



Dear OLPH School Families,

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, happiness, and adjustment into our school or into a new grade 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 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, our Catholic Faith is taught and lived and excellence is expected and achieved. We look forward to accompanying you and your child on this important phase of his or her spiritual and academic journey.

In Christ,  
Mrs. Tracy Underwood  
Principal

**OLPH School accredited by  
Cognia**

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Our Lady of Perpetual Help School is a co-ed elementary school for Grades Pre-K through 8<sup>th</sup> grade. **School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.**

Our Lady of Perpetual Help School *does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process).* Our Lady of Perpetual Help School is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings and we will always teach and act consistent with the tenets of the Catholic Church.

***Requests for reasonable accommodations for a student with a disability may be directed to Principal, Tracy Underwood ([tunderwood@olphschool.org](mailto:tunderwood@olphschool.org)) or the Marian Program Director.***

***Religion is required for each year a student attends OLPH School. All students enrolled in OLPH School must attend religion classes and services.***

## 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.

Fundraising 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 Mike Triplett, 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.

In 1980, Our Lady of Perpetual Help School was accredited by the Middle States Association of Colleges and Schools. Our Lady of Perpetual Help School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Our Lady of Perpetual Help School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

## **Administration**

The Principal leads OLPH School with support from the administrative team and guidance provided by the Pastor of OLPH Church and the Department of Catholic Schools in the Archdiocese of Baltimore.

## **Calendar of School Events**

A calendar of important events is distributed to current families but the most up to date events can be found on our school Google Calendar on the school website.

## School Personnel

### Faculty and Staff

Pastor	Rev. Mike Triplett	
Administration:		
Principal:	Mrs. Tracy Underwood	<a href="mailto:tunderwood@olphschool.org">tunderwood@olphschool.org</a>
Assistant Principal:	Mr. Nick Caputo	<a href="mailto:ncaputo@olphschool.org">ncaputo@olphschool.org</a>
Admin. Assistant:	Mrs. Brandy Munoz	<a href="mailto:bmunoz@olphschool.org">bmunoz@olphschool.org</a>
School Counselor:	Mrs. Kara Shuman	<a href="mailto:kshuman@olphschool.org">kshuman@olphschool.org</a>
Advancement Dir:	Mrs. Patti Hewat	<a href="mailto:phewat@olphschool.org">phewat@olphschool.org</a>
Faculty and Staff:		
Pre-K:	Mrs. Courtney Ames	<a href="mailto:comes@olphschool.org">comes@olphschool.org</a>
Pre-K Aide:	Ms. Katie Lomp	<a href="mailto:klomp@olphschool.org">klomp@olphschool.org</a>
Kindergarten:	Mrs. Heather Marsden	<a href="mailto:hmarsden@olphschool.org">hmarsden@olphschool.org</a>
K Aide/Library:	Mrs. Liz Brasauskas	<a href="mailto:lbrasauskas@olphschool.org">lbrasauskas@olphschool.org</a>
Grade 1:	Mrs. Heather Schell	<a href="mailto:hschell@olphschool.org">hschell@olphschool.org</a>
Grade 1 Assistant	Mrs. Tricia Farjami	<a href="mailto:tfarjami@olphschool.org">tfarjami@olphschool.org</a>
Grade 2:	Mrs. Tisha Lake	<a href="mailto:tlake@olphschool.org">tlake@olphschool.org</a>
Grade 2 Assistant	Mrs. Elise Allen	<a href="mailto:ecallen@olphschool.org">ecallen@olphschool.org</a>
Grade 3:	Ms. Emily McLaughlin	<a href="mailto:emcloughlin@olphschool.org">emcloughlin@olphschool.org</a>
Grade 4:	Mr. Jake Soboleski	<a href="mailto:jsoboleski@olphschool.org">jsoboleski@olphschool.org</a>
Grade 5:	Mrs. Becca Oneto	<a href="mailto:boneto@olphschool.org">boneto@olphschool.org</a>
Grade 6: MS SS/Rel	Ms. Joan Brooks	<a href="mailto:jbrooks@olphschool.org">jbrooks@olphschool.org</a>
Grade 7: MS Math/Sci	Mrs. Patricia Martinez	<a href="mailto:pmartinez@olphschool.org">pmartinez@olphschool.org</a>
Grade 8/MS ELA	Mrs. Liz Ehrman	<a href="mailto:eehrman@olphschool.org">eehrman@olphschool.org</a>
MS Math/Science	Mrs. Sue Sontag	<a href="mailto:ssontag@olphschool.org">ssontag@olphschool.org</a>
Art:	Ms. Heather King	<a href="mailto:hking@olphschool.org">hking@olphschool.org</a>
Technology	Ms. Heather King	<a href="mailto:hking@olphschool.org">hking@olphschool.org</a>
Music:	Mrs. Martina Kerns	<a href="mailto:mkerns@olphschool.org">mkerns@olphschool.org</a>
Physical Education:	Mrs. Martina Kerns	<a href="mailto:mkerns@olphschool.org">mkerns@olphschool.org</a>
Reading Specialist:	Mrs. Michelle Morin	<a href="mailto:mmorin@olphschool.org">mmorin@olphschool.org</a>
Project Coordinator	Mrs. Mary Gregorini	<a href="mailto:mgregorini@olphschool.org">mgregorini@olphschool.org</a>
Spanish:	Ms. Nieves de Jesús Paz	<a href="mailto:ndejesuspaz@olphschool.org">ndejesuspaz@olphschool.org</a>
Marian Team:		
Marian Dir./Rdg. Spec	Mrs. Michelle Morin	<a href="mailto:mmorin@olphschool.org">mmorin@olphschool.org</a>
Marian Assistant	Mrs. Sandy McHugh	<a href="mailto:smchugh@olphschool.org">smchugh@olphschool.org</a>
Math Interventionist	Mrs. Sue Sontag	<a href="mailto:ssontag@olphschool.org">ssontag@olphschool.org</a>
Nurses:	Mrs. Karen Mellendick	<a href="mailto:kmellendick@olphschool.org">kmellendick@olphschool.org</a>
	Mrs. Lynn Gibbons	<a href="mailto:lgibbons@olphschool.org">lgibbons@olphschool.org</a>
Lunch Coordinator:	Mrs. Bonnie Brill	<a href="mailto:bbrill@olphschool.org">bbrill@olphschool.org</a>
Angels After Care:	Mrs. Martina Kerns	<a href="mailto:mkerns@olphschool.org">mkerns@olphschool.org</a>
Before School Care:	Mrs. Liz Brasauskas	<a href="mailto:lbrasauskas@olphschool.org">lbrasauskas@olphschool.org</a>

## School Board Members

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.

Eric Kuczynski, Chair  
Father Mike Triplett, Pastor  
Tracy Underwood, Principal  
Coleen Taegel, Finance  
Linda Kallmyer, Secretary

Toby Tomlinson, Fundraising  
Laura Kocorowski, Fundraising  
Vic Pellechia, Facilities  
Kevin McNamera, Alumni  
Meghan Hildreth, Alumni

## Home School Association Officers

Theresah Zu, President	<a href="mailto:hsapresident@olphschool.org">hsapresident@olphschool.org</a>
Shauntele Young, 1 <sup>st</sup> Vice President	<a href="mailto:hsa1vp@olphschool.org">hsa1vp@olphschool.org</a>
Joelle Eikenberg, 2 <sup>nd</sup> Vice President	<a href="mailto:hsa2vp@olphschool.org">hsa2vp@olphschool.org</a>
Cindy Lengrand, Treasurer	<a href="mailto:hsatreasurer@olphschool.org">hsatreasurer@olphschool.org</a>
Erin Roberts, Secretary	<a href="mailto:hsasecretary@olphschool.org">hsasecretary@olphschool.org</a>

## Accreditation

Our Lady of Perpetual Help School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Our Lady of Perpetual Help School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

## Academics

### Promotion and Retention

#### Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

#### Retention

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

*Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance*



*to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.*

### Retention Process

OLPH School follows Archdiocesan guidelines in terms of retention. If retention appears to be a possibility, then by mid-February the teacher(s), administration, parents (and student if applicable) meet to review the students work performance to date and to discuss the possibilities of his/her academic success for the remainder of the year.

- The teacher addresses the student's circumstance at the earliest possible date and provides the student all possible assistance to remedy this situation. The teacher documents communication with the parents on a regular basis regarding the child's progress. The student advocacy team is engaged when applicable.
- The teacher informs the principal by mid-February of the possibility of the student's retention or failure of course/grade level.
- The parent/guardian will be notified in writing by mid-February if a student is in danger of being retained.
- The teacher(s) will continue to provide all assistance possible and regularly discuss the student's progress or lack of progress throughout the rest of the third trimester.
- The Student Advocacy Team to develop the student's success plan and establish a series of check in dates for the parents and student, as applicable.
- By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention.
- This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. The parents and student, if appropriate, sign the plan as a way of acknowledgement.
- If a student fails one academic subject for the year, that student must successfully attend summer school prior to entering the next grade for the new school year. Written proof will be required.
- Administration meets with parents and develops a plan for intervention.
- Notify the Superintendent and Associate Superintendent by May 15th of any students still in danger of retention. In the event of a proposed retention, parents can request a review by the Department of Catholic Schools.
- A school's failure to give such notice shall not result in automatic promotion of the student.
- If a student fails two or more academic subjects for the year, he/she will be retained for the following school year.
- Neither conduct nor attendance should be considered the sole basis for retention, but may be contributing factors.
- Diplomas will be issued to those students who have successfully completed the 8th grade requirements. Those who have not successfully completed the requirements will be issued a certificate of attendance.
- If for any reason parents/guardians wish their child to be retained in the same grade, the school principal must be notified in writing by the beginning of the third trimester.

## **Graduation Requirements**

*Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.*

## **Honor Roll**

**Honor Roll for students in Grades 6-8** – Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**Principal's Honor Roll** – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**Second Honors** – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

(Principals have the option of creating a third honor roll for student with all B's or more B's than A's)

## **Interim and Progress Reports**

Parents/guardians of students in Grades Pre-K through 8 will be issued a User ID and password to access PowerSchool, an Internet-based student information system. Parents/guardians of students in grades 3 through 8 will use the account to access the student's grades throughout the year.

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

Progress Reports are distributed to students three times a year. Interim progress reports are issued at midtrimester for all students in Grades Pre-K through 2 and for any students in 3rd - 8th who have an at-risk grade in any particular class.

## **Parent-Teacher Conferences**

In the fall, school will be closed for parent teacher conferences. All parents/guardians of students in primary grades (grades Pre-K, K, 1st, and 2nd) and new students of all grades are required to attend. Other parents/guardians are also invited to schedule a conference.

Parent conferences are scheduled upon request for all students as needed throughout the school year. Parents are notified of possible subject failure for the year early enough for arrangements to be made for summer remediation.

Impromptu encounters between teachers and parents coming in for volunteer or other purposes can 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.

Formal conferences are scheduled in the fall. An online scheduling platform is shared with families to make appointments with teachers. Parent-Teacher Conferences are designated on the school calendar and classes are not held on those days.

### **Testing Program**

OLPH School follows the Archdiocesan program for testing achievement and aptitude. Students in Grades 2 through 8 are given the MAP - Measurement of Academic Progress at three intervals throughout the school year and 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.

### **Standardized Testing**

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre-K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

### **ACRE**

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

### **Instruction and Curriculum**

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

Pre-K/Kindergarten (as age and developmentally appropriate)

Religion	Art
Language Arts	Music
Mathematics	Physical Education
Social Studies	Library
Science	Technology
	World Language

### Primary (Grades 1-2)

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

### Intermediate (Grades 3-5)

Religion	Social Studies
Language Arts:	Science
Reading	Art
Phonics (3)	Music
English	Physical Education
Spelling/ Vocabulary	Library
Penmanship	Technology
Mathematics	World Language

### Middle School (Grades 6-8)

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

## **Religion Curriculum**

### **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.

### **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 Eucharistic Adoration.

## **Textbooks**

Students use a combination of the following physical and online textbooks provided by the school to facilitate learning:

### **McGraw-Hill**

- Wonders Literature Program
- Middle School Science (Earth, Life, Physical)
- Algebra 1

### **Savvas**

- Envisions 2020 Math
- Elevate Science: K-Gr. 5
- My World Social Studies, Grades K, 1, 2 ,3 and 5
- Social Studies 6-8 (World History, World Geography, American History)

### **Loyola Press**

- Voyages, Grammar

### **Sadlier**

- Vocabulary Workshop

### **Zaner Bloser**

- Handwriting/Penmanship

### **RCL Benziger**

- Blessed are We - Faith in Action
- Family Life

### **Our Sunday Visitor**

- Alive in Christ
- Call to Faith

### **Language Project**

- Curriculum materials aligned with ACTFL's Foreign Language Standards Association

## **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.

### **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. All students must travel to and from the field trip destination with the class on the bus.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. The teacher(s) will supply work, and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones must be Virtus Certified.

## **High School Admissions and Visitation Policy**

Eighth grade students and families receive support and guidance for high school admission from the school. Information on the admissions process is provided at Back to School night. Students are permitted two days of excused absence to attend shadow days at a prospective high school. Parents must alert the 8<sup>th</sup> grade teacher and the front office when dates are scheduled. Seventh grade students are discouraged from scheduling shadow days and are not excused. Students attending leadership conferences held by high schools are excused.

## **Student Records**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

### **Records Policy (Family Educational Rights and Privacy Act)**

**Our Lady Perpetual Help School** complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.

- o To accrediting organizations.
  - o In order to comply with a judicial order or lawfully issued subpoena.
  - o To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.
  - The School has designated the following as directory information:
    - o Student's name
    - o Participation in officially recognized activities and sports
    - o Address
    - o Telephone listing
    - o Weight and height of members of athletic teams
    - o Electronic mail address
    - o Photograph
    - o Honors and awards received
    - o Date and place of birth
    - o Dates of attendance
    - o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by the first week of school.

- **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 or older or school officials. 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.**
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by **Our Lady of Perpetual Help School** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.



## **General Information**

### **Home and School Association**

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 two 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 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 HSA tracks volunteer activity. The school enforces or communicates the balances and fees to parents. The school is the only agent that approves if a family has satisfied their volunteer commitments.

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.

### **Homeroom Parents**

Room parents are designated for each classroom. The Home and School Association coordinates the efforts of the room parents to support the teachers and students with classroom activities and events.

### **Virtus Online**

The Archdiocese of Baltimore, through its Virtus Online, sets requirements for all faculty and staff, as well as all 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 Virtus process to become certified.

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

### **Family Directory**

A directory of all families enrolled at OLPH School is provided at the beginning of the year for contact between and among families.

### **Partnership with Parents**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have access to

### **Parent Conduct Expectations**

- We strive to collaborate with our OLPH parents for we know it is in this partnership that our students can reach their potential spiritually and academically. We expect our parents to support and encourage their child, faculty, staff, and administration while in attendance at OLPH.
- We encourage and expect parents to follow the communication plan outlined in our OLPH School Handbook. We request all parents to use "official" emails and school hours for communication.
- We ask parents to model respect and Christ-like behavior in words and actions, when dealing with teachers, administration and other members in the community, to include but not limited to postings about OLPH on social media sites. We know that our children are always watching, listening and learning and will model the behaviors we set before them.

The carline is not an appropriate time or location for meetings with a teacher and/or administration.

- We encourage and expect parents to be a positive role model for their child(ren) and refrain from any public displays of inappropriate behavior (e.g. gossip, derogatory emails or posts on school-related social media, anger outbursts, foul language, etc.)
- Parent conduct should have a positive effect on a student's experience here at OLPH.

### **Parent Support and Compliance**

Possible consequences for parent and/or guardian when unbecoming behavior is demonstrated could lead to but is not limited to an administration/parent conference, and a *Parent Code of Conduct* probation agreement.

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

### **Photo Release**

Sharing photos and videos of student activities and school events is a wonderful way to show school families and our community the interesting activities and fruitful work that happens at OLPH School throughout the year. Images will be shared on social media, included in marketing material, and posted on our website unless a parent opts out. Students are identified by name only when they earn an award or have a noteworthy accomplishment. To opt out of either photo/video use or having your child's name included for an achievement, contact the Development Office at [phewat@olphschool.org](mailto:phewat@olphschool.org) by September 13th.

We seek to balance the accommodation of photo restrictions while still providing well-deserved recognition of other students in a group setting. Therefore, please understand that disallowing your child to be included in school-related photos/videos means they will be politely asked to step aside when a group photo is taken for external use. This includes students involved in choir, drama, service projects, academic competitions, field trips, sports, band, etc. Photo restriction also impedes our ability to share events via live streaming.

Families and friends of OLPH School may "Like" Our Lady of Perpetual Help School on Facebook, join the OLPH Parents Page (a closed group), and follow us on Twitter @OLPHschoolMD for frequent posts on school activities.

This Photo Release supersedes all other documents and online forms.

### **Acceptable Use Policy for the Internet and Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and

technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher

approval

- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.

Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.
- Students and Parents are required to sign the OLPH School Acceptable Use Policy before using technology in the school.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion. Any damage done to school devices will be replaced by the family as directed by school administration.

### **Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one

another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

### **Cell Phone Use**

OLPH recognizes the importance of communication and collaboration. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following during school hours and while on campus.

Cell phones and all mobile devices (including smart watches) fall under the guidelines below:

- Shall be TURNED OFF/SILENCED when entering school campus.
- Use is prohibited during the following times:
  - School hours: 8:45 am to 3:30 pm
  - Before and After Care programs
  - After school activities including but not limited to: HSPT classes, Angel Sports, and clubs:
- Be kept in a student's backpack or locker – not in clothing pockets or in desks.
- Are not to be used in a classroom, library, common areas, or restrooms.
- Are not allowed to be used during transition times or between classes.
- If a student needs to make an emergency call during the day, they are to come up to the office and use the office phone.
- At the permission of a teacher or administrator, cell phones and all mobile devices can be turned back on after dismissal and used to communicate directly with parents/friends who are assisting in transportation.

### **Other Electronic Devices**

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

- No laser pointers are permitted.
- No cell phone, pagers, 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.

### **Consequences for Non-Compliance**

**First Offense:** The cell phone will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school. Parents will be notified in writing and a discipline referral will be issued.

**Second Offense:** The cell phone will be taken and held by administration and must be picked up by a parent/guardian. Parents will be notified in writing and a discipline referral will be issued and appropriate consequences applied.

**Third Offense:** The cell phone will be taken to the front office and a meeting will be set up and will result in the device to be left in the front office daily. After a period of no less than a week. At the discretion of the administration, the student may be granted permission to carry the phone again according to the rules. Parents will be notified in writing and a discipline referral will be issued and appropriate consequences applied. A parent conference with administration will be scheduled.

## **Crisis Intervention Plan/Crisis Team**

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. Plans are on file with each teacher.

### **Change in Address**

When there is a change in address, the school is to be notified immediately and that information is changed in School Admin by the parents.

### **Change in Name or Family Status**

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

## **Emergency & Weather-Related Closings/Delayed Openings**

In the event of snow or other inclement weather, OLPH School follows the decisions of the Howard County Public Schools System 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](http://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](http://www.olphschool.org)), and a mass email message will be sent if possible.

## **Communication to Parents**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Frequent emails are sent containing updates from the Principal, teachers, and HSA. The school website, [www.olphschool.org](http://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.



## **SwiftK12**

School communications are done through SwiftK12, a subdivision of PowerSchool. Families should make sure their family information is up to date to ensure timely and effective communication from the school. Please contact the front office for any help in changing information.

### **Non-Custodial Parent**

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Our Lady of Perpetual Help 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.

### **Non-Discrimination Statement**

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to 1. the Principal and 2. Assistant Principal.

Religion is required for each year a student attends OLPH School. All students enrolled in OLPH School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

## **Harassment Policy**

### Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

### I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### II. Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

### III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

## **Bullying Policy Statement**

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of 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 bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*“Bullying, harassment, or intimidation”* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. 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:
  - i. 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
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school’s website. (Please make sure that a link to the bullying form is on your school website).

## **Transportation Procedures**

The students are transported by car. The school assumes no responsibility for carpooling. Procedures for Arrival and Dismissal can be found on the school's website. Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lyft, or any private transportation company.

## **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 race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity. 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 8<sup>th</sup> 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 teachers.

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 Pre-K through 8: Our registration fee is \$250 and is 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.

Students are initially placed using the results of a school administered placement test, teacher recommendations, report cards/progress reports, and/or standardized test results.

### **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. Please see the schedule for reimbursement for a withdrawal in the

Financial Information section.

Upon withdrawal parents must do the following:

- 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**

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

- Inform the school in writing, in a timely manner.

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.

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.

### **Raise Right Program (formerly Scrip Purchase Policy)**

The Raise Right program, formerly Scrip, 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 Raise Right program. Each family must purchase a minimum of \$2500 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.

Gift cards are ordered online through [www.raiseright.com](http://www.raiseright.com). Each family must enroll using the school's ID code, which can be obtained from the RaiseRight program administrator. 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 administrator. Payment may also be made online by setting up an account at

[www.raiseright.com](http://www.raiseright.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 1<sup>st</sup> and ends on May 31<sup>st</sup>. Families that fail to complete the required 30 (or 15) hours of service by May 31<sup>st</sup> 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 \$750 fee (30 hours X \$25 = \$750). This fee will be reduced by \$25 for every hour of service completed. Likewise, a family with a single, disabled, or deployed parent will be required to pay a \$375 fee (15 hours X \$25 = \$375). This fee will also be reduced by \$25 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 the Parents tab on the OLPH School website and click on Volunteer Hours. To log hours, go to [trackitforward.com](http://trackitforward.com) and sign in using your account name and password. The complete instructions for Track it Forward are located on the volunteering page of the OLPH School website. 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 48 hours 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 10<sup>th</sup> 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 10th. Payment of tuition is made through FACTS ([www.facts.com](http://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 10<sup>th</sup> 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.

### **Tuition Assistance/Tuition Grants**

Tuition assistance is available. Applications are reviewed annually. Families seeking tuition assistance must apply in the spring preceding enrollment through the Facts Management System.

### **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 15<sup>th</sup> 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.

### **Withdrawal**

A student is considered enrolled once their registration is complete and the tuition year has begun. Should a student withdraw or be asked to leave OLPH School, they forfeit all fees, financial assistance, discounts, and the tuition deposit.

The Account will be charged a withdrawal fee of \$500.00. The balance of the tuition paid, the net semester tuition, will be reimbursed as follows:

- Withdraw during week 1: 100 % of net semester tuition less withdrawal fee
- Withdraw during week 2 & 3: 75 % of net semester tuition less withdrawal fee
- Withdraw during week 4 & 5: 50 % of net semester tuition less withdrawal fee
- Withdraw during week 6 & 7: 25 % of net semester tuition less withdrawal fee
- Withdraw week 8 and after: 0 % NO tuition refund.

## **Attendance Policies**

### **School Hours: 8:55 a.m. – 3:30 p.m.**

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

Students are dropped off as car riders in the morning at the side door of Harrison Hall. In the afternoon, students are up in front of the school and car riders are picked up assigned dismissal locations outside the school (see arrival/dismissal procedures distributed by administration). Cars are only permitted to enter and exit the campus according to the assigned traffic patterns for arrival and dismissal. For everyone's safety, it is necessary for drivers to follow the directions of the faculty members in charge on the parking lot.

### **Absence**

Regular attendance is considered essential for learning at OLPH School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 8:30 a.m. and 9:30

a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district. Per Student Policy 1.0 More than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

### **Truancy**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

### **Lateness**

Students may enter the school at 8:30 and their homerooms with direction from their teacher. The school day begins at 8:55. Any student arriving after 8:55 is considered late and must report to the office with their parent/guardian for a late slip. Tardiness is entered on a student's permanent record.

### **Assignments**

It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### **Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

- Students who arrive between 8:55 a.m and 10:00 a.m. are marked as late (whole day of attendance)
- 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 (whole day of attendance).

### **Regular Dismissal**

In compliance with the Archdiocese of Baltimore, on regular school days OLPH School admits students at 8:30 a.m. and dismisses students beginning at 3:30 p.m.

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. or 12:45 p.m. on an early dismissal day will be sent to the front office and the parents will be charged for \$25.00 for the first 15 minutes (3:30 p.m. - 3:45 pm) and \$1.00/hour for each minute after that. 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.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents that may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **Early Dismissal Days**

On early dismissal days, 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 website.

### **Excused Absences**

On days of excused absence, the student is marked excused from school. 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 car breakdown or accident, or an emergency Doctor or Dentist appointment.

### **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.

## **Positive Behavior and Behavior Policies**

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## **Statement on Philosophy of Discipline**

Our Lady of Perpetual Help School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

### **PBIS-Positive Behavior Intervention and Support**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

The Positive Behavior Intervention and Supports (PBIS) method for promoting positive, respectful, and responsible behavior is used at OLPH School. Through a variety of positive incentives, students are encouraged to be the best they can be.

Examples of proper behaviors according to the PBIS model are described in the following table:

	Classroom	Bathroom	Lunch	Recess	Hallway	Special Events
<b>Be Respectful</b>	<p>Raise your hand</p> <p>Take turns while speaking</p> <p>Demonstrate behavior aligned with Catholic values</p> <p>Contribute appropriately to the learning environment</p>	<p>Stay Quiet</p> <p>Flush the toilet</p> <p>Respect others' privacy</p> <p>Use one paper towel and put it in the trash</p>	<p>Wait patiently in line</p> <p>Only touch what belongs to me</p> <p>Speak in a conversational tone. Use kind words.</p> <p>Listen to all adults.</p>	<p>Take turns and cooperate</p> <p>Include others</p> <p>Be mindful of others space and activities</p>	<p>Quiet voices</p> <p>Use appropriate language</p> <p>Keep hands, feet, objects, and bodies to myself</p> <p>Pick up trash and throw it away</p>	<p>Use manners</p> <p>Listen and follow directions</p>
<b>Be Responsible</b>	<p>Complete the work to the best of your ability</p> <p>Submit work on time</p> <p>Use classroom materials appropriately</p> <p>Maintain an orderly work space</p>	<p>Wash Hands</p> <p>Use the equipment properly</p> <p>Only 3 students in the bathroom at one time</p>	<p>Clean up my own trash</p> <p>Wipe up the table and pick trash up off the floor</p>	<p>Collect all recess equipment and return it</p> <p>Alert adults when equipment is lost</p> <p>Stay where adults can see me</p> <p>Avoid rough play</p>	<p>Walk to the right</p> <p>Wait patiently to enter a classroom</p>	<p>Use appropriate entrances and exits</p> <p>Stay in assigned area</p> <p>Keep outside doors closed at all times</p>
<b>Be Kind</b>	<p>Offer assistance to classmates in an appropriate manner</p> <p>Use constructive and encouraging</p>	<p>Take turns using equipment</p> <p>Treat people with respect in the bathroom</p>	<p>Include everyone in conversation</p> <p>Thank the volunteers for helping</p>	<p>Play games everyone can enjoy</p> <p>Thank the volunteers for helping</p>	<p>Greet teachers entering and exiting the classrooms</p> <p>Wait your turn before</p>	<p>Be courteous to guests</p> <p>Look for ways to help teachers and volunteers</p>

	statements with your peers	Return promptly to class			entering a room	
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## Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.

***Parents and students will receive oral or written charges against them.***

## Procedures for Rule Violations Grades Pre-K and K

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate OLPH policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i>
<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Calling out</li> <li>● Minor inappropriate language</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Not having materials</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Pattern of not completing homework</li> </ul> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents</p>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Bullying/harassment</li> <li>● Academic dishonesty (copying)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform student of rule violated</li> <li>3. Describe expected behavior</li> <li>4. Contact parents if necessary</li> <li>5. Debrief and reteach school-wide expectations</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform student of violation</li> <li>3. Describe expected behavior</li> <li>4. Teacher completes documentation form (MIR)</li> <li>5. Contact parents and send them the MIR</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete Office Discipline Referral form (ODR)</li> <li>4. Escort student to office with ODR</li> <li>5. Contact Parents</li> </ol>



	6. Send MIR to administration	
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## Procedures for Rule Violations Grades 1-2

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate OLPH policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i>
<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Calling out</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Not having materials</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Pattern of not completing homework (5 times in a trimester)</li> </ul> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents</p>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Bullying/harassment</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform student of rule violated</li> <li>3. Describe expected behavior</li> <li>4. Contact parents if necessary</li> <li>5. Debrief and reteach school-wide expectations</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform student of violation</li> <li>3. Describe expected behavior</li> <li>4. Teacher completes documentation form (MIR)</li> <li>5. Contact parents and send them the MIR</li> <li>6. Send MIR to administration</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete Office Discipline Referral form (ODR)</li> <li>4. Escort student to office with ODR</li> <li>5. Contact Parents</li> </ol>

## Procedures for Rule Violations Grades 3-5

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate OLPH policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i>
<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Calling out</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Uniform violation</li> <li>● Non-permitted food or drink</li> <li>● Not having materials</li> </ul> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents</p>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work (complete refusal)</li> <li>● Minor dishonesty (impacts others or chronic)</li> <li>● Minor inappropriate touching</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> <li>● Pattern of not completing homework (3 times)</li> <li>● Misuse of technology or cell phone according to school policy</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Inappropriate display of affection</li> <li>● Bullying/harassment</li> <li>● Inappropriate dress (out of uniform)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> <li>● Misuse of technology or cell phone according to school policy (repeated infractions)</li> </ul>
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform student of rule violated</li> <li>3. Describe expected behavior</li> <li>4. Contact parents if necessary</li> <li>5. Debrief and reteach school-wide expectations</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform student of violation</li> <li>3. Describe expected behavior</li> <li>4. Teacher completes documentation form (MIR)</li> <li>5. Contact parents and send them the MIR</li> <li>6. Send MIR to administration</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Teacher completes Office Discipline Referral form (ODR)</li> <li>4. Escort student to office with ODR</li> <li>5. Teacher sends ODR to administration</li> <li>6. Teacher and administrator conference on the situation</li> <li>7. Parent conference/phone call with administrator</li> <li>8. ODR sent home</li> </ol>

## Procedures for Rule Violations Grades 6-8

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate OLPH policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i>
<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Calling out</li> <li>● Refusing to work</li> <li>● Uniform violation</li> <li>● Non-permitted food or drink</li> <li>● Not having materials</li> </ul> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents</p>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work (complete refusal)</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> <li>● Pattern of not completing homework</li> <li>● Misuse of technology or cell phone according to school policy</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Inappropriate display of affection</li> <li>● Bullying/harassment</li> <li>● Inappropriate dress (out of uniform)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> <li>● Misuse of technology or cell phone according to school policy (repeated infractions)</li> </ul>
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Contact parents if necessary</li> <li>4. Debrief and reteach school-wide expectations</li> <li>5. Issue MIR- if behavior is repeated- move to level two</li> <li>6. Submit Form</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform student of violation</li> <li>3. Describe expected behavior</li> <li>4. Teacher completes documentation form (MIR)</li> <li>5. Contact parents and send them the MIR</li> <li>6. Send MIR to administration</li> </ol>	<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Teacher completes Office Discipline Referral form (ODR)</li> <li>4. Escort student to office with ODR</li> <li>5. Teacher sends ODR to administration</li> <li>6. Teacher and administrator conference on the situation</li> <li>7. Parent conference/phone call with administrator</li> <li>8. ODR sent home</li> </ol>

## Consequences

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

If the behavior is unable to be corrected within the classroom, students will be assigned a developmentally appropriate detention and conference with an Administrator. Parents will receive a Minor Incident Report (MIR) or Office Discipline Referral (ODR) form documenting the infraction(s) and consequences. If the behavior continues after this level, parents may be called in for a conference with an administrator and classroom teacher. For older students, continued misbehavior may warrant morning detention (8:00 am - 8:30 am) and/or lunch detention. Repeated detentions will result in further disciplinary action.

## Suspension

The administration reserves the right to suspend a student from school for seriously disruptive behavior and for repeatedly failing to follow classroom and/or school rules. The procedure for initiating suspension is as follows:

- Parents are to be informed verbally of the infraction at earliest possible time
- Verbal communication is followed by formal written notice including disciplinary action (Office Discipline Referral)
- At the end of the suspension, administration schedules a meeting with parent as well as a follow up meeting to discuss reinstatement conditions
- In cases where expulsion may be warranted, the principal will confer with the associate superintendent before any disciplinary action is taken
- If expulsion is recommended, the student has as a right to review in accordance with the policy manual of the Department of Catholic Schools

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 or the glorification of violence and weapons
- 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

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement. Students on suspension are not permitted to participate in any school-sponsored activities while they are suspended.

## **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

An expelled student forfeits all privileges of the Our Lady of Perpetual Help School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

If a student is dismissed from the program, tuition is refunded at a prorated amount.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

## **Alcohol and Drugs**

The possession, use, or distribution of any number 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**

OLPH School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

## **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

## **Student Code of Conduct**

**All students are expected to demonstrate mature, responsible behavior. By way of example, but not of limitation, all students shall:**

- Treat each other and all other members of the School community, including the principal, the administration, the staff, and visitors with courtesy and respect.
- Demonstrate Christian values in speech, gestures, and actions.
- Greet and respond to everyone in a polite manner.
- Maintain silence in hallways (e.g., when returning from recess or changing classes).
- Be considerate of the needs of others.
- Comply with the Values Code, the Anti-Violence Guidelines, the Anti-Bullying Guidelines, and the Additional Behavior Guidelines.
- Comply with all policies, rules, regulations, and guidelines specified or implied in this Handbook.
- Comply with expectations of the principal, the administration, and the staff.
- Properly care for all books, supplies, and furniture supplied by Our Lady of Perpetual Help School.

## **Student Dress Code**

All OLPH students are required to wear the official school uniform. Every student in Grades Pre-K through 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 appropriate discipline 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 donate 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](http://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 predominantly black or white for both PE and the summer uniform. Shoelaces 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 Grades. 6-8 (optional, may be worn as desired for warmth, but only these are permitted in class)
- Embroidered-logo ¼ zip performance fleece pullover

### **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
- Embroidered-logo ¼ zip performance fleece pullover
- Black, brown, tan, or navy belt
- White or navy or black crew or ankle length socks



- Shoes: Black, brown, tan, or navy tie shoes, Docksidiers, 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
- Embroidered-logo ¼ zip performance fleece pullover
- 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)
- Embroidered-logo ¼ zip performance fleece pullover
- 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)
- Embroidered-logo ¼ zip performance fleece pullover
- 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:

- Gray T-shirt with OLPH logo
- 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 sweatpants with logo
- Navy sweatshirt with OLPH logo or "Spirit Wear" sweatshirt w/ white shirt under it ("Spirit Wear" sweatshirt may only be worn on PE days.)

- *White crew or ankle length or black sport socks (small logo permitted)*
- Sneakers (see color guidelines above)

## **Personal Appearance**

Our Lady of Perpetual Help School recognizes that particular hairstyles are often a part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of OLPH to permit individual families to decide the appropriate cared-for hairstyle for children.

At OLPH, we prefer the following:

- Hair should be neat and well-groomed. The length of boys' hair should not exceed the top of the shirt collar or cover the eyebrows.
- Unnatural colors and/or designs on the head are not preferred. 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.

*Appropriateness of hair styles and cuts for school will remain at the discretion of the Administration.* Our goal at OLPH is that personal appearance does not interfere with the learning process. If families have questions regarding personal appearance guidelines, please direct your questions to the Principal.

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 is permitted. Nails must be neatly trimmed. No nail polish other than clear may be worn. This includes tips and “French manicures,” which are also not permitted.

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

On occasion, there may be out –of- uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

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
- Hanging chains

- Flip-flop shoes
- **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.

A **free** uniform exchange program exists to help facilitate the exchange of gently used uniforms. Information is posted on the Parents Facebook page or call the office.

**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 of materials in the building has taken place and the air quality results remain within all regulations.

**Maryland School Immunization Requirements**

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

## **Dispensing of Medication**

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

**Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.**

Cough drops are considered medication and may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be brought to the Nurse's Office to be administered by the Nurse.

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. Our Lady of Perpetual Help School will no longer stock over the counter medications (OTC). In the event your child would need an OTC medication, a medication order form must be completed by your child's physician and it is the parent's responsibility to provide the specified medication in its original packaging. Parents are always notified when their child has received an OTC medication from the School Nurse.

## **Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Whooping Cough (Pertussis)	Meningitis
Rocky Mountain Spotted Fever	Hepatitis
Human Immune Deficiency	Food Poisoning
Virus Infection (AIDS and all other symptomatic infections)	Mumps
Adverse reactions to Pertussis Vaccine	Lyme disease
Chicken Pox (varicella)	Animal bites / Rabies
COVID-19	Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

### **Health Records**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. According to Maryland state law, a physical must be completed within nine months prior to entering or six months after entering school. The school must be notified of any changes that occur during the school year.

### **Head Injury**

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. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **Insurance**

The school provides the option for parents to purchase health insurance for their children.

### **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 with them, the physician must state this requirement on the order.*

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, and nuts for the entire school year. Parents who wish for their child to sit at this table are required to contact the School Nurse and complete an allergy table form. Students cannot sit there without a completed form signed by a parent. 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. A food approval form must be completed for all school related events occurring within the normal school day hours. This form is available online as well as in the Nurse's Office and must be submitted one week prior to the event.

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.

*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.*

### **Blood borne Pathogens**

A complete Blood borne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

### **Vision/Hearing Screening**

The school follows the directives of the Howard County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- All new students who have not provided documentation for screening in the past year;
- All students the year they enter the school in Grades Pre-K, Kindergarten, 1, and 8
- Grade 3 or Grade 4 if funding is available;
- Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

### **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, as well as to the Principal.

### **Visitors/Virtus/Raptor System**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the front office with a government issued ID. The Raptor Sign-In system that is used in the front office conducts an immediate check against the registered sex offender database and keeps digital records of all sign-ins (raptortech.com). The system then prints out a sticker badge to be worn by all visitors during their time in the school.

Parents may not accompany students to the classroom for drop-off.

### **Playground/School Supervision Provisions**

Students are supervised at all times during the school day. Students are expected to follow the directions of the adult that is responsible for their safety (faculty, staff, or volunteer). 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 and recess. Students may not have any type of practice in Harrison Hall or use the computer lab during lunch and recess without teacher permission and adult supervision.

## **Use of School Grounds and Supervision**

### **Supervision Responsibilities Before and After the Official School Day**

Arrival time is 8:30 a.m. and dismissal time is 3:30 p.m.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **Emergency Card**

Every student must have an Emergency Card 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.

## **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 to be excused. If your child has been seen for an injury and cannot participate in P.E. classes, the doctor's note must be forwarded to the nurses in the Health Office.

## **Student Services**

### **Educational Testing Referral Process**

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own, the process to request professional assistance from the local public-school system. The evaluative process is generally called the IEP Process (Individualized Educational Plan) and begins when a parent/guardian calls Child Find. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place.

Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at OLPH School with concurrent enrollment in the Marian Program (if available).

### **IEP Process**

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.



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## **Learning Resources**

### **Student Advocacy Team (SAT)**

The school has a Student Advocacy Team (SAT) that meets the first Friday morning of the month as well as when needed. The Student Advocacy Team consists of the counselor, the principal, the nurse, and several faculty members who meet for the purpose of supporting both the teachers and students to monitor both academic and social progress. The SAT can make recommendations to parents for outside evaluations.

### **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 the Marian Team composed of the school administration, teachers, and parents. The Marian Team 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.

Marian Program team members work in concert with the Student Advocacy Team to support both teachers and students with student accommodations, instruction, assessment, and to ensure a consistent, integrated and supportive academic program for students with accommodation plans.

## **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. For fee and other

information, please contact the school office or the director, Ms. Liz Brasauskas ([lbrasauskas@olphschool.org](mailto:lbrasauskas@olphschool.org)).

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 ([mkerns@olphschool.org](mailto:mkerns@olphschool.org)). Please call 410-744-4251 x206.

## **Guidance and Counseling**

The counseling program exists to offer students opportunities to learn to become well-rounded and successful individuals through classroom lessons, guest speakers, lunch groups, etc. to. Character building exercises enhance their individual personalities and overall social and emotional development. The counselor also works with the teachers creating cross-curricular activities that address the needs of the class. The program will be made up of four essential components that build the foundation for an individual: academic, social/personal, occupational and spiritual.

### **School Counselor**

The school counselor's main role is to guide students in their academic career to successful outcomes. The full time counselor provides monthly classroom guidance lessons that focus on values, our PBIS code, character education and social skills. The counselor will also meet with individual students based on challenges that may arise throughout the school year that could be hindering their academic progress. In addition, the counselor is available to meet with groups of students on a needs basis. The school counselor collaborates and communicates with teachers/staff, parents and children to ensure that all students are able to work to the best of their ability.

## **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 two of our alumni. 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 Barbara Coakley Award, a \$500 award named for a 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.

### **Lunch/Snack**

- 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 lunchtime. Due to allergy concerns, non-food treats are preferable. Parents may purchase ice cream for the class during lunch.
- 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.
- The lunch periods are as follows:
  - Grades 6-8: 11:20 to 11:45
  - Grades 4-5: 11:45 to 12:10
  - Grades Pre-K-1: 12:10 to 12:35
  - Grades 2-3: 12:35 to 1:00
- Hot Lunch is available every day at school for families who have placed orders online. AllAbout Lunch serves 4 days per week and Chick-fil-A serves once a week.
- Chewing gum is never permitted in school or on school grounds, including before and after school and at lunchtime, and on the bus. Students chewing gum receive disciplinary consequences.
- Please clearly mark your child's lunch bag or lunch box with their full name.

### **Recess**

Students will not be allowed to stay inside for recess without a note signed by a doctor. Please do not ask that your child remain indoors during recess. If they are too sick to go outdoors, they should remain home. If outdoor recess is canceled due to weather conditions, an announcement will be made prior to the lunch shift. During the winter months, students should come to school prepared for outdoor recess with appropriate outerwear.

### **Playground Rules**

The rules of the playground are governed by concern for safety and to ensure respect for others.

- All playground equipment is to be used in a safe manner.
- Only faculty-approved games may be played on the playground.
- The school provides playground items such as balls, jump ropes, etc.
- Students will stay in their designated play areas.
- Re-entry into the school building during recess will only be permitted for first-aid or with permission of the playground supervisor.

## 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 under the direction of teacher moderators. Students in 4<sup>th</sup>-8<sup>th</sup> grade elect the officers in the fall from among 7<sup>th</sup> and 8<sup>th</sup> 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 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 Clubs**

- **National Junior Honor Society**: OLPH 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.

### **Athletics-Angel Sports**

- **Cross Country**: OLPH school sponsors cross country for grades 5-8. Meets take place against various schools in the fall.
- **Basketball**: OLPH parish sponsors CYO basketball for grades 2-8. The season typically runs from November through February.

### **After-School Clubs**

Some clubs are facilitated by teachers while others are led by additional vendors to offer other activities such as chess, coding, cooking, and additional enrichment in the content areas. The club offerings vary from year to year and are presented to the school community at the start of each school year.

### **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.

### **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.

**This Handbook was revised in July 2022 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.**