunctivitis (pinkeye) must be kept at home until treatment from a doctor. A doctor's note will be required for readmission to school. A student with chickenpox may not attend school until all lesions are scabbed over. Students are excluded from school for head lice. A student may return to school when he/she is free of lice. The student will be examined by the school nurse before being allowed to return to class.

Allergies

Parents must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EpiPen, the physician's order must state this requirement.

There is an allergy free lunch table provided in Harrison Hall for those children with severe allergies whose parents wish to have them sit at this table. Friends of students may also sit at this table after agreeing not to send in products with allergens such as peanuts, nuts, and eggs. A form is sent home for signature at the beginning of the school year. We strongly encourage all parents to avoid packing lunches with peanut products, especially peanut butter, to minimize possible exposure to children with peanut allergies, as these allergies may be life-threatening. Students are not permitted to share lunch items with other children.

As you know, we have students within our OLPH community who have a variety of moderate to severe food allergies. Only room parents and teachers can coordinate with the school nurse for special class events involving food. You may also take advantage of 8th grade ice cream sales for class events since those items have been pre-approved.

We would also like for you to consider non-food items for class treats, especially to celebrate your child's special day. Ideas include: bubbles, games or activities to share with the class, gel pens, decorative pencils, or stickers.

Medication

To insure that medications are legally prescribed and distributed in a controlled environment, no student may possess, administer, or distribute any medication, whether prescription or non-prescription. Prescription medications that need to be given to the student during the school day must be accompanied by a signed Medication Order Form from the prescribing physician and be in the original container (a pharmacist will give a second labeled container for school use if requested).

THE FIRST DOSE OF ANY NEW MEDICATION MUST BE GIVEN AT HOME. Medication and the physician's specific instructions for administration of it are kept locked in the school office. The school nurse administers the medication. The parent/guardian should arrange to pick up any unused medication at the year's end. The policy for over the counter (OTC) medication is according to standards that are mandated by the Howard County Health Department and the Nurse Practice Act of Maryland. OTC medications cannot be dispensed without the written consent of the parent and the child's physician. A copy of the consent form is sent home and is available on the school web site. Once it has been filled out and returned, students may be given the designated medications for occasional symptoms and parents are notified when their child has received an OTC medication in the health room.

As of 10/13/15, OLPH has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

P.E. Participation

Students are expected to participate in physical education classes when scheduled. If for some medical reason a student cannot participate, the parent/guardian must send a written note to the P.E. teacher requesting excuse.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

In addition, the Archdiocese of Baltimore, through its SHIELD the Vulnerable program, sets requirements for all faculty and staff, as well as school volunteers,

designed to protect children. All paid school employees must be fingerprinted and have criminal background checks through the FBI and CJIS. All volunteers must submit applications and three references, which are checked in writing. Volunteers must sign a consent form for a criminal background check online. Faculty, staff, and volunteers must complete an online training session and read the Archdiocesan policy and code of conduct manuals. Completion of the online training session is only one step in the process, and parents must complete all additional documentation through the SHIELD process to become certified.

Only individuals certified through the SHIELD process may volunteer in the school in any capacity and chaperone field trips. The entire process must be completed before volunteer activity may take place. More information may be obtained from the school office, the SHIELD Web site (<http://www.shieldthevulnerable.org/>) or go to www.archbalt.org and click on Child and Youth Protection.

Non-Custodial Parents

OLPH School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Fire/Emergency Drills

OLPH School conducts fire drills following the directives of the Howard County Fire Department. Other types of emergency drills, such as severe-weather drills or lock-down, are conducted periodically.

General Information

Cellular phones and other electronic devices

The school discourages students from bringing and will not be responsible for any cell phones, PDA's, electronic readers, game systems, or other electronic devices brought to school.

- If parents/guardians feel that it is necessary for a student to bring a cell phone to school, the phone must be turned off during school hours and stored in the student's backpack. They are not to be taken out of the backpack during school hours at all or on the bus except in an emergency. Phones and any other devices may not be used to take pictures at any time, including on the bus, and photos taken elsewhere are not to be shared.
- No pagers are permitted.
- No laser pointers are permitted.
- No cell phone, PDA, game system or other device may be used for Internet access or texting.
- No CD, DVD, or MP3 players (including iPods) are permitted in school or on the school bus.
- Use of handheld games is no longer permitted, including indoor recess. (After school use is strictly at the discretion of the supervising personnel)

- Any device inappropriately brought in or used will be taken from the student and locked in the Principal's office until parent/guardian picks it up.

Communication

A calendar of important dates is distributed to current families and mailed to each new family in June. Throughout the school year, updates to the calendar are made to the digital calendar found on the home page of the school website. This location will be kept up to date with meeting times, holidays, etc. Parents who would like a hard copy of the calendar to post at home are encouraged to print directly from the Web site, taking caution that items may be changed from time to time. The Angel Ink Newsletter, containing updates from the Principal, teachers, and HSA, is sent home through the White Envelope twice a month. Envelopes are given to the youngest child in each family, and are to be signed and dated by the parent/guardian and returned to school the next day. The school web site, www.olphschool.org, is an excellent source of all types of school-related information. The school will also use the mass email notification system as a non-emergency listserv and in emergency situations.

Lost and Found

The school is not responsible for personal articles. Articles found in the building or on the playground are held in the office for about one week. Unclaimed articles are donated or disposed of. All personal items and clothing should be marked with the student's name so they may be returned to the owner if found.

Money

The school cannot be responsible for the loss of any money. Students should not carry large amounts of cash to school, and should not collect money from other students. If a collection is being taken up for some purpose, a room parent should be certain that money is sent directly to him/her. All money being collected for school purposes is channeled through the homeroom teacher to the office. Payments of any kind should be placed in a sealed envelope, marked with the student's name, grade, and purpose for the money. The student should give the envelope to his/her teacher at the beginning of the morning.

School Visits

All visitors/volunteers must sign-in when entering the building, and wear a badge on a lanyard. Badges for certified volunteers are kept in a box in alphabetical order. At the end of the visit, badges and lanyards are to be returned. Parents may not accompany students to the classroom for drop-off.

Impromptu encounters between teachers and parents coming in for volunteer or other purposes often lead to unsatisfactory discussions. In order to allow teachers to prepare, parents wishing to meet with a teacher must make arrangements for a conference in advance. Problems should be discussed first with the teacher involved.

If there is a need to have a conference with the Principal, an appointment must be made through the school office.

Snacks/ Lunches

- No food or drink, except for a water bottle, is permitted in the classrooms. Special treats, such as birthday treats, will be distributed in Harrison Hall at lunch time. Due to allergy concerns, non-food treats are preferable.
- Students who arrive early for morning care are encouraged to bring a healthy snack or breakfast item. These may be eaten in Harrison Hall before 8:30 a.m.
- Students usually bring lunch and eat in Harrison Hall. The Home and School Association sponsors several special luncheons throughout the school year, which are held in the gym.
- Students eat on two lunch shifts -- first shift for Grades 4-8 is from 11:35 a.m.-12:15 p.m. and second shift for Grades PK-3 is from 12:20-1:02 p.m.
- Hot Lunch is available every day at school for families who have placed orders online. Abundance Catering serves 4 days per week and Chick-fil-A serves once a week. The menu is posted online, and orders are due in advance. You may access online ordering at this link (<http://olph.h1.hotlunchonline.net/>).
- Chewing gum is never permitted in school or on school grounds, including before and after school and at lunch time, and on the bus. Students chewing gum receive disciplinary consequences.

Returning to the classroom after school

Students and parents are not permitted to return to the classroom after school to retrieve forgotten materials, whether or not the building is open for Religious Education classes and regardless of the student being enrolled in Angels After Care. Students and parents are also not permitted to enter the classrooms early before the start of school.

Telephone

Neither a student nor a teacher will be called to the telephone during the school day except in case of emergency. Teachers will be given messages. Students are not permitted to call parents to bring forgotten lunches or money, books, projects, P.E. uniforms, etc.

Student Dress Code

Every student in Grades PK-8 must be in complete uniform at all times. Students have the option of wearing the summer uniform from the first day of school through mid-October and from mid-April through the last day of school. It is recommended that the winter uniform be worn on any cold days within that time period. Winter dress code is in effect from mid-October through mid-April. During very cold weather, girls may wear their navy sweatpants under their jumper or skirt to and from school, but must remove them for class. P.E. uniforms are worn to and from school on the student's scheduled P.E. class day.

A written note from the parent will be required to excuse a student from uniform. Failure to be in uniform without a note may result in a warning, lunch detention or in-school suspension for persistent uniform violations, as determined by the administration. Middle School students will receive discipline points for uniform violations.

The official uniform supplier for the school is Flynn and O'Hara, 923 Taylor Ave, Towson, MD 21286, 410-828-4709. An additional store is located in Linthicum at Burwood Village Shopping Center, 1608 W. Furnace Branch Road, Glen Burnie, MD 21061, 410-684-2816. Flynn and O'Hara donates a percentage of money from OLPH uniform sales to the school. All uniform items should be purchased from Flynn and O'Hara. Information regarding ordering and a scheduled fitting will be sent home at appropriate times. Orders may also be placed online through Flynn and O'Hara, www.flynnohara.com, but must be pre-paid with a credit card. Once the orders are placed, they will be mailed directly to your home.

Uniforms

Sneakers: Absolutely NO sneakers with wheels are permitted. Sneakers should either tie or use Velcro fasteners, not slip on, for safety concerns. **Sneakers must be predominately black or white for both PE and the summer uniform. Shoe laces must be the same as predominant color.**

Shoes: *Dress shoes must closely resemble shoes on Van Dyke and Bacon flyer.*

Preschool Uniform: Light blue T-shirt with OLPH logo, navy elastic waist shorts, white crew socks, sneakers. In the winter season, the same sweatshirt and sweatpants that older students use for P.E. are permitted.

Summer Uniform for All K-8 Students:

- White short-sleeve polo shirt with OLPH logo
- Navy walking shorts (length just above the knee).
- Girls in Grades 6 – 8 may wear uniform skirt with polos.
- Sperry's or dress shoes must be worn with skirts.
- Black, brown, tan, or navy belt is required (except Gr. K, Gr. 1, or those whose shorts have an elastic waist).
- White socks – crew or ankle length.
- Sneakers (see color guidelines above)
- Uniform sweater for K-5 students/ OLPH Middle School sweatshirt for Grs. 6-8 (optional, may be worn as desired for warmth, but only these are permitted in class)

Winter Uniform for Boys, Grades K-5:

- White short-sleeve or long-sleeve polo shirt with OLPH logo
- Navy twill pants
- Navy V-neck cardigan sweater
- Black, brown, tan, or navy belt
- White or navy or black crew length socks
- Shoes: Black, brown, tan, or navy tie shoes, Docksidors, or loafers

Winter Uniform for Girls, Grades K-5:

- White turtleneck w/ OLPH logo or opt. short sleeve Peter Pan collar blouse w/ logo
- Navy glen plaid split front jumper or navy flat front girls' slacks
- Navy V-neck cardigan sweater
- White, navy or black knee-highs OR navy or black tights
- Shoes: Black, brown, tan, or navy tie shoes, black or brown Mary Janes, Docksidiers, loafers, or navy and white saddles or black and white saddles. Shoes must be flats.
- NOTE: The short sleeve Peter Pan blouse is designed to be worn with the jumper. Girls who opt for slacks can wear the white turtleneck or the white short sleeve button-down collar blouse as an alternative.*

Winter Uniform for Boys, Grades 6-8:

- White short-sleeve or long-sleeve button-down collar dress shirt
- Navy/gray striped tie
- Navy twill pants
- Navy embroidered-logo sweatshirt
(optional for warmth, but is the only sweatshirt permitted with winter dress uniform)
- Black, brown, tan, or navy belt
- White, black, or navy crew length socks
- Shoes: Black, brown, tan, or navy tie shoes, Docksidiers, or loafers

Winter Uniform for Girls, Grades 6-8:

- Short or long sleeve button-down collar blouse with logo
- Navy and white glen plaid kick-pleated skirt or navy flat front girls' slacks
- Navy embroidered-logo sweatshirt
(optional for warmth, but is the only sweatshirt permitted with winter dress uniform)
- White crew length socks, navy or black knee-highs, or navy or black tights. If sheer tights are worn, white socks must be worn with them.
- Shoes: Black, brown, tan, or navy tie shoes, black or brown Mary Janes, Docksidiers, loafers, or navy and white saddles or black and white saddles. Shoes must be flats.

Physical Education Uniform for All K-8 Students:

Summer:

- White short-sleeve polo shirt with OLPH logo or white T-shirt sold as "Spirit Wear"
- Navy micromesh nylon shorts with OLPH logo
- White crew or ankle length or black sport socks (small logo permitted)*
- Sneakers (see color guidelines above)

Winter:

- Navy sweat pants with logo
- Navy sweatshirt with OLPH logo or "Spirit Wear" sweatshirt w/ white shirt under it
- White crew or ankle length or black sport socks (small logo permitted)*
- Sneakers (see color guidelines above)

Personal Appearance

Hair must be neat and well-groomed. The length of boys' hair may not exceed the top of the shirt collar or cover the eyebrows. Inappropriate cuts or colors, extensions, and/or designs on the head are not allowed. Students who color or highlight their

hair for the summer should wait until after the last day of school to do so. No hats are to be worn in the building. Girls may wear a simple headband in a solid color or school plaid. There should be no dangling hair decorations. *Athletic tape is not to be used as a headband.* **Appropriateness of hair styles and cuts for school will remain at the discretion of the Administration.**

All students are permitted to wear a watch and a religious medal, cross, or ring. Girls may wear one pair of small earrings. Boys may not wear earrings. No other visible piercings are permitted. No other jewelry is permitted. No make-up or nail polish other than clear, including tips and “French manicures,” may be worn.

Brightly colored undergarments should not be worn. Girls should wear shorts under jumpers or skirts.

On “no-uniform” or “dress-down” days, parents/guardians should exercise discretion when deciding what to allow the student to wear. Unacceptable clothing items include but may not be limited to:

- Leggings may be worn only if accompanied by a tunic/top of appropriate length
- Tank tops, halter tops, tube tops, or spaghetti strap shirts
- Shirts that are so short that abdomen or back skin will show when the student either reaches up or bends over
- Pants/shorts that do not come up to the waistline
- Shorts that are unacceptably short in length so that they cover too little of the thigh
- Items of clothing with inappropriate language or graphics
- “Goth” apparel and hanging chains
- Flip-flop shoes (due to safety concerns)
- Shorts may not be worn on any dress down days that take place while winter uniform dress code is in effect.

Parents/guardians of students inappropriately dressed will be called and asked to bring the child’s uniform. Students inappropriately dressed will not be allowed to participate in any special activity taking place that day and will receive disciplinary consequences.

Failure to conform to any uniform/personal appearance standards may result in detention and/or suspension. The Administration shall be the sole judge of the criteria for personal appearance.

Student Behavior and Discipline Policy

Our Lady of Perpetual Help School is a Christian community that thrives on respect and love. A firm commitment toward individual responsibility is necessary for all students. It is expected that students will obey the rules and regulations of OLPH

School as well as ordinary rules of courtesy and good behavior. OLPH teachers have specific discipline plans which are explained to the students at the beginning of the school year.

Positive rewards, as well as disciplinary consequences, are a part of these plans. Students will be given paper “wings” for random acts of kindness and Catholic charity. These wings will accumulate and yield group benefits throughout the year. To earn their “wings,” students demonstrate: **W**isdom (make good choices, accept consequences courteously), **I**ntegrity (tell the truth, be respectful of others), **N**eatness (keep a tidy appearance, clean your own messes), **G**raciousness (follow Christ’s teachings, live by the Gold Rule), **S**afety (be aware of those around you, walk on the right side). These will adorn our halls and classrooms.

Harassment or Intimidation (Bullying)

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Definitions:

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities or performance, or with a student’s physical or psychological well-being and is:

motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or

mental ability or disability; or threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

Work Habits, Homework, and Make-Up Work

- Each student should always have a supplemental book to read.
- The cost of replacing a damaged or lost book will be the student and/or parent's responsibility.
- Notebooks, folders, and other supplies must be replaced when worn or depleted. Some supplies, such as copybooks, must be purchased from the school.
- Written work is to be neat, legible, and complete.
- Students at all levels are required to do assigned homework. The suggested time to be spent on written and study assignments varies by grade. Homework is a reinforcement of the teaching presented in the classroom. Parents have the responsibility to provide a place of quiet that is conducive to study.

In the case of absence, make up work is the responsibility of the student and parents. It is expected that the absent student will keep up with the homework assigned in his/her absence. Schoolwork missed can be made up when the student returns to school, in accordance with the policies established by the teachers.

Playground and Lunchtime Rules

All teachers, staff, and volunteers have the authority to enforce playground and lunchtime rules. The students are advised of these rules, and any student in violation of the rules during lunch, indoor, or outdoor recess is subject to disciplinary action. Such consequences may include being sent directly to lunch detention.

Students must leave the building promptly after the teacher on duty and/or lunch parent dismisses the class for lunch recess. Students may not return to the classroom or to any bathroom other than those in Harrison Hall during lunch recess. Students may not have any type of practice in Harrison Hall or use the computer lab during lunch recess without teacher permission and adult supervision.

Disciplinary Consequences

Students who receive detention from a teacher or administrator are required have a form signed by a parent/ guardian which must be returned to school. During lunch detention the student must eat in a designated area, under teacher supervision.

Students in grade 3-8 are held accountable to our discipline point policy. This policy is sent home in writing and is reviewed with students and parents at the beginning of the school year. Students receive points for failure to comply with the policy. Accumulation of points results in the student receiving before school detention and possible after school community service. Repeated before/after school detentions

will result in further disciplinary action. Positive reinforcement for weeks without points results in earning “OLPH bucks” to spend on treats.

Suspensions

The administrators reserve the right to suspend a student from school for seriously disruptive behavior and for repeatedly failing to follow classroom and/or school rules. Actions resulting in suspension may include, but are not limited to:

- Disrespect to teachers, staff, or parent volunteers
- Obscene language, gestures, or written/printed/electronic material
- Stealing, lying, plagiarism, or cheating (including copying any work from another student)
- Physically hurting, bullying, harassing, threatening, or intimidating students
- Displaying violent behavior
- Vandalizing school or church property
- Possessing dangerous objects harmful to people or property
- Inappropriate use of technology as defined in the OLPH and/or Archdiocesan policies
- Any outside of school action which violates school rules and/or adversely reflects on OLPH School or its community
- Receiving repeated detentions

Procedure:

- Suspension will result in an immediate phone call to the student’s parent who must come to school for a conference with the Administrator and take the student home for a specific period of time.
- At the end of the suspension, the parent must sign the student in for readmission.
- While a student is serving suspension, he/she will be expected to find out about and turn in any homework due on the day he/she returns and take any tests/quizzes given during the suspension on the day of his/her return.
- A student serving suspension may not attend school functions or participate in extra-curricular activities until readmitted.

Expulsion

When expelled, the student is not allowed to return to Our Lady of Perpetual Help School, in accordance with Archdiocesan guidelines. Expulsion is exercised in, but not limited to, the following circumstances:

- Using or possessing weapons, drugs, tobacco, alcohol, or other substances on school grounds or at any school or parish function
- Physically or sexually assaulting any person
- Participating in a robbery, arson, or other criminal act
- Receiving repeated suspensions or any action which might otherwise result in suspension but is deemed of a more serious degree or nature

Alcohol and Drugs

The possession, use, or distribution of any amount of alcoholic beverages, drugs, intoxicants, or related paraphernalia are not permitted on campus, school buses or vehicles, or at any school-sponsored activities. Students in violation of the school policy regarding alcohol and drugs, or who exhibit the effects of alcohol and drugs, or who are with others in violation of this policy are subject to the most severe disciplinary action by the school administration. The offending students are also subject to the laws of the State of Maryland in this regard. As authorized by the Annotated Code of Maryland, the school reserves the right to conduct a reasonable search of a student and the physical plant of the school. The school reserves the right to demand disclosure of any prohibited materials the student may have in his/her possession.

Search and Seizure

Lockers, including storage “cubbies,” and desks are properties of the school and can be searched at any time. The Principal, or designee, shall request the student’s consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

Technology

Our technology mission is to enable our school community to achieve enhanced teaching, learning, and communication through technology integration.

OLPH School follows the Archdiocese of Baltimore Acceptable Use policy, stated below. In addition, parents/guardians of all students must sign a consent form. Students in Grades 6-8 will be given access to a Google email account and Google Drive account. Students in Grades 4-5 will be given access to a Google Drive account. All students in grades PK-8 will have access to iPads within their classrooms.

OLPH Policy on Inappropriate Use of Technology

In addition to the Archdiocesan policy stated below, it is the policy of OLPH School to forbid the use of personal email accounts, Facebook, Twitter, Instagram or any similar website/app by students at school or on the school’s computers or network. Students who use such sites outside of school may be violating age restrictions in place with the individual sites. Students using such sites are forbidden to use the name or image of the school or that of any teacher or staff member in conjunction with their page on the site. Students should seek permission of other students before using their names, pictures and any other identification as they may be placing these students in danger. Students violating this policy will be suspended, with the possibility of expulsion, depending on the severity of the infraction.

Students in certain classes are provided an appropriate forum of communication as determined by their teacher. These communication forums will be discussed with the students and parents will be notified of their use. Middle School students are issued a school email account. Any inappropriate use of school e-mail, or other technologies

including instant messaging, or any other, including uses outside of school, is forbidden and will result in severe disciplinary consequences including suspension and/or expulsion.

Students are given specific, age-appropriate instruction regarding plagiarism, particularly as it involves use of the Internet and other electronic means. Any student found to have inappropriately copied and used material, whether from an electronic or other source will be subject to disciplinary consequences including the possibility of suspension. Students are given specific, age-appropriate instruction regarding digital citizenship and what it means to be a safe and kind digital user. Any student who violates these principles will be subject to disciplinary consequences including the possibility of suspension.

Archdiocese of Baltimore Acceptable Use Policy

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the OLPH School community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information for libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any

telecommunications facility under their control to be used for the transmission of illegal material.

- The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks, which were purchased by the school, are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Our Lady of Perpetual Help School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Academic Progress

Records Policy

OLPH School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

- I. Access to Records
 - A. Teachers and other school officials who have legitimate educational interests have access to student education records.
 - B. Parent(s)/ legal guardians have access to their child's/ ward's education records.
Parents/ guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
 - C. In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parent(s)/ legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
 - D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.
- II. Log
 - A. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students (18 years or older) or school officials.
 - B. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Progress Reports

Report cards are distributed to students three times a year. Interim progress reports are issued at mid-trimester in Grades PK-2. Parents/guardians of students in Grades 3-8 who have attended a training session will be issued a UserID and password which will allow access to the student's grades using PowerSchool, an Internet-based student information system. Parent conferences are scheduled for Primary students after the first interim report is issued and throughout the school year as needed. Parent conferences are scheduled upon request for Intermediate and Middle School students after the first report card is issued and throughout the school year as needed. Parents are notified of possible subject failure for the year early enough for arrangements to be made for summer remediation.

For students in Grades 3-8, major subjects are language arts, math, social studies, science, and religion. For students in Grades 1 and 2, major subjects are language arts and math.

Promotion and Retention

Academic progress, maturity level, and attendance are criteria used in deciding on promotion.

A student who fails one major subject can only be promoted conditionally. The student must attend summer school or a tutoring course in the subject failed. For summer school, proof of attendance and a passing grade in the failed subject must be submitted, before the new school year begins, in order for the student to go on to the next grade. In the case of tutoring, after consultation between the tutor and teacher, and viewing of a final assessment, the decision is made regarding a student's passing into the next grade. The Division of Catholic Schools' requirement for tutoring is 40 hours, by a certified teacher.

Any student who fails two or more major subjects will be retained in the same grade for the following school year. There is no guarantee that the student will be able to repeat the grade at OLPH.

Graduation

Before any student may graduate from OLPH School, all required work and testing must be completed. If a student fails a single subject, he/she may attend the graduation ceremony, but will not receive a diploma until after the summer school/tutoring requirement has been met. Tuition and all other fees must be paid in full. Promotion will not be granted until the requirements are met, and records will not be forwarded to the high school.

Standardized Testing

OLPH School follows the Archdiocesan program for testing achievement and aptitude. Students in grades three through eight are given the Stanford 10 Achievement Test and the Otis-Lennon School Ability Test in the spring of each year. Parents receive test results. Students in Grades 5 and 8 participate in the NCEA ACRE program, which is used in religious education to assess faith knowledge, beliefs, behaviors, attitudes, and practices. This test is administered in the fall. Parents/guardians are strongly discouraged from taking family vacations during the testing periods.

Academic Referral Process

If a child is not progressing academically, the school may ask parents/guardians to initiate, or parents/guardians may initiate on their own, the process to request professional assistance from their local public school system. In Howard County, the referral process is started by contacting the Child Find Program at the County

Diagnostic Center (410-313-7046). The process may result in formal assessment of the student by the county public school system and a subsequent IEP meeting. It is strongly recommended that a member of the OLPH faculty or administration attend this meeting along with the parents/guardians.

Honor Roll

A Principal's List and honor roll have been established for students in Grades 6-8 to provide appropriate reinforcement for the student whose work demonstrates excellent academic achievement, as well as exemplary behavior and effort. Honor roll certificates are presented to students at the close of each grading period.

Letter grades in all academic subjects count toward the honor roll. Progress in all special subject areas must be Good or above. In addition, all effort and conduct grades must be Good or above.

- The Principal's List honors students who achieve A in all academic subjects and demonstrate proficiency or very good progress in all special subjects.
- Honors are awarded to students who achieve no grade less than B in all academic subjects and demonstrate at least good achievement in all special subjects.

Scholarships

Catholic students in Grades 4 and 8 may apply for the Marion Burk Knott Scholarship, based on report card grades and Archdiocesan standardized test scores. Eighth grade students are encouraged to try for high school academic and music scholarships.

The Student Council sponsors the Michele Keeney and Caroline Herrmann Scholarship, in memory of one of our graduates. This \$500 scholarship, awarded to a seventh grader toward his/her eighth grade tuition, is based on a written, judged essay. They also sponsor the The Barbara Coakley Award, a \$500 award named for the beloved former OLPH principal. This is a special honor given each year to a graduate nominated and voted upon by the faculty and staff, who in their eyes best exemplifies Miss Coakley's characteristics of kindness, generosity of spirit, and dedication to OLPH School.

The Sliker family sponsors the Prayer Scholarship in Memory of Christopher Sliker. At the tender age of 5, Christopher succumbed to a rare form of brain cancer, and the Sliker Family offers a scholarship in his memory to promote, educate and foster a prayerful life. Students in sixth grade are asked to express the importance of prayer in their lives through an essay. Essays are judged by a committee of pastoral and religious outside the OLPH faculty and administration of the school, and one recipient is selected to receive a \$50 check and \$500 scholarship toward tuition for 7th grade year.

The Marks family sponsors the Michael Marks Team Player Award. Michael Marks, alumnus of the class of 2005, tragically lost his life in an automobile accident in June

2013. This award of \$100 is presented to an 8th grade girl and 8th grade boy who have consistently exhibited Mike's traits of healthy competitiveness, sportsmanship, and leadership on and off the field.

Recipients of these scholarships and awards also have their names inscribed on the plaques that reside in the school lobby.

School Programs and Organizations

Religious Education

Core Program

The Religion Program develops in students an attitude of prayer throughout their daily experiences. It fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings. The school's objective is to bring the student closer to Jesus Christ through traditional prayers, daily religion classes, Eucharistic liturgies and prayer services. Peace and justice issues, mission awareness, and service projects are an extension of the religion program.

Family Life

In compliance with the Archdiocese of Baltimore, a family life program is implemented on all grade levels. It is designed to provide parents and teachers with the resources which offer children a guided, consistent, and faith-filled approach to human sexuality. The approach is holistic, taking the total development of the child into consideration and highlighting Christian values, attitudes, and moral principles. In addition, safe environment updates have been added to the family life curriculum at the direction of the Archdiocese.

Sacramental Program

Preparation for the reception of the sacraments is the primary responsibility of the parents in cooperation with the parish Catholic Formation Ministry, including the Director of Religious Education and the Youth Minister.

Parents must attend all sacramental preparation meetings. Students in Grade 2 prepare for the sacraments of Holy Eucharist and Reconciliation. Students in Grade 8 prepare for the sacrament of Confirmation.

Liturgies

Students participate actively in weekly Eucharistic liturgies, and in prayer services. Parents are always welcome to attend our school Masses at 9:30 a.m. on Thursdays. Students also attend weekly Eucharistic Adoration.

Educational Program

The instructional program and curriculum of Our Lady of Perpetual Help School is offered in compliance with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools. The following courses are offered:

PreK/Kindergarten (as age and developmentally appropriate)

Religion	Art
Language Arts	Music
Mathematics	Physical Education
Social Studies	Library
Science	Computer (K only)
	Spanish

Primary (Grades 1-2)

Religion	Social Studies
Language Arts:	Science
Reading	Art
Phonics	Music
English	Physical Education
Spelling	Library
Penmanship	Computer
Mathematics	Spanish

Intermediate (Grades 3-5)

Religion	Social Studies
Language Arts:	Science
Reading	Art
Phonics (3)	Music
English	Physical Education
Spelling/ Vocabulary	Library
Penmanship (3, 4)	Computer
Mathematics	Spanish

Middle School (Grades 6-8)

Religion	Science
Language Arts:	Spanish
Literature/ Reading	Art
English	Music
Spelling/ Vocabulary	Physical Education
Mathematics	Technology/Media
Social Studies	

The Marian Program

The Marian Program is designed to enable students with learning differences to continue their Catholic education at Our Lady of Perpetual Help School.

Although the primary aim of the program is to assist students with language-based learning differences such as mild to moderate dyslexia and dysgraphia, students with diagnosed difficulties in math may be enrolled in this program as well. Students entering Grades 3-8 who have had recent educational and/or neuropsychological testing and have been diagnosed with learning differences may be enrolled in the program.

The program is overseen by a Director who works in close collaboration with the school administration, teachers, and parents. The Director prepares a Student Action Plan for each child, which includes accommodations and modifications based upon testing. Tutoring may take place within or outside of the school day for students in the program.

The program is funded through grants and gifts, as well as by additional fees paid by parents of students in the program. There is a separate charge for tutoring.

School Activities/ Organizations

In the spirit of Christian joy, Our Lady of Perpetual Help School enjoys a cooperative approach to all student activities. Families, students, administration, faculty and staff work together within the school community, the parish community and the world. Activities aimed at developing a strong sense of social awareness, an appreciation for the fine arts and the importance of quality family-centered activities provide an essential element of each student's education. We enthusiastically support and encourage a variety of activities throughout the year, and welcome the addition of new activities whenever possible. Some of these activities include:

- **Student Council**
The Student Council of OLPH School is a leadership organization of representatives from 4th through 8th grade plus two teacher moderators. The officers are elected in the preceding Spring by the rising 6th through 8th grade from among rising 7th and 8th grade nominees. The purpose of the Student Council is to provide service projects and community outreach programs for the entire student body of OLPH and to encourage school spirit.
- **Buddy Program**
A program where upper grade students are partnered with primary grade students in many activities throughout the year.
- **Catholic Schools Week**
A weeklong celebration held the last week of January, which includes activities to highlight the value of Catholic School education.
- **Field Day**
A fun-filled day for students, faculty and parents alike aimed at promoting good sportsmanship and celebrating our athletic abilities in an organized day of sporting events. At OLPH, everyone is a winner on Field Day!

- May Fair
The OLPH student body enjoys a day of carnival-like amusements sponsored by the OLPH Home and School Association.
- Scouting Programs
Boy and Girl Scout troops for students of different ages meet on campus at OLPH. This is an after-school or evening program, not sponsored by the school.
- School Garden
Students learn about gardening and caring for the environment, while tending our 900 square foot school garden.

Fine Arts Activities

- Chorus
Students enjoy training and rehearsal in vocal performance. Meetings will be conducted after school throughout the year, and ensembles may be showcased at seasonal events.
- Cultural Arts Programs
The students are treated to a variety of age appropriate cultural arts performances from groups that are brought to the school throughout the school year.
- Drama Club/ Drama Learning Workshops
Students learn how to put on productions and prepare to participate in talent shows and/or spring productions.
- Instrumental Music- Band
Students in Grades 4 and up may participate in band. There is a beginner band and an advanced band. Band classes are held during the school day and advanced band rehearsals are held after school. The band performs in several concerts throughout the year. The band program is owned and operated by *Instrumental Music of Baltimore*, and a separate fee is charged for band class.

Academic and Athletic Activities

- Archdiocesan Basketball League
Students in grades 2-8 participate in an archdiocesan basketball league organized among the area Catholic schools by parent volunteers.
- Chess Club
Students in Grades 3-8 have the opportunity to learn and sharpen their skills as they participate in weekly chess competitions.
- Lego® Club
Students are encouraged to sharpen their engineering skills and creative minds to build Lego® structures and vehicles for a variety of fun challenges. This club meets for several sessions over the course of the year.
- Math Counts and It's Academic
Middle School students participate in learning sessions and team competitions.
- National Junior Honor Society
Our Lady of Perpetual Help School has received a charter to host its own National Junior Honor Society. This group maintains guidelines for entry and continued membership consistent with the expectations of the national organization.

- Robotics Team
Students work in cooperative teams to build and program robots to perform simple tasks and engage in fun and exciting challenges.
- Writing Club
Students in Grades 4-8 meet weekly to develop their skills as story writers.

Home and School Association/ Parent Volunteers

Many of the student activities are made possible through the total commitment and tireless efforts of the OLPH Home and School Association (HSA).

The OLPH Home and School Association is comprised of parents, faculty, and staff. The Home and School Association Executive Board meets on a monthly basis. Approximately three general meetings are held during the school year. At least one adult from each family is expected to attend these meetings.

The Home and School Association strives to maintain and improve understanding between parents, faculty, and administration of OLPH School and contributes to the financial support of the school. The fee collected from each family helps to eliminate extra collections for field trips and special events and assists with the purchase of recess equipment and games.

The Home and School Association acts as the central organizing group for parent volunteer activities. Parents are recruited through the Home and School Association's volunteer sign-up at the beginning of the school year. Each homeroom has Room Parents to help coordinate activities, which the class plans over the school year. Parent volunteers assist teachers during school hours or work at home.

The family service plan, explained previously, was adopted to encourage participation by members of every school family in school activities. We welcome active and frequent family participation in the life of the school as it is an integral element in the success of every child.

Your Home and School Association Officers are:

Mary Harris, President
 Marcea Whitaker, 1st Vice President
 Kim Sampson, 2nd Vice President
 Cynthia Dittmar, Treasurer
 Kara DeOliveira, Secretary

School Board

The School Board of Our Lady of Perpetual Help School is an advisory board which assists the Pastor and Principal in the administration of the school. Membership includes the Chairperson, Vice-Chairperson, Secretary, Treasurer, Principal, Pastor, HSA President, and members selected from the general community, including the school community. Meetings are held monthly between September and June.

Your School Board members are:

Lorraine Kramer, Chair
Laurie DeSantis- Secretary
Brian Connelly- Treasurer
Darlene Gracci
George Kapusinski
Karen Kuczynski
Barbara Marks
Kristen McMahan
Jodi Phelan
Maribeth Tulenko
Daniel Vorsteg

This Handbook was revised in October 2016, and is current as of publication. The Handbook is not a contract. The school administration reserves the right to amend or deviate from the Handbook.

Signature of parents or guardians acknowledges receipt of the Handbook. During the course of the school year, additional school policy, as needed, may be issued. Such additional policy will be binding to the same extent as the contents of this Handbook.