



## **STUDENT AND PARENT HANDBOOK**



## **OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL**

**Updated August 2017**

# STUDENT AND PARENT HANDBOOK

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## **Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, the reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and all the members of the Apostleship of Prayer, and in particular for those recommended by our Holy Father this month.

Amen.

## **Our Lady of Perpetual Help Catholic School**

### **Prayer**

Dear Jesus,

Be with us as we begin this day. Help us as we play, grow and learn together. Keep each student's spirit happy, strong and open. May the Holy Spirit fill our hearts with love for You and each other. Guide our teachers with patience and understanding. Together with your mother, Mary, watch over and guide our school as we grow in your likeness. Thank you for being here with us.

Amen

**Our Lady of Perpetual Help, pray for us.**

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## ***Catholic Schools: Educating our youth in truth for the honor and glory of God and the salvation of souls***

### **INTRODUCTION**

#### **FOREWORD**

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein, and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school. The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through our website and email communications.

#### **MISSION STATEMENT OF THE DIOCESE OF MEMPHIS CATHOLIC SCHOOLS OFFICE**

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

#### **EDUCATIONAL PHILOSOPHY AND GOALS**

##### **ENCULTURATION OF CATHOLIC IDENTITY: Because Faith and Service is Our Cornerstone**

- Religion is a core subject for every student in our Catholic schools
- Community service hours required for students
- More than 200 local, national and international organizations and groups served by our Catholic school students through service outreach
- Potential vocation-discerner administered in grade 7 - Vocation Awareness Activities
- School and class retreats, liturgies, para-liturgical services and other occasions for spiritual growth
- Study of Church History and of Catholicism
- Service to others is our cornerstone
- Common Diocesan prayer before all athletic competition
- Observance of Holy Days
- Catholic Teachers from ACE Program from Notre Dame and Lance Program from CBU

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## **CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future**

1. A priority of our Catholic system is education in the Catholic faith and the faith development of our students.
2. Worship, the sacraments and prayer are essential components of the Catholic schools to ensure Catholic identity.
3. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
4. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
5. A safe, supportive and nurturing learning environment promotes student achievement.
6. Achievement of high academic standards is expected of all students.
7. Commitment of all personnel (administrators, teachers, and support staff) providing and holding students to high quality standards, expectations and performances contribute to the success of the Catholic Schools.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## **ENVIRONMENT**

- Iowa Assessment skills/CogAT administered at the elementary level. PSAT, SAT, ACT at high school level - National Merit Scholars - Advanced Placement Courses
- Schools offer a variety of academic experiences: College preparatory, traditional programs, multi-level flexible programs to accommodate learning differences and abilities, Special Education, Technology programs
- Schools offer diversified programs of extracurricular and co-curricular clubs and organizations in academics, the Arts, Athletics, Spiritual Life and Community Service
- Diocesan Art Show

## **ACCREDITATION**

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

Our Lady of Perpetual Help Catholic School is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC accreditation is the gold standard for early

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childhood programs across the country. Families of young children who attend NAEYC-accredited programs can be confident that they deliver the highest quality early care and education.

## **TECHNOLOGY: Because Learning Takes Place in a Global Society**

- The Administration and Faculty at each school site develop a plan within the overall framework and needs at their school.
- Training and professional development of all school personnel in the use of technology and the implementation of Technology into the curriculum are vital parts of the plans.
- Grants, donations, fundraisers and optional means have afforded each school the implementation of all four phases of the technology plan which includes wiring, hardware, software, and training.
- All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

## **OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL**

### **SCHOOL MISSION**

Our Lady of Perpetual Help Catholic School's mission to instill in our students the fundamental beliefs of the Roman Catholic faith, ensuring quality learning experiences with the highest regard for individual differences, while preparing them to live in a changing world as self-directed, caring, responsible citizens.

### **SCHOOL PHILOSOPHY**

Our Lady of Perpetual Help Catholic School's philosophy is firmly built on the "Cornerstone of Christianity," Jesus, Our Lord.

Dedicated to Our Lady, who was entrusted with the care and formation of the Child Jesus, we seek to imitate her gentle love in nurturing our children. We strive to create an atmosphere which promotes our children's spiritual, intellectual, social, and physical growth. Developing well-rounded students steeped in Catholic doctrine will ensure that the Church, supported by her "Cornerstone," remains strong and true to Catholic beliefs.

Our Lady of Perpetual Help Catholic School is a meeting place for those who wish to express Christian values in education. The aim of the Catholic school community is the transmission of values for living. Its work is to promote a faith relationship with Christ in whom all values find fulfillment. Faith is principally assimilated through contact with persons whose daily lives bear witness to Christ. Christian faith is born and grows within a community.

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Our school community generates an environment where our children gain a sense of responsibility for themselves and for the rights of others. Building on a foundation of faith, our children, like Mary, will have the courage and wisdom to serve their world community.

Our Lady of Perpetual Help Catholic School is dedicated to providing an accredited, co-educational, child-centered school of developmentally appropriate excellence, serving all qualified children of any race, creed, national or ethnic origin. Christian values and an environment designed for the optimal development of the whole child are emphasized throughout the school program.

## **SCHOOL VISION**

The students of Our Lady of Perpetual Help Catholic School will become self-directed learners and contributing members of society who value academics, appreciate the arts, reflect responsible leadership, and serve God's people.

## **OUR BELIEFS**

- Each student is a child of God created as a valued individual with unique intellectual, social, emotional, and physical needs.
- Teachers, staff, administrators, parents, students, and community all share in the responsibility for promoting a faith relationship with Jesus Christ.
- The fundamental beliefs and values of the Roman Catholic faith will be transmitted through education, example, and prayer.
- Built on a foundation of faith, our students will have an understanding of different peoples and their cultures and will have the courage and wisdom to serve their world community.
- All students can learn, and when given a variety of instructional approaches, individual learning styles will be supported.
- Parents and teachers share in the responsibility of each student's success.
- A safe and physically comfortable environment enhances student learning.
- Students need to demonstrate their understanding of essential knowledge and skills and to apply this knowledge to their everyday lives.
- The school community should be committed to continuous improvement to meet the ever-changing demands of society, enabling students to become self-directed, lifelong learners.

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## GENERAL INFORMATION

### SCHOOL CALENDAR 2017-2018

August 8, 2017.....	K-8 First Day of School (1/2 Day)
August 10, 2017.....	1's-4's First Day of School (Full Day)
August 15, 2017.....	Solemnity of the Assumption of Mary (School Closed)
September 4, 2017.....	Labor Day (School Closed)
October 6, 2017.....	Professional Day (School Closed)
October 9, 2017.....	Fall Break (School Closed)
November 1, 2017.....	All Saints Day (School Closed)
November 20 – November 24, 2017.....	Thanksgiving Break (School Closed)
December 8, 2017.....	Feast of the Immaculate Conception (School Closed)
December 19, 2017.....	Start of Christmas Break (Half Day)
December 20, 2017 – January 2, 2018.....	Christmas Break (School Closed)
January 3, 2018.....	Classes Resume
January 15, 2018.....	Dr. Martin Luther King Holiday (School Closed)
February 16, 2018.....	Faculty Retreat (School Closed)
February 19, 2018.....	Presidents' Day (School Closed)
March 12–16, 2018.....	Spring Break (School Closed)
March 29 (1/2 day) - April 2, 2018.....	Easter Break (School Closed)
May 25, 2018.....	Last Day of School (Half Day)

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## **SCHOOL SCHEDULE**

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy.

<b>FULL DAYS</b>	<b>Start</b>	<b>End</b>
1-Year-Old and 2-Year-Old Classes	8:30 a.m.	2:30pm
3-Year-Old and 4-Year-Old Classes	8:00 a.m.	2:45pm
Kindergarten – 8 <sup>th</sup> Grade	8:00 a.m.	3:00pm
Extended Care is available for all ages from 7:00 a.m. until 6:00pm.		

<b>HALF DAYS (No Lunch or Aftercare)</b>	<b>Start</b>	<b>End</b>
1-Year-Old and 2-Year-Old Classes	8:30 a.m.	11:30 a.m.
3-Year-Old and 4-Year-Old Classes	8:00 a.m.	11:45 a.m.
Kindergarten – 8 <sup>th</sup> Grade	8:00 a.m.	12:00pm
Early Care is available for all ages at 7:00 a.m. There is no aftercare.		

## **Office Hours**

School Days: 7:30 a.m. to 3:30 pm

Summer Hours: 9:00 a.m. to 1:00 pm - Monday through Thursday

Church Office Hours: 8:30 a.m. to 4:30 pm Weekdays (Closed 12:30-1:30 for Lunch)

## **K-8 School Notes**

The school day begins promptly at 8:00 a.m. every morning. We close the door with the bell, begin prayers, and make necessary announcements. If you are late, please sign your child “in” at the office. Late students must be accompanied by an adult. There will be no exceptions to this rule since the safety of the children is our top priority. Please do not ask a staff member to let you in a locked entrance. We ask that you take your child to the front office once the entrances have locked. We have a very busy day of learning scheduled, so please be prompt.

## **CONTACT INFORMATION**

School Office: (901)753-1181 Ext. 340

School Secretary: Angela Saba, [asaba@olphgermantown.org](mailto:asaba@olphgermantown.org)

Assistant Principal: Lynn Lifsey, [llifsey@olphgermantown.org](mailto:llifsey@olphgermantown.org)

Principal: Cristy Sneed, [csneed@olphgermantown.org](mailto:csneed@olphgermantown.org)

Church Office Manager/Bookkeeper: Carol Schaeffgen, [cschaeffgen@olphgermantown.org](mailto:cschaeffgen@olphgermantown.org)

## **SUPERVISION OF STUDENTS**

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

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## **CHILD ABUSE AND NEGLECT**

As required by state law, school officials, personnel, employees, or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse, or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and the Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

Abuse Hotline 1-877-237-0004

Catholic Diocese Human Resources 1-901-373-1257

For non-emergencies, report online at <https://apps.tn.gov/carat/>

## **DRIVING/PARKING ON SCHOOL PROPERTY**

Drivers will not exceed 5 MPH, drive recklessly on school property or use cell phones or other electronic devices while driving. Please keep all pets restrained during arrival and dismissal. All drivers must not avoid the speed bumps in the parking lot. Please properly instruct grandparents and/or any adults authorized to drop off or pick up your child regarding OLPH traffic policies. Persistent violators will be addressed.

## **DROPPING OFF AND PICKING UP**

### **Arrival Times**

All Students for Early Care	7:00 a.m.	Walk-in (Doors to the right of St. Therese Hall)
1-Year-Olds and 2-Year-Olds	8:30 a.m.	Walk-in (Doors to the right of St. Therese Hall)
PreK3 – Grade 3	7:45 a.m.	Porte-cochere area
Grades 4-8	7:45 a.m.	Gym area

### **1-Year-Olds and 2-Year-Olds**

**All preschool and lower elementary parents should be aware and observe the State of Tennessee child car restraint laws.**

**Arrival and Dismissal Procedures will be reviewed at Parent Orientations.**

1. When walking into the building, parents must park vehicles in a designated parking spot for arrival and dismissal.
2. Please avoid parking in fire lanes, posted no parking lanes and areas where cars are proceeding.

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## PreK3-3<sup>rd</sup> Grade

**All preschool and lower elementary parents should be aware and observe the State of Tennessee child car restraint laws.**

1. Parents may drop off students at the porte-cochere area beginning at 7:45 a.m. when adults are present. Children must exit from the right side of the vehicle. *Parents must stay in the car. Children should enter the building immediately and wait for siblings inside the building. If children are having difficulty with separation, please move forward and enter through the school office.*
2. Parents who wish to enter the school before classes may park in the main church area west of Father Gresham Hall in a designated parking space. Please walk and cross with caution to the sidewalk adjacent to the main church. Parents may enter through the Parish entrance near St. Therese Hall. Teachers will not receive students before 7:45 a.m. (except in early care).
3. The PreK3-3<sup>rd</sup> grade line forms at the west end of the parking lot.
4. All traveling pets must be restrained for the protection of students and staff.

## Grades 4-8

1. Students in grades 4-8 may be dropped off at the south gymnasium entrance beginning at 7:45 a.m. Students will enter the school at the courtyard entrance between the gymnasium and the church. Students arriving prior to 7:45 a.m. must attend early care in the art room and must be accompanied by an adult to early care.
2. **Students arriving after 8:00 a.m. must be checked "in" at the front office by a parent.** Students will be issued a tardy slip prior to entering class.
3. Parents who wish to enter the school before classes may park along the front of the building or in designated parking spots and enter at the office.
4. **Siblings in preschool and Kindergarten may not be dropped off at the gymnasium entrance.**
5. **Siblings in grades 1-3 able to independently exit cars may be dropped off in at the gymnasium with older brothers and sisters.**
6. All traveling pets must be properly restrained for the protection of students and staff.

## Dismissal Times

1-Year-Olds and 2-Year-Olds	2:30 pm	Porte-cochere area
PreK3 and PreK4	2:45 pm	Porte-cochere area
Kindergarten-Grade 3	3:00 pm	Porte-cochere area
Grades 4-8	3:00 pm	Gym area

"Family Dismissal" is now available. Please contact Mrs. Sneed for more information.

Extended Care                      Please Refer to Extended Care Guidelines

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## **1-Year-Olds and 2-Year-Olds**

**All preschool and lower elementary parents should be aware and observe the State of Tennessee child car restraint laws.**

**Arrival and Dismissal Procedures will be reviewed at Parent Orientations.**

1. When walking into the building, parents must park vehicles in a designated parking spot for arrival and dismissal.
2. Please avoid parking in avoid fire lanes, posted no parking lanes and areas where cars are proceeding.
3. Parents may pick students up at the porte-cochere area at 2:30 p.m.

## **PreK3-3<sup>rd</sup> Grade**

**All preschool and lower elementary parents should be aware and observe the State of Tennessee child car restraint laws.**

1. PreK3-3<sup>rd</sup> grade parents will proceed past the rectory and forward, left at Father Gresham and into the back parking area. Have your name visible, students will be called, and assisted to the appropriate place for pick up in the porte-cochere area. Children will be assisted from the right side of the vehicle. Following pickup, please proceed forward away from the porte-cochere area in order to stop and properly restrain young passengers.
2. If your child is dismissed at 3:00 p.m. and you arrive before 3 p.m., please park on the right side of the drive. Do not pull up past the drive in front of St. Therese Hall until 3:00 p.m. Parents who pick up preschoolers will need to pass on the left in order to get to the porte-cochere.
3. If you must park and pick up has not begun, please drive behind Father Gresham and park west of the building. You must exit with the flow of traffic behind Father Gresham.
4. If pick-up has begun, please stay in the 4-8 line for PreK pickup and/or to access parking lot west of Father Gresham.
5. All traveling pets must be properly restrained for the protection of students and staff.

## **Grades 4-8**

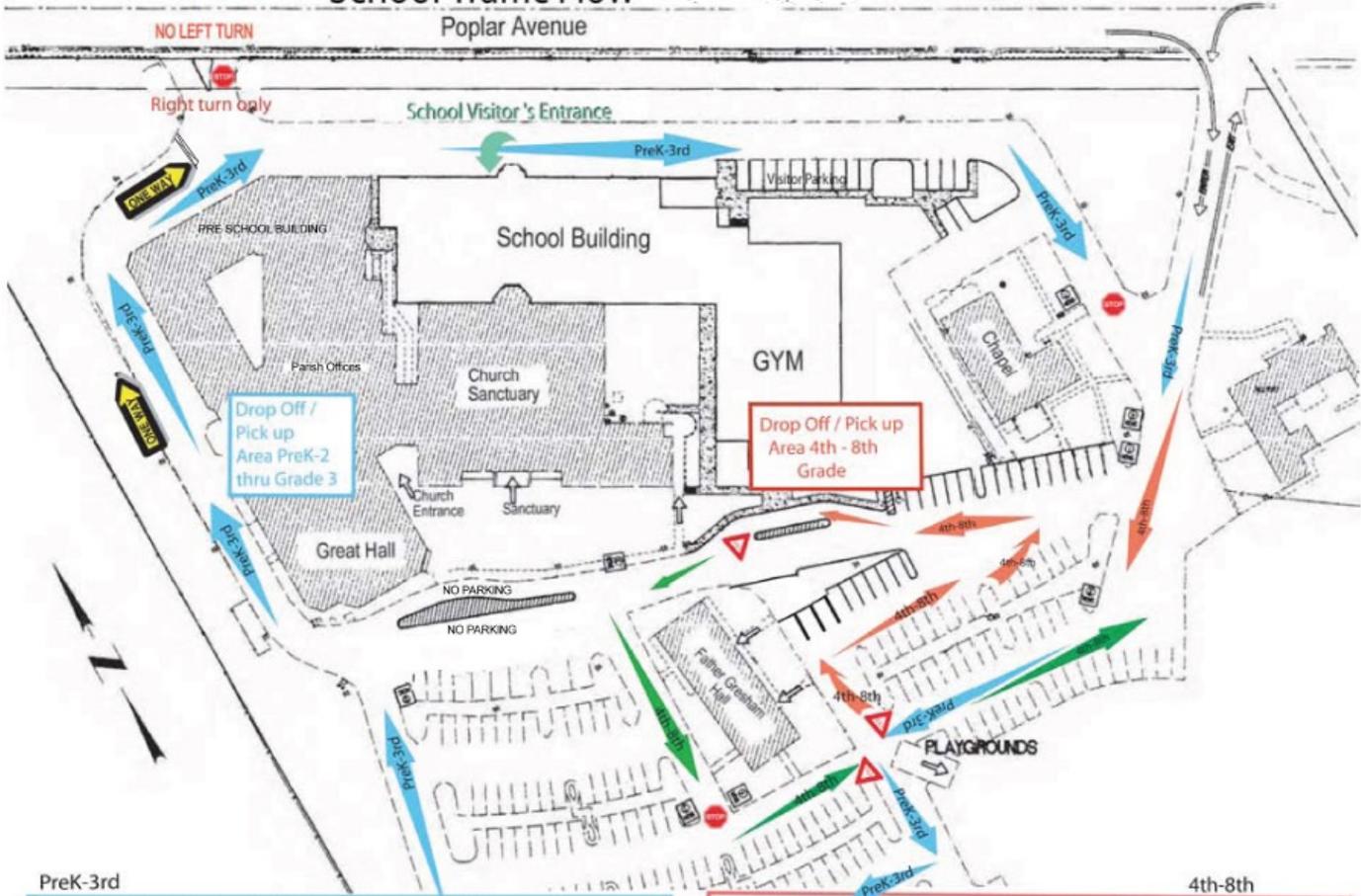
1. Parents must proceed past the morning arrival entrance and snake through the parking area east of Father Gresham Hall. Please be aware that the entrance path is also an exit route.
2. Please have your family name sign prominently displayed on the right passenger side of your vehicle (signs to be distributed at registration).
3. Upon pick-up, proceed forward, left at Father Gresham, left once again for your exit.
4. If you must gain entry into the PreK3-3<sup>rd</sup> grade line, have your name visible, students will be called, and assisted to the appropriate place for pick up in the porte-cochere area.

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Please assure safe passage of older students when waiting to pick up younger siblings by having students buckle up. Do not allow older siblings to stand in vehicles through sunroofs and/or hang from open windows.

5. If you must park and pick up has not begun, please drive behind Father Gresham and park west of the building. You must exit with the flow of traffic behind Father Gresham. If pick-up has begun, please stay in the 4-8 line and park west of Father Gresham.
6. All traveling pets must be properly restrained for the protection of students and staff.

## School Traffic Flow 2017-2018



PreK-3rd

Drop off and Pick Up for Grades PreK-2 through 3rd Grade will enter at traffic light. Continue south to furthest end of island and make right turn. Turn left at stop sign and proceed toward fields, then turn right and continue across the back parking lot. Right turn to Porte-co-chere entrance on west side of Great Hall. Exit right on Poplar at first driveway, or continue east to exit at traffic light, observing stop sign at Chapel.

4th-8th

Drop off and Pick Up for Grades 4,5, 6,7 & 8 will enter at traffic light. Continue south to furthest end of island and make right turn. Yield at end of island. Make a right turn and then a left turn with drop-off/pick-up at gym entrance. Exit left on west side of Father Gresham Hall, observing stop at corner. Turn LEFT and proceed to exit. Please drop-off/pick-up older siblings first then merge back into drop lane for PreK - 3rd at stop sign on the south side of Father Gresham Hall.

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## **USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY**

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction, or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

## **COMPLAINT/GRIEVANCE PROCEDURE**

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns, or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal. If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

Students and their parents must annually agree to the school's acceptable use policy prior to the student using school technology resources.

## **CELL PHONES/ELECTRONIC DEVICES**

Student possession of electronic pagers, beepers, video games, iPods, MP3 players, cameras, or other personal electronic devices on school property or at school related functions is prohibited. Our Lady of Perpetual Help Catholic School allows cell phones to be carried by students in grades 5-8, but they must be turned off and stored in lockers in purses, backpacks, or other containers during school hours. Violation of the policy will result in confiscation of the electronic device, which will be returned only to a parent or guardian. Multiple offenses will result in confiscation of the device until the end of the school year. Students in 4<sup>th</sup> grade and below are not allowed to bring a cell phone to school

Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal.

## **SMOKE-FREE ENVIRONMENT**

Students are not permitted to smoke or use tobacco products in school facilities or on school grounds, including inside vehicles on school property. Catholic School and campuses are non-smoking areas.

During athletic events, smoking is not permitted in the seating areas or the areas around the playing fields.

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## **LOCKS AND LOCKERS**

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

It is recommended that students secure their lockers with combination locks, with a copy of the combination on file with the school office. School officials may inspect lockers at any time. The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere. OLPH assigns locks to students on a class by class basis.

## **SEARCHES AND INSPECTIONS**

Students have no expectation of privacy on any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags, or other containers brought onto school property or to school events.

Lockers, desks, parking areas provided for student use are the property of the school and are subject to search or inspection at any time. Routine patrols of parking lots and visual inspection of vehicles may be conducted by school officials at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, book bags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement. "Strip searches" are prohibited unless conducted by a parent or guardian. Strip search is defined as requiring a student to remove his/her clothing such that undergarments are visible or are removed. Removal of coats, jackets, shoes, socks and/or belts, or the untucking of shirts, do not fall within the definition of a strip search. If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

## **SCHOOL MEALS**

OLPH has contracted with a restaurant to provide meals on Monday, Tuesday, Thursday, and Friday for students in the 3-year-old class and older. Wednesday is a fundraiser day for our 8<sup>th</sup> Grade class. Purchasing meals is voluntary. Parents may send lunches to school. Lunches will not be refrigerated at school. Milk is available for purchase. Please check with the school office about lunch and milk availability. Students in grades 3-8 may use the microwaves. Students in 2<sup>nd</sup> grade and below are not allowed to use the microwaves. Please do not send microwavable food; teachers and volunteers are not allowed to microwave student food.

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## **FOOD ALLERGIES**

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

## **PHOTO RELEASE**

By signing the School Policy Manual Form, parents grant their consent to the free use by the Catholic Diocese of Memphis and Our Lady of Perpetual Help Catholic School, of their child's name and likeness for publication or display purposes. Our Lady of Perpetual Help Catholic School can provide a full explanation to the parent of the purpose as well as the type and duration of the publicity upon request. If you prefer to NOT grant consent, please fill out the form titled "Withdrawal of Consent" and return it to the school principal. You can get this form from the school secretary or the school principal.

## **LOST AND FOUND**

Students or others who find clothing, jewelry, books, money or other articles should bring those items to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of the school semester will be discarded or charitably donated. Students are encouraged to label all student property for easy identification.

# **PARENTS**

## **PARENTAL RESPONSIBILITIES**

In enrolling your child in a Catholic school, you agree to certain important responsibilities.

These include:

- To understand and support the religious nature of the parish and school mission with Mass attendance and worship on Sundays and Holy Days
- To practice stewardship – that is, give of time, talent, and treasure for the benefit of the parish community
- To meet financial obligations in a timely manner
- To support the fundraising efforts of the parish and school and to understand that tuition and fees do not entirely cover the cost of education
- To provide children with rest, routine, breakfast, and a punctual beginning to each school day
- To be a partner with the parish and the school in the education of your child
- To discuss concerns and problems with the person(s) most directly involved
- To be as actively involved as you can be in the life of the parish and the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others
- To appreciate that Catholic education is a privilege that many persons do not have

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## **SERVICE OPPORTUNITIES**

Parents are considered partners of the school in the education of their children. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways:

- Assisting in the library or school office
- Serving as classroom assistants
- Coordinating school lunches
- Participating, planning, or helping with Home and School events
- Assisting with special events
- Fundraising

## **CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION**

A change of address, phone number, e-mail address or other vital contact information should be reported to the school office immediately after the change. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

## **PARENT/TEACHER CONFERENCES**

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, e-mails, text messages, on-site meetings, or newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel should schedule the meeting in advance.

Teachers will hold a mandatory orientation during the first 2 weeks of school. In October, teachers will contact parents to set-up a conference. Please do not wait until a teacher contacts you to schedule a conference if you have questions, concerns or if there is an issue. Parent-teacher communication is essential for your child's success. To schedule a conference, please call or email the teacher. Parents are asked not to discuss their child with the teachers during arrival or dismissal times when the teachers is unable to offer full and professional attention to the discussion. Parents who have had difficulty scheduling a conference with a teacher or whose issue is not resolved by meeting with the teacher, please contact the school assistant principal or principal for assistance. Conferences with teachers and administration are confidential and will be limited to the scope of information that is pertinent to the individual students. Other student actions and disciplinary issues will not be discussed.

Important information may be also viewed on the school web site, [www.olphowls.org](http://www.olphowls.org).

## **PARENT INVOLVEMENT**

The first and primary educators of children are their parents. Parents/guardians are expected to support the administration and teachers of the school. The school values input of

# STUDENT AND PARENT HANDBOOK

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parents/guardians and uses survey information in forming long-term goals. In keeping with the process of subsidiarity, problems should be solved at the most direct level possible beginning with the classroom teacher. If the issue is not resolved, parents/guardians should try to solve the issue with the principal. If the issue remains unresolved, the parent/guardian may contact the pastor (in a parish school) or the superintendent. Social Media (Facebook, Instagram, Twitter, etc.) is not the platform to air grievances to affect changes and may be detrimental to the school which would not be considered as support of the teachers and administrators of the school.

## **VOLUNTEER CONFIDENTIALITY**

Volunteers must sign a confidentiality agreement prior to service in or for the school.

## **VOLUNTEER DRIVERS**

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office. Volunteer drivers must also sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not use the phone to talk or text while driving.

# **ENROLLMENT**

## **APPLICATION**

To be considered for enrollment, applicants must submit a fully completed application form—available in the school office—along with the following:

- Application Fee
- Birth certificate
- Proof of up-to-date immunizations
- Transcript from prior school, if any
- Baptismal Record
- Entrance Screening

Returning students are required to register annually. Priority registration for returning students is January 15 – February 15. New students will be admitted beginning February 16.

## **AGES OF ATTENDANCE**

- 1-Year-Old Class- Student must be 1 year old and walking by August 15.
- 2-Year-Old Class- Student must be 2 years old by August 15.
- 3-Year-Old Class- Student must be 3 years old by August 15 and completely toilet trained.
- 4-Year-Old Class- Student must be 4 years old by August 15.
- Kindergarten- Student must be 5 years old by August 15.

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- First Grade- A child entering first grade in the Catholic schools shall be no less than 6 years of age on or before August 15. Any transfer pupil, legally enrolled as a first grade pupil in another state, who will be six years of age no later than December 31 of the current school year, making application for admission, shall be enrolled in the Catholic school. No child shall be eligible to enter first grade without having attended an approved kindergarten program.

## **ADMISSIONS AND PLACEMENT**

Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

## **WAITING LIST**

The waiting list will be maintained according to the following guidelines and priorities (NEW STUDENTS):

1. A completed application form must be on file and the application fee must be paid. Names will be accepted for the waiting list up to one year in advance of the start of the school year.
2. Siblings of children already in the school will be given special consideration.
3. Family is registered and is a contributing member of OLPH parish through regular and consistent worship, time, talent and sacrificial offering of treasure to offertory collections.
4. Family is registered in a Catholic parish and is a regular contributing member with parish verification.

In order to maintain required pupil/teacher ratios, presently enrolled students will be accepted in PreK2, PreK3, PreK4 and Kindergarten according to the following guidelines and priorities:

1. Siblings of children already in the school will be given special consideration.
2. Family is registered in and is a contributing member of OLPH parish through regular and consistent worship, time, talent, sacrificial offering of treasure to offertory collections.
3. Parents actively participate in OLPH Home and School Association.
4. Child has been enrolled in OLPH's 1-year-old program.
5. Family attends Mass and participates in parish life.

## **RESIDENCE**

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

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The principal of a Catholic school in consultation with the superintendent shall be the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

## **MARRIED STUDENTS**

Catholic school principals in consultation with the superintendent shall make final judgment as to whether or not a married student should be enrolled or retained in a school. In the light of compassion, mercy and justice they shall consider each person's case individually. Marriage shall not be a reason for automatic expulsion.

## **UNWED STUDENTS**

School principals in consultation with the superintendent shall make final judgments as to whether or not unwed students who are parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, or these, who have in writing, been delegated to act as parents or legal guardians in circumstances such as these, and insure confidentiality. Pregnancy shall not be a reason for automatic expulsion.

## **TUITION AND FEES/FINANCIAL ASSISTANCE**

As mentioned under the Parental Responsibilities section and is stated in the Parent/Student Handbook, families are expected to practice stewardship-that is, give of time, talent and treasure for the benefit of the parish community. Financial assistance may be available. Please inquire in the school office for the appropriate forms.

Each year, tuition and fees at Our Lady of Perpetual Help Catholic School are determined by the Pastor after consultation with the Principal and the Parish Finance Council. It is important to recognize that tuition and fees cannot cover the entire cost of operating the school. As outlined below, there can be additional surcharges depending on your family's status with the parish.

## **OLPH or other Catholic Parish Contributing Parishioner**

The contributing parishioner rate is given to families who are worshiping and contributing members of a Catholic parish. For a family to be considered contributing parishioners at a parish, they must meet these criteria:

1. Family is registered at a Catholic church
2. Student to be enrolled is baptized
3. Family regularly attends Sunday and Holy Day Mass and contributes sacrificially to offertory collections, with the use of a parish envelope or check. The use of envelopes or checks assists the Parish in verification.

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4. Family supports the fundraising efforts of Parish and school.

All Catholics of another parish must obtain a form from the OLPH School office to take to their Pastor for verification of status in their parish.

## **Non Contributing Catholic and Non Catholic**

Tuition for all Catholics who are not contributing members of a parish or for non-Catholic families will be an additional \$1000.

The Pastor and Principal reserve the right to request verification of status at any time.

There is a \$500 discount for each additional child enrolled in grades PreK2 through Grade 8.

A \$100 deduction per student will be given if tuition is paid in full at registration.

Please inform the Principal or parish finance office as soon as possible if there are any financial problems. Communication is essential in the event of special family considerations. The school is anxious to work with you to the best of its ability to resolve any problems.

## **Fees**

Fees will include the following:

1. *Application Fee* - due with initial application (\$50). This is a non-refundable fee for the processing of materials.
2. *Registration Fee* - due at the time of registration (\$300). This fee is credited toward regular tuition. Late charges will apply to returning student registrations submitted after posted due dates.
3. *Home and School MEMBERSHIP* – due on the August registration date.

ALL FEES ARE NON-REFUNDABLE

## **Tuition Payment**

### **OPTION 1: Three installments**

A down payment of \$800 is due on or before April 12, 2017. If you choose to withdraw your child from Our Lady of Perpetual Help Catholic School and written notice is given prior to June 30, 2017, \$300 of this payment is refundable. This payment guarantees placement for your child in the school. Tuition down payment refunds will not be offered if notice of withdrawal is after 3pm, June 30, 2017. The first semester tuition installment is due August 1, 2017. This payment equals one half (1/2) the tuition remaining after the down payment. A child may not begin attending school if this is not paid. The second semester tuition is due January 15, 2018. This payment is the total of the remaining tuition.

### **OPTION 2: ACH Debit Program over 12 Months**

Payments are made monthly from May 17, 2017-April 17, 2018. Tuition is divided equally and includes the down payment.

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## **OPTION 3: ACH Debit Program over 10 Months**

Payments are made monthly from July 17, 2017-April 17, 2018. The first payment is the down payment of \$800 and is due on April 10, 2017. The remaining payments are the full tuition amount minus the \$800 deposit and divided by 10.

## **Payment Penalties**

A returned check fee of \$35 is charged for all returned checks and returned ACH withdrawals. Financial assistance is available for qualifying students. Information and application forms may be obtained in the school office.

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Health examinations and proof of immunization in accordance with the regulations of the Tennessee Department of Education must be provided by students prior to enrollment.

## **Children with medical or religious exemption to requirements**

Medical - Physicians (MD or DO) or Public Health Nurses are authorized to indicate specific vaccines medically exempted (because of risk of harm) on the certificate. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

Religious - This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. In order to apply to OLPH, the child needs documentation of a health examination for the school, and it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box in section 1a. that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

## **TRANSFER**

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The following materials will be requested directly from a prior school when a pupil applies for transfer into the school:

- Permanent Record Card
- Health Record
- Achievement Test Scores
- Baptismal Record (Catholic)
- Student withdrawal form
- Last report card

Transfer records will not be accepted from the parent or pupil.

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## **WITHDRAWAL**

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

The superintendent of Catholic Schools system must be notified in writing of all withdrawals.

## **STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline; or
- Misconduct at any school or parish function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Superintendent or Pastor, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

## **TEXTBOOKS AND SUPPLIES**

Textbooks, either print or electronic, will be issued to or purchased by all enrolled students. Students will reimburse the school for loss of or damage to textbooks or electronic equipment. Parents are responsible for all other school supplies. A list of required supplies will be issued by the school.

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## ATTENDANCE

### ABSENCES/TRUANCY

**Parents must contact the school by 8:30 a.m. to inform school officials that the student will not be present at school.** You may call the school office at (901)753-1181, ext. 340, or email your teacher and Ms. Angela at [asaba@olphgermantown.org](mailto:asaba@olphgermantown.org).

Students are expected to be present for the entire time schools are in session according to the school year. Attendance will be checked and recorded daily for all students. Written excuses shall be required and filed for all absences.

Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant. A student who has been absent for five (5) days must present the school with a certificate from a health care professional.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation. Unexcused absences include family trips, non-school activity participation and parental decisions to keep the child out of school. Excused absences include illness, death in the family, a family emergency of a grievous nature, participation in school or church related activities, medical and dental appointments and appointments with other healthcare or social welfare personnel.

School officials will contact the Catholic Schools Office as soon as a child has missed ten (10) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

### MAKE-UP WORK

Students are responsible for making up work missed during excused absences. All make-up work for days of excused absence must be completed and submitted to the teacher(s) within allotted number of days the return to school unless the absences exceed five consecutive school days, in which case the parent and teacher should agree to a deadline for the submission of the work. Students are given 1 additional day per day absent after returning to school to turn in make-up work.

### LATE ARRIVAL/EARLY DISMISSAL

Tardiness is disruptive to the learning environment and should not occur except in exceptional circumstances. Students who arrive late to school must be accompanied by an adult. Excessive tardiness or tardiness without reasonable excuse will subject the student to appropriate

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disciplinary procedures. Students in grades PreK3 through 8<sup>th</sup> grade are expected to arrive on time and be ready for instruction when the 8:00 a.m. bell rings.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Early releases are not allowed after 2:00pm unless the child is sick or the parent has arranged the child's pick-up in advance with administration. Checking students out between 2:00 p.m. and 3:00 p.m. is very disruptive to the entire class.

Excessive tardiness or early dismissal may affect your financial assistance or re-enrollment for the next year.

Tardiness to class is not permitted and will subject the student to appropriate disciplinary procedures.

### **EMERGENCY SCHOOL CLOSURES OR DELAYS**

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the automated notification system if possible.

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## **ACADEMICS**

### **ACADEMIC INTEGRITY/DISHONESTY/PLAGARISM**

Students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in the suspension or dismissal of the student.

### **ACADEMIC PROGRAM**

#### **ONE-YEAR-OLD THROUGH FOUR-YEAR-OLD**

Our Lady of Perpetual Help Catholic School's Early Childhood Program offers programs to meet the needs of children age twelve months through Kindergarten. We have both part and full-time classes. Our youngest children learn by experiencing the world around them through play and guided activities with time spent outdoors at one of our two playgrounds. Students' imaginations and knowledge of the world are cultivated during story time in the school library, and they develop a love for rhythm and dance in their dynamic music class, Musik Adventures. Students receive age appropriate religious education daily and learn prayers, Bible stories, and Jesus' love and compassion for us all.

The curriculum focuses on cognitive preparation, social skills development, emotional growth and enhanced physical coordination. National Association for the Education of Young Children (NAEYC) standards and corresponding criteria serve as a foundation for curriculum planning.

#### **KINDERGARTEN THROUGH 5<sup>th</sup> GRADE**

Children in grades one through five are immersed in a traditional academic program and formal religious education. Sacramental preparation in second grade prepares students to receive First Reconciliation and First Communion. Students' math foundation is built using Singapore Math in the lower grades ALEKS Math is used for self-paced instruction to enrich the classroom experience. Instilling the love of reading is a fundamental goal throughout the school, and grade-level reading is planned along with individualized, leveled reading. The Renaissance Learning Accelerated Reader program is used to help students develop comprehension strategies and allow them to track their reading progress. Students also learn more about their community and world through our engaging, hands-on science and social studies curricula. Students are introduced to our STEM (Science, Technology, Engineering, and Math) focus during the elementary years with hands-on, problem solving experiences. Students also have Spanish, Music, Art, PE, Library, and Computer to help round out their academic experience. Students are prepared for Middle School through our rigorous curriculum that is aligned with national standards, Diocesan curriculum, and state standards. Our academic curricular resources include textbooks, workbooks, online experiences, teacher created materials, iPad enrichment, student driven projects, field trips, guest speakers, and teacher chosen supplements. Our religious formation resources include textbooks, weekly mass, weekly prayer service, daily prayers, sacramental preparation and participation, examining lives of the saints, history of the Catholic church, guidance from priests and deacons, and the history of the Diocese of Memphis and OLPH parish.

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## **6<sup>TH</sup> GRADE THROUGH 8<sup>TH</sup> GRADE**

The Middle School encompasses grades six through eight. Religious education, weekly Mass, weekly prayer services, retreats, service projects, and preparation for Confirmation help the students grow their personal relationship with Jesus Christ. Students are given a substantial foundation in their faith and are well prepared for life's tough decisions. In addition to all of the subjects offered in Elementary School, Middle School students have an immersive STEM experience that helps develop their problem solving skills, inquiry, and scientific based research techniques. The rigorous math curriculum continues to build on previous math concepts by offering Pre-Algebra in 7<sup>th</sup> grade and Algebra in 8<sup>th</sup> grade. Students in grades 7 and 8 begin Latin to promote deeper reading, enhance English grammar, and better develop the students' vocabulary. In preparation for their trip to Washington, D.C., 8<sup>th</sup> graders spend the school year learning about our government and the many monuments, museums, and government buildings they will visit. Students continue to work on writing skills by refining their understanding of grammar and writing. The reading program focuses on novel studies where students can analyze components including character development, genre conventions, and types of writing. Students continue to enrich their experiences with Spanish (6<sup>th</sup> grade), Music, Art, PE, Library, and computer to help round out their academic experience. Students also have the opportunity to participate in Beta Club, Student Council, Forensics, Yearbook, Owl Watch, Scouts, Parish Athletics, instrument lessons, Academic Team, and others as available.

Our engaging program prepares students to enter into the best high schools in the area with the confidence and knowledge they need to be successful. 100% of our graduating students have been accepted into the high school of their choice. High school principals have confirmed that our students are well prepared for the rigors of their next academic step.

## **SPECIAL EDUCATION**

Our Lady of Perpetual Help Catholic School does not have a formal special education program. Many students may find that being in a smaller classroom situation is helpful to their learning. While we strive to meet the needs of every child along a continuum of those who struggle and those who excel in the traditional classroom, OLPH is not able to meet the needs of every learner. In the event that your child is struggling in the classroom in any way, please contact the teacher to discuss your concerns. Teachers or the principal may also contact parents regarding student progress. Our goal is for every child to reach his or her full potential. Students requiring extraordinary accommodations for learning must have a diagnosed learning difference or disability on file. In the event that we cannot meet your child's needs, every effort will be given to assist in transitioning to another school or program.

If you suspect your child may have a learning difference or disability, please contact the school counselor or the school principal. OLPH utilizes the Germantown Municipal Schools for the evaluation of learning differences. We also have a list of private providers who can assist you.

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## **CHASTITY EDUCATION**

Catholic schools shall have an age-appropriate program to educate the students in the dignity of human sexuality and the virtue of chastity.

## **SCHOOL COUNSELING SERVICES**

The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities.

The School Counseling Services Program may include:

- Orientation to the school and its programs;
- Counseling for individuals and groups with necessary referral services;
- Recording student data for evaluation and placement of students; and
- Providing safe school/child protection curriculum and training.

## **PSYCHOLOGICAL SERVICES**

A list of resources for psychological services for students is available upon request of the parent or guardian.

## **REPORTING STUDENT PROGRESS**

Communications with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and periodic performance reports.

- Students in 1-year-old and 2-year-old classes will receive narrative progress reports based on developmental expectations (January and May).
- Students in PreK3 and PreK4 will receive two progress reports (January and May).
- Students in Kindergarten will receive three progress reports (January, March and May).
- Students in 1<sup>st</sup> grade through 8<sup>th</sup> grade will receive 4 progress reports (October, January, March, and May)
- Students in 1<sup>st</sup> grade through 8<sup>th</sup> grade will receive 4 report cards (October, January, March, and May).

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school-related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

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## **GRADE SCALE/CALCULATION OF GRADES AND GRADE POINT AVERAGES**

Our Lady of Perpetual Help Catholic School follows the Diocesan policy for academic and behavioral conduct report card evaluations.

<b>Grade Level</b>	<b>Symbol</b>	<b>Interpretation</b>
Kindergarten	+	Indicates student has demonstrated skill or behavior
	-	Indicates an areas where more improvement or time is needed
	(Blank)	Indicates an area not yet evaluated
Grades 1 and 2 (Academic and Effort)	VG	Very Good Progress
	G	Good Progress
	S	Satisfactory Progress
	N	Needs Improvement
Grades 3-8 (Academic)	A	93-100%
	B	86-92%
	C	76-85%
	D	70-75%
	U	Below 70% Unsatisfactory
	I	Incomplete
Grades 1-8 (Conduct)	E	Excellent
Grades 3-8 (Specials Effort and conduct)	G	Good
	S	Satisfactory
	N	Needs Improvement
	U	Unsatisfactory

## **HONOR ROLL**

Students in grades 4 and above receiving all A's, with no N's or U's during the grading period, will be eligible for the Principal's Honor Roll. Students in grades 4 and above receiving A's and no more than two B's, with no N's or U's during the grading period, will be eligible for the Faculty Honor Roll.

Students who have received a suspension (In-school or out-of-school) are not eligible for Honor Roll.

## **ASSESSMENTS AND EXAMINATIONS**

- Students in 1-year-old and 2-year-old classes will receive the Brigance Early Childhood Screen I assessment.
- Students in PreK3 and PreK4 will receive the Brigance Early Childhood Screen II assessment based on age.
- Students in Kindergarten will receive the Brigance Early Childhood Screen III.
- Students in 1<sup>st</sup> grade through 8<sup>th</sup> grade will receive the Iowa Assessments in April/May. Students in 1<sup>st</sup> grade may receive the Brigance Early Childhood Screen III.
- Students in 2<sup>nd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> will receive the CogAT in April/May.
- Students in 5<sup>th</sup> and 8<sup>th</sup> grade will receive the ACRE Assessment.

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## **ADVANCED PLACEMENT/HONORS PROGRAMS**

All attempts are made to meet students' academic needs within classroom instruction. If a teacher determines that a student needs additional challenges, he or she may assign different work, teach alternate subjects or otherwise address the students' needs in other ways that work within the classroom environment. OLPH does not offer Advanced Placement Courses or Honors Programs. Students may be invited to participate in advanced courses offered at area high schools.

## **HOMEWORK**

Parents are responsible for assisting their children to develop good study habits.

Homework includes exercises to reinforce daily lessons, enrichment activities, or long-range assignments intended to encourage research, time management, and responsible study habits. Teachers will inform parents of specific homework policies for each grade. Students may be issued an assignment book. The student, not the parent or other students, must do homework. Parents are encouraged to review material, provide assistance, and help with research. Homework is expected to be complete, neat, and returned on time. Parents should check the assignment book/folder each day. Please remind your child that outside activities are not an excuse for failing to do homework. Homework is graded and failure to complete assignments will affect the student's grade.

The amount of time that is assigned by each teacher for homework should vary according to grade. The following is a guideline:

2nd grade – 15 – 20 minutes	5th grade – 30 – 60 minutes
3rd grade – 20 – 30 minutes	6th grade – 20 – 30 minutes per subject
4th grade – 30 – 40 minutes	7th grade – 30 – 45 minutes per subject
	8th grade – 30 – 45 minutes per subject

Parents should contact the teacher if the student is routinely spending more time to complete homework than shown in the guideline above.

Should a student be absent due to illness, please do not request homework when calling the office to indicate an absence unless the absence is for more than three days. Students will have a one-day extension to turn in assignments for each day missed due to an excused absence. Please see the attendance policy for more information.

## **ACADEMIC PROBATION**

Students who are retained or who receive failing grades for more than two core subjects in any one term shall be placed on academic probation. Academic probationary status will be removed within one year by appropriate promotion or achievement of passing grades or the student will be subject to dismissal from the school at the discretion of the principal.

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Students new to Our Lady of Perpetual Help Catholic School are automatically on academic probation during the 1<sup>st</sup> semester of attendance.

## **ACADEMIC DISMISSAL**

Students who fail to remove probationary status within two years will be dismissed from the school.

## **PROMOTION/RETENTION**

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. religion, language arts, math, social studies and science. If a student receives two F's, summer school or tutoring is required for promotion. If a student receives three F's, he/she is subject to retention.

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

## **CEREMONIES AND OBSERVANCES**

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

## **FIELD TRIPS**

School sponsored field trips shall have an educational purpose. Field trips shall be confined to instate trips except with the permission of the Superintendent (or Pastor at a parish school).

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The Diocesan field trip permission form shall be used in all schools. The Diocesan policy for volunteer drivers shall be followed:

- Driver Form
- On-line driving course
- Proof of insurance
- Virtus training
- Driving background check
- Personal background check

Siblings and additional visitors are not permitted to participate in field trips. Parents, acting as chaperones, must be focused on the safety of children under their care. Drivers and chaperones are assigned on a student/chaperone ratio basis and on the available adult accommodations of the event. Duties are assigned at the discretion of the classroom teacher. Drivers must follow the laws of the State of Tennessee regarding child safety, and no adult should leave the field trip or divert from the planned route.

Safety of children and school liability and shall be major considerations when arranging field trips. Students must have a signed permission slip. Phone calls to the school cannot be accepted as permission.

When approved, overnight class trips are for students in grades five through twelve (5-12) only and shall be requested by the principal and approved by the Superintendent.

### **LIBRARY/MEDIA CENTER**

Library books may be checked out for one week.

- 📖 Kindergarten: One book per check out.
- 📖 First - Eighth Grades: Two books per check-out (or more in certain circumstances)
- 📖 Time will be scheduled for additional check out opportunities.
- 📖 Books will be returned to the library and placed in the book drop before checkout of any additional books.
- 📖 Renewals: Students may renew a book if no one has placed a Hold on it. Holds may be placed on books that are currently checked out and students will receive a notice when the book is available.
- 📖 Fines: Five Cents per school day. Students will receive an overdue notice from the library and must return the overdue book and pay the fine before checking out additional books.
- 📖 Library Class: Kindergarten – Fifth Grade will have a weekly library time for check out and library skills instruction.
- 📖 Sixth - Eighth Grades will have a weekly designated library time for check out, research, and study. Lost books or books damaged beyond repair will be billed to the parent. Repair costs will be assessed in relation to the amount of damage to the book. All

## STUDENT AND PARENT HANDBOOK

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repairs should be made in the library. Please treat books with care so that all OLPH students may have the opportunity to enjoy them.

 Birthday books are a wonderful way to allow the school's library to grow and to honor your child's special day.

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. Religion, Language Arts, Math, Social Studies and Science. Service hours and any other graduation project requirements must be met by the deadline set by the 8<sup>th</sup> grade teacher and administration.

### **GRADUATION CEREMONIES**

Graduation ceremonies for students completing kindergarten shall not be conducted. Recognition programs are appropriate.

Graduation ceremonies for students completing grade six in a Pre-K through 6 school shall not be conducted. A special liturgy or assembly on the last day of school recognizing those students completing the sixth grade is appropriate. Elaborate arrangements, such as the use of caps and gowns, are not permitted.

Diocesan School graduation for eighth grade shall be a simple and appropriate religious service. Outstanding student achievement may be recognized at this time.

### **STUDENT RECORDS**

Schools shall keep an up to date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink.

The following records shall be kept for each student in the cumulative folder:

- Initial application forms and student entrance test
- \*Permanent/cumulative record cards
- Duplicate Permanent/cumulative record cards
- Birth Certificate
- \*Achievement Test Scores
- \*Health/immunization Records
- Report cards (current year and previous year)
- Transfer information and records (if appropriate)
- \*Baptismal and sacramental records
- Emergency information on student
- Custody information

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\*Indicates information forwarded to another school

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

If a school should close, all records shall be sent to the Catholic Schools Office.

## **TRANSCRIPT REQUESTS**

Transcript requests must be submitted to the school office at least ten school days prior to the date by which the recipient requires the documents.

## **RESEARCH AND SURVEYS**

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

# **STUDENT BEHAVIOR**

## **SELF-DISCIPLINE AND HONOR**

Our Lady of Perpetual Help Catholic School seeks to create an atmosphere that promotes our children's spiritual, intellectual, social and physical growth.

In order to achieve this, we are committed to empowering students to choose a life of Christ. Jesus, the Master Teacher, invites us to be disciplined, loving people with respect for self and others.

*"Let us love not just in word or speech but in deed and truth." 1 John 3:18*

The living word offers our students encouragement to realize the reflection of a truly Christian behavior, attitude, decision, and action. The word according to John provides us with a pledge to honor self and others at all times. A student who is truly committed to this pledge of honor will demonstrate:

- ✚ respect for self and others
- ✚ compassion
- ✚ tolerance for differences
- ✚ forgiveness
- ✚ honesty in word and action
- ✚ cooperation with a spirit of service

This commitment to self-discipline and honor will drive administrative policy in the areas of academic and behavioral conduct. Students will be reminded to strive toward agreement with the following statement:

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*“As a student of Our Lady of Perpetual Help,  
I will choose Christ in word and action at all times.”*

## **STANDARDS OF CONDUCT**

Students are expected to:

- Report to school and to classes on time.
- Remain seated unless otherwise permitted by the classroom teacher.
- Refrain from talking to other students during instruction unless otherwise permitted by the classroom teacher.
- Report to class with all necessary books, materials and supplies.
- Respect the property of the school and of others.
- Walk in hallways in an orderly manner.
- Obey all school rules.
- If a student in our school exhibits behavior that is deemed to be detrimental or harmful to the school, students, and/or employees, the student will need to be removed from the school by the parent **immediately**. Prior to readmission to the school the parents will provide to the school a clearance letter from a **licensed clinical practitioner**. Once this clearance from the practitioner is received, the Principal will evaluate the student’s return.

Each teacher will develop a set of classroom rules together with rewards and consequences for keeping or breaking rules that are specific to each classroom, grade-level and age.

## **SCHOOL TRANSPORTATION POLICY**

The school does not provide transportation for students. Student’s parents, guardians or their designee arrange for transportation to and from school.

## **DISCIPLINARY PROCEDURES**

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment.

Classroom teachers are expected to deal with classroom infractions in a reasonable manner. Teachers will refer to the principal any student who:

- Repeatedly commits classroom infractions;
- Bullies or harasses another student or students;
- Commits physical aggression or participates in a fight;

The school principal may impose disciplinary consequences including but not limited to:

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- Conference with a school administrator
- Parent Contact
- Detention
- In-school Suspension
- Out-of-school Suspension
- Dismissal (expulsion)
- Loss of Privilege to Participate in School Activities

Corporal punishment is not permitted by anyone on school property.

Imposing academic consequences as a means of discipline is not permitted.

### **SUSPENSION OR EXPULSION**

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a principal's conference with the parent(s) and/or guardian(s). Expulsion of a student shall require the consultation of the pastor and/or Superintendent.

This list shall not be considered exhaustive:

- Disobedience, insubordination or disrespect for authority
- Language or behavior which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous, scandalous or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
- Consistent disrespect for other students such as sexual harassment of another student
- Violation of Internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In both cases, students must complete all class work and tests from the days of suspension.

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## **BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING**

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion.

Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

\*Above definition adapted from *Olweus Bullying Prevention Program*

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student’s property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

## **Anti-Bullying Policy**

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This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In a school community, there will be times when students do not get along. This policy is designed to guide our community in responding to bullying and other negative social behaviors so that students move past negative behaviors and develop skills needed to get along together as part of the school community.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

As used in this policy, "bullying, harassment, or intimidation" means any intentional written, verbal, or physical act, including an electronic communication, that a) physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and b) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or MySpace, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

Anyone who is aware of bullying, or is being bullied should report to the administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

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## DRESS CODE

### SCHOOL UNIFORM REQUIREMENTS

Student attire must promote human dignity, cleanliness, and good health.

#### Our Lady of Perpetual Help Dress Code and Uniform Policy

##### Uniform Seasons

- Summer/Spring=
  - Start of school until Thanksgiving
  - Spring Break until the end of school
- Winter= Thanksgiving to Spring Break

##### Uniform Types

- Dress= The school's formal school uniform
- PE= The school's physical education uniform

##### **Uniform Code for 1-year-old through 4-year-old Students**

Preschool students are not required to wear a specific uniform. Students should dress modestly and comfortably for active play. Please note the following:

- Pants, capris, or shorts that fit and are comfortable for active play
- Skirts or dresses that are fingertip length when walking (shorts required underneath)
- Shirts with sleeves or straps- full length only, no mid-riff shirts
- Shoes that are closed at the toe
- No light-up shoes
- No torn or ripped clothing of any kind
- Suitable for outside play every day (send coat, gloves, hat, etc., when necessary)

##### **Dress Uniform Code for grades K-8**

All uniforms and uniform parts are available at Dennis Uniforms. All uniforms must be labeled with the student's name. All students must be in complete uniform upon entering school. Uniforms must be clean and pressed. A signed note from the parent/guardian will be needed at all times to be excused from any temporary uniform infraction, subject to approval by the principal. Uniforms are to remain intact until students leave the Our Lady of Perpetual Help property.

##### **Male Students**

All male students are required to have this uniform. Personal monogramming is not allowed. Dress uniforms are worn on Tuesday, Wednesday, and Thursday. PE uniforms are worn on Monday and Friday.

##### **Grades K-4**

- Dark blue polo knit shirt (long or short sleeves) with the school's emblem (available only at Dennis Uniforms)
- Khaki dress pants (year-round)
- Optional: Khaki dress shorts (option for summer/spring season only)
- Khaki, dark brown, or black belt
- Shoes: Suede Moc Slip-on Shoes (Brown) or Buck Suede Shoes (Tan)
  - Merrell is a brand of Suede Moc and Bass is a brand of Buck Suede. Shoes may be purchased at stores other than Dennis Uniforms.

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- Crew length socks – khaki or white (no ankle socks or footies)
- Optional: Navy blue fleece jacket with school emblem

## Grades 5-8

- White oxford button down shirt- short or long sleeved (all buttons must be intact)
- Blue and gold regimental stripe tie (available only at Dennis Uniforms)
- Khaki dress pants
- Dark brown or black leather belt (smooth or braided)
- Shoes: Suede Moc Slip-on Shoes (Brown), Buck Suede Shoes (Tan) or Leather Driving Moccasin (Brown)
  - Merrell is a brand of Suede Moc, Bass is a brand of Buck Suede, and Cole Han is a brand of Driving Moc. Shoes may be purchased at stores other than Dennis Uniforms and can be different brands than those listed as long as they are very similar to the desired shoe in look and color.
- Crew length socks – khaki or white (no ankle socks or footies)
- Optional: Navy blue fleece jacket with school emblem
- Optional: White Undershirt

## Female Students

All female students are required to have this uniform. Personal monogramming is not allowed. Dress uniforms are worn on Tuesday, Wednesday, and Thursday. PE uniforms are worn on Monday and Friday.

## Grades K-2

- Wilson Plaid jumper (year-round)
- Optional: Wilson Plaid skort (option for summer/spring only)
- White peter pan collared shirt (long or short sleeved- tucked in if worn with skort)
- White Taylor Blouse with OLPH Logo (long or short sleeved)
- Navy or white knee socks or tights (not to be worn together and no leggings) or white crew socks
- Shoes: Black and white saddle shoes or Keds brand navy/white saddle tennis shoes
- Optional: Navy blue fleece jacket with OLPH Emblem
- Optional: Hair accessories must be in keeping with the school uniform (either navy, white, or the school plaid- no large hair accessories or materials that draw attention and may be distracting)
- Optional: White undershirt
- Optional: Modesty shorts under jumper (should not show below the hem of the jumper)

## Grades 3-4

- Wilson Plaid jumper
- White peter pan collared shirt (long or short sleeved)
- White Taylor Blouse with OLPH Logo (long or short sleeved)
- Navy or white knee socks or tights (not to be worn together and no leggings) or white crew socks
- Shoes: Black and white saddle shoes or Keds brand navy/white saddle tennis shoes
- Optional: Navy blue fleece jacket with OLPH Emblem
- Optional: Hair accessories must be in keeping with the school uniform (either navy, white, or the school plaid- no large hair accessories or materials that draw attention and may be distracting)
- Optional: White undershirt
- Optional: Modesty shorts under jumper (should not show below the hem of the jumper)

## Grades 5-8

- Wilson plaid skirt hemmed no shorter than two inches above or below the knee
- White Taylor Blouse with OLPH Logo (long or short sleeved)

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- Navy Sweater Vest (required for winter uniform, optional for summer/spring)
- Shoes: Black and white saddle shoes or topsider style boat shoe in linen/oat
  - Sperry Top-Sider Bluefish Loafer in linen/oat is a brand of acceptable boat shoe
- Navy or white knee socks or tights (not to be worn together and no leggings) or white crew socks
- Optional: Navy blue fleece jacket with OLPH Emblem
- Optional: Hair accessories must be in keeping with the school uniform (either navy, white, or the school plaid- no large hair accessories or materials that draw attention and may be distracting)
- Optional: White undershirt
- Optional: Modesty shorts under skirt (should not show below the hem of the skirt)

**All girls and boys out of uniform will be issued an “out of uniform” infraction. Parents will be called to bring the appropriate items. Multiple infractions could result in detention or Saturday school. Failure of family compliance with the dress code could result in dismissal from Our Lady of Perpetual Help Catholic School.**

## PE Uniform Code

Students must wear a complete PE outfit to school on PE days. Athletic (tennis) shoes must be worn with white socks. Shoes should not have lights, jewels, wheels, or decoration that may cause injury or be distracting.

### Uniform Seasons

- Summer/Spring=
  - Start of school until Thanksgiving
  - Spring Break until the end of school
- Winter= Thanksgiving to Spring Break

### Female and Male Students Grades K-4

Time of Year	Top	Bottom
August – Thanksgiving	PE t-shirt with short or long sleeves (depending on availability of long sleeves) Optional: Warm-up Jacket	PE Shorts OR Warm Up Pant or Sweatpants (for small sizes only)
Thanksgiving – Spring Break	PE t-shirt with short or long sleeves (depending on availability of long sleeves) Optional: Warm-up Jacket	Warm Up Pant or Sweatpants (for small sizes only) No Shorts
Spring Break- May	PE t-shirt with short or long sleeves (depending on availability of long sleeves) Optional: Warm-up Jacket	PE Shorts OR Warm Up Pant or Sweatpants (for small sizes only)

### Female and Male Students Grades 5-8

Time of Year	Top	Bottom
Year-Round	PE t-shirt with short or long sleeves (depending on availability of long sleeves) Optional: Warm-up Jacket	Warm Up Pant Shorts may be worn under Warm Up Pant for PE Class

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## Casual Day K-4, Male and Female Students

On designated days, students will be allowed to wear casual clothing.

- Pants that fit and are full length (jeans, khakis)
- Capris pants or shorts that are loose fitting, leggings cannot be worn as pants
- Skirts and dresses that are finger-tip length when walking (Leggings may be worn under skirts or dresses)
- Shirts with collar
- OLPH t-shirts/sweatshirts
- Plain t-shirts or t-shirts with appropriate words, phrases, graphics etc.
- Shirts with sleeves, and full length- NO: mid-riffs shirts, spaghetti straps, or sleeveless shirts
- Shoes must be closed at toes
- No torn or ripped clothing of any kind is allowed
- No jewelry (other than what is normally allowed), make-up, or colored nail polish

## Casual Day 5-8, Male and Female Students

On designated days, students will be allowed to wear casual clothing.

- Pants that fit and are full length (jeans, khakis)
- Capris pants that are loose fitting, leggings cannot be worn as pants
- Skirts and dresses that are finger-tip length when walking (Leggings may be worn under skirts or dresses)
- No shorts are allowed
- Shirts with collar
- OLPH t-shirts/sweatshirts
- Plain t-shirts or t-shirts with appropriate words, phrases, graphics etc.
- Shirts with sleeves, and full length- NO: midriff shirts, spaghetti straps, or sleeveless shirts
- Shoes must be closed at toes
- NO torn or ripped clothing of any kind is allowed
- NO jewelry (other than what is normally allowed), make-up, or colored nail polish

Any student who does not follow the guidelines for casual day will call his/her parents, and parents will be asked to bring in the appropriate clothing. If in doubt, don't wear it until you have cleared the item with your teacher or the administration.

The following is a list of clothing that may **NOT** be worn on casual day:

- Tank tops, sleeveless shirts, or spaghetti straps
- Clothing that exposes the midriff (stomach)
- Provocative or short skirts, dresses or blouses
- See-through patterns
- Jeans with holes
- Baggy, oversized clothing or tight clothing
- Skirts shorter than finger-tip length when walking
- Clothing with advertising, messages, or designs that promote or advertise drugs, alcohol, tobacco, violence, offensive slogans, acronyms, political messages or messages against our Catholic Christian faith
- Hats and caps
- Sandals or flip-flops of any kind
- Make-up or nail polish

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**Infractions of the dress code and grooming standards will be dealt with individually and immediately. Parents will be called to provide appropriate clothing.**

## **Grooming Standards**

### **Female Students – All Grades**

- Hair should be kept neat and styled. No fad or extreme hairstyles, cornrows, multiple braids, or dyes, are allowed.  
No unnaturally colored hair is allowed. Hair must not fall over the eyebrows or face. No part of the head may be shaved.
- Fad or costume jewelry and bracelets of any kind are not permitted for girls. A single necklace with a cross or small religious medallion is permitted. Small, post earrings are allowed. No hoop or dangling earrings of any kind.
- Wristwatches are allowed. FitBit and Apple type watches are strongly discouraged and may be returned to the parent if they cause a distraction. Additionally, the school is not responsible for lost, stolen or damaged personal electronics.
- No cosmetics are allowed. Only clear nail polish may be worn.
- Shoes should not have writing on them and must be polished or cleaned as needed.
- No tattoos.

### **Male Students – All Grades**

- The student's hair must be clean, well-groomed and in a style appropriate for school. Hair must be cut at a length well above the shirt collar and must not fall over the eyebrows or ears. No part of the head is to be shaved unless the entire head is shaved (as in a "Buzz" cut). No fad or extreme hairstyles, cornrows, multiple braids, or dyes, are allowed.
- Fad or costume jewelry is not permitted. No bracelets of any kind are allowed. Boys are not permitted to wear earrings or other piercings. One cross or small religious medallion is permitted.
- Wristwatches are allowed. FitBit and Apple type watches are strongly discouraged and may be returned to the parent if they cause a distraction. Additionally, the school is not responsible for lost, stolen or damaged personal electronics.
- Shoes must be free from holes, rips, or writing.
- No tattoos.

### **8<sup>th</sup> Grade Privilege**

Eighth grade students are given specific dress code privileges. The exact uniform exception is granted on a year-by-year basis in consultation with the middle school teachers, pastor and administration. 8<sup>th</sup> grade privileges can be revoked when deemed necessary by the pastor and school administration.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETIC TEAMS**

Elementary Schools make up the P.A.A. High School major sports are designated by TSSAA.

The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

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OLPH Parish Athletics offer children an opportunity to play soccer, basketball, t-ball, softball, and baseball. Teams also include golf, swimming and track.

For more information, please visit the OLPH Parish Athletic Website  
<http://leagues.bluesombrero.com/Default.aspx?tabid=872586>.

## **CLUBS AND NON-ATHLETIC TEAMS**

OLPH offers many clubs and activities including Beta Club, Student Council, Forensics and Academic Team. Please check with the school office about current club offerings.

## **SCHOOL SAFETY**

### **SAFETY**

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

### **VISITORS TO CAMPUS**

Visitors to the school campus, including parents, must immediately report to the school office and must register in the visitor log and receive a visitor's badge before proceeding to any other part of the campus. Visitors must display the badge at all times on school property. Visitors must visit the school office to sign out and return the visitor's badge prior to leaving school property. Please leave any "forgotten items" (lunch, homework, etc.) at the school office.

Visitors should park on the south side (building side) of the school. Do not park in the fire lane located on the north side (Poplar side). On special events days, arrangements will be made for visitors to park in the large parking lot on the south side of the church. Ways to enter the school will be communicated to parents in advance or through signs, balloons or ambassadors.

Children not enrolled (students who attended previously or who graduated) will not be allowed to visit classrooms unless arrangements have been made and approved by the administration. This is disruptive to our teachers and the overall learning atmosphere.

### **SAFETY COORDINATORS**

Students or parents with concerns about school security may contact the school safety coordinator appointed by the principal each school year.

The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to ensure the safety of the students;

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- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos;
- Conduct the monthly safety evaluation of the facilities and the property;
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance
- Company and OSHA;
- Inspect and restock the school's emergency bags; and,
- Attend the meetings called by the Diocesan Risk Manager.
- Conduct drills as required.

### **EMERGENCY/CRISIS PROCEDURES**

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

These emergency procedures shall be reviewed with the faculty during the in service days before school begins.

The school will maintain emergency information for each student in the school office.

An emergency kit is available in each class room and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

### **FIRE DRILLS**

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take roll books with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

All staff members shall be instructed on the alarm system and the manner of activating it.

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A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

## **TORNADO DRILLS**

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form.

## **EARTHQUAKE DRILLS**

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

## **WEATHER EMERGENCIES**

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

## **BOMB THREATS**

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

## **INSPECTIONS**

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

## **OSHA REGULATIONS**

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

## **ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES**

With the exception of medication administration as permitted by Diocese policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities. Random drug testing is required at the high school level.

## **WEAPONS/DANGEROUS INSTRUMENTS**

Student possession of any weapon, realistic look-a-likes, fireworks or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited.

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The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

## **HEALTH SERVICES**

### **ILLNESS DURING THE SCHOOL DAY**

In order to protect your child and his or her classmates, sick children are not accepted at school. Children should not be brought to school if they have a fever, any skin infection, an unidentified rash, conjunctivitis (pink eye), a sore throat, vomiting or diarrhea within the past 24 hours. Parents are asked to notify the school in the event of any contagious illness.

In the event of illness or an accident during school hours, the teacher will take prompt and appropriate measures to care for the child. The school will notify a parent or the emergency back-up person as soon as possible so the child may be picked up from school. In the case of fever, vomiting or diarrhea, students are to return to school symptom free after 24 hours. A doctor's note may be requested. In the case of head lice, children may return to school following the start of treatment.

### **MEDICAL EMERGENCIES/ACCIDENTS/INJURIES**

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

In the case of a serious emergency, medical emergency personnel may be called at the same time or before the parent is notified. Prompt medical attention is our first priority in a medical emergency, and 911 will be called if the teacher, staff member or principal determines that the situation requires trained medical personnel. The principal, assistant principal or teacher will accompany the child at all times until the parent or his or her designee arrives.

### **MEDICATION POLICY AND FORMS**

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.

## STUDENT AND PARENT HANDBOOK

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2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property. Emergency medication may also be kept by the teacher in the class "Emergency Bag" so that the medication is always with the student.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month.
8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member and filed with the principal on the first school day of each month.
9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.
10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.

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12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.
13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.
15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.
16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

# STUDENT AND PARENT HANDBOOK

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## Standards for School-administered Child Care, Chapter 0520-12-01 SUMMARY

### **Program Organization and Administration, 0520-12-01-.05**

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

# STUDENT AND PARENT HANDBOOK

## Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

\*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

## Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.

# STUDENT AND PARENT HANDBOOK

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- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

## **Program, 0520-12-01-.09**

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

## **Health and Safety, 0520-12-01-.10**

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
  - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
  - No swaddling or wrapping in a blanket.
  - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
  - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.

# STUDENT AND PARENT HANDBOOK

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- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

## **Food, 0520-12-01-.11**

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

## **Physical Facilities, 0520-12-01-.12**

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

## **Transportation, 0520-12-01-.13**

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.

# STUDENT AND PARENT HANDBOOK

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- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

## **Care of Children with Special Needs, 0520-12-01-.14**

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

## **School-Age Before and after School Programs 0520-12-01-.15**

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

<b>AGE</b>	<b>Group Size</b>	<b>Adult: Child Ratio</b>
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261  
(NASHVILLE AREA) 615-313-4820**

# STUDENT AND PARENT HANDBOOK

## STUDENT AND PARENT HANDBOOK FORM

*Please sign and return this form as soon as possible, but no later than August 18, 2017.*

Please list the names and grades of the students in your family:

Student Name	Grade or Class

**RECEIPT OF HANDBOOK AND PRESCHOOL/EXTENDED CARE SUMMARY:** By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein. I have also received a copy of the Tennessee Department of Education Summary of Childcare Approval Requirements (pg. 51-54).



\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**MEDICAL AUTHORIZATION:** I authorize Our Lady of Perpetual Help Catholic School (OLPH) to obtain any and all medical treatment deemed necessary by OLPH’s staff, licensed medical personnel, emergency personnel, ambulance personnel, doctors, and nurses. I authorize OLPH and its employees to transport my child for emergency purposes only unless specifically authorized by me. I understand that Our Lady of Perpetual Help Catholic School does not provide accident insurance and further agree to be fully responsible for all medical expenses incurred and to hold harmless and release Our Lady of Perpetual Help Catholic School and its employees from all liability.



\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**PHOTO RELEASE:** By signing below, parents grant their consent to the free use by the Catholic Diocese of Memphis and Our Lady of Perpetual Help Catholic School (OLPH), of their child’s name and likeness for publication or display purposes. OLPH can provide a full explanation to the parent of the purpose as well as the type and duration of the publicity upon request. **If you prefer to NOT grant consent, please fill out the form “Withdrawal of Consent” and return it to the school principal.**



\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date