

Our Lady of Perpetual Help Catholic School Student Handbook
Please sign last page and submit to school.

Our Lady of Perpetual Help Catholic School

Our Lady of Perpetual Help Catholic School serves children in prekindergarten through grade seven. Students are assigned to grade levels based on their age, aptitude and emotional and physical maturity.

Emphasis is placed on development in faith and the fundamental skills in language arts and mathematics. Basic courses of study are religion, reading, handwriting, spelling, language, math, science and social studies. Depending on the grade level, students also receive instruction in technology, art, music, foreign language, physical education and library. Field trips and special programs provide learning experiences outside the classroom and are important parts of the curriculum.

Communication between the home and school is an essential aspect of our program. We believe that the home and the school share the responsibility for the academic, social and faith development of our children and that close cooperation enhances their successful development.

Our faculty and staff seek to provide a warm, caring environment in which respect for the rights and feelings of others and the worth of the individual are emphasized. Our teachers encourage and support students in meeting advanced levels of academic and behavioral expectations.

This handbook is designed to give information regarding procedures and policies in our school. Please use it for reference throughout the school year. If further information is needed, please contact your child's teacher or the school office.

OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL MISSION STATEMENT

Our Lady of Perpetual Help Catholic School was founded in 1939 as an institution for the evangelization and education in the Catholic faith of the children of the parish and the greater Rocky Mount Community.

Academic excellence is a high priority, and we strive to enable each student to reach his or her potential, guiding them to develop their unique gifts and talents. Our school creates an atmosphere of positive self-esteem, mutual respect for every individual and a sense of responsibility for our neighbor. We are proud of the rich diversity of races, nationalities, cultures and creed represented by our student body.

Our administration and faculty are fully aware of the primary position of parents in the education process. We offer our assistance and support to parents in order to enable them to be the first and best teachers of their children. We also share in the responsibility of the pastor and pastoral staff of the parish in teaching the Catholic religion. Faith in God is not just a subject but a way of life.

SCHOOL HISTORY

Our Lady of Perpetual Help Catholic School was established by the Diocese of Raleigh, North Carolina in 1939. Our school is the oldest parochial school in the Rocky Mount area. The current school building was opened in 1957. The Sisters, Servants of the Immaculate Heart of Mary, originally staffed the school. Today, lay faculty teach students of elementary grades and Pre-Kindergarten. The school has maintained its tradition of serving both parish children and those of other faiths. The focus remains to further the spiritual development of children and to ensure academic excellence.

SCHOOL OFFICE HOURS

The school office is open Monday through Friday from 7:30 am until 3:30 pm.

Our location is: 315 Hammond Street, Rocky Mount, NC 27804

Our telephone number is (252) 972-1971.

Our fax number is (252) 972-7831.

HISTORY OF THE ICON OF OUR LADY OF PERPETUAL HELP

For many centuries throughout the world, this picture has been revered as an icon of hope and inspiration.

The original picture of Our Mother of Perpetual Help is a product of Byzantine art. It is known to be at least 500 years old in its present form. Painted in tempura and hard nutwood and only 17 by 21 inches, the picture may date back another 1,000 years to the ancient Madonnas of Constantinople. Some church legends even date the picture to the first century and the hand and brush of St. Luke the Evangelist.

It is only in the past 125 years that devotion to our Mother of Perpetual Help has increased dramatically. In 1866, Pope Pius IX entrusted the miraculous icon to the Redemptorists and told them to "Make her Known Throughout The World." Countless miracles, healings and conversions are attributed to Mary's intercession to Her Son by those who pray to her as Our Mother of Perpetual Help. In fact, it is even somewhat miraculous how the Redemptorists received the picture in the first place.

Historical records indicate that around the year 1490, the picture was located in St. Matthew the Apostle Church in Rome. For 300 years, the picture hung over the main altar. In 1798, the picture was taken into hiding by the monks who fled the city of Rome to avoid being captured by Napoleon's invading armies. The picture resurfaced some years later in an Augustinian monastery chapel.

Meanwhile, the Redemptorists had built the new church of San Alfonso near the site of St. Matthew the Apostle, which had been destroyed by Napoleon's invasion force. In time the Redemptorists learned about the miraculous picture of Our Mother of Perpetual Help that had been enshrined on that site for several centuries. They requested that the picture be placed there once again. The Holy Father Pope Pius IX agreed and on April 26, 1866 the original icon of Our Mother of Perpetual Help was placed above the high altar in the Church of San Alfonso. To this day, the miraculous picture is still there for all to see.

THE SIGNIFICANCE OF THE ICON

This Byzantine icon is replete with numerous symbols.

Look at the picture on the right. Frightened by the vision of the two angels showing him the instruments of Passion, the Christ Child has run to His Mother, and almost losing, in His haste, one of the tiny sandals. Mary holds Him in her arms reassuringly, lovingly. But notice her eyes. They look not at Jesus but at us. How better could the artist express Our Lady's interest in our lives and spiritual growth?

Christ's little hands are pressed into Mary's as a reminder to us that just as on earth He placed Himself entirely in her hands for protection, so now in heaven He places each of us in her tender loving care.

There was also the following Greek initials: for "Jesus Christ," for "Mother of God," for "St. Gabriel the Arch Angel" who is depicted holding the cross and nails, and for "St. Michael the Arch Angel" who is depicted holding the lance and gall-sop of Christ's Passion.

There is a star on Our Lady's veil symbolizing that she is the Star of the Sea who leads us to the safe port of heaven. Mary's left hand is supporting Christ possessively. She is His Mother. It is a comforting hand for everyone who asks her for her intercession. Her mouth is small for silent recollection. She speaks little. She wears a red tunic, the color worn by virgins at the time of Christ, and a dark blue mantle, the color worn by mothers in Palestine.

The entire background is golden, symbolic of heaven. Christ's Hands, palms turned down into His Mother's, indicate that He has chosen for the graces of redemption to be in her keeping.

SCHOOL PHILOSOPHY

Our Lady of Perpetual Help School is founded upon a belief in the goodness of God and His will to save all. We believe in God's plan of salvation through the establishment of community of people who love one another. The goal of our school is to plant the seed for such community through the development of the whole child spiritually, intellectually, socially and physically.

Special focus is placed on our responsibility to create an atmosphere in which students can feel good about themselves, understand their talents and responsibilities, and want to contribute to improving life by developing these resources.

Because we hold to the above, we:

- Offer personal experience in Christian living through religious instruction, prayer, guidance, example and liturgical celebrations.
- Foster a Christian experience in which each child is accepted as an individual and an important member of the faith community.
- Develop and enhance basic skills, especially in the arts of communication and critical thinking.
- Guide the student toward that spirit of freedom which recognizes self-discipline and personal responsibility
- Promote physical fitness and encourage habits, which build and maintain good health
- Emphasize a sense of responsibility for our nation.
- Provide opportunities for the strengthening of family life through parental involvement in school functions and activities.

ACCREDITATION

Our Lady of Perpetual Help School is accredited by the Southern Association of Colleges and Schools (S.A.C.S.). By abiding by the standards of this agency, Our Lady of Perpetual Help maintains a program of excellence for its students. Results of established testing instruments consistently show that Our Lady of Perpetual Help Catholic School students exceed national averages. Teachers possess exemplary professional and personal standards.

ADMISSIONS

Our Lady of Perpetual Help School does not discriminate on the basis of race, creed, color, religion or national origin. Students are admitted to OLPH on an annual basis. Continuance at OLPH for each successive year will be based on attitude, behavior and the academic achievement of the student, and is entirely the decision of the school administration.

Registration for new students to our school as well as currently enrolled students is held in February.

Application and registration fees are non-refundable.

All students are welcome to our school when space is available and the student meets acceptable age, academic and behavioral standards. Students enter with the understanding that they must participate in the school's religion program.

Age requirements for Pre-K and Kindergarten are in conformity to the school laws of the state of North Carolina.

Admission Requirements:

1. Age of child – (Pre-K and K)
 - a. Incoming Pre-K students must be 4 years old by August 31st of the current school year
 - b. Incoming Kindergarten students must be 5 years of age by August 31st of the current school year
2. Documents needed (all students)
 - a. A copy of the child's birth certificate
 - b. A copy of the child's immunization record. (Record will be reviewed by school administrative assistance for compliance with the law.)
 - c. A copy of the child's Baptismal Certificate (if Catholic).
 - d. A copy of the child's Social Security Card
3. Grades 1-8
A copy of their most recent standardized test scores, copy of their report card and a transcript from the previous school are required.
Students must meet all requirements for immunizations.

Based on satisfactory academic progress and acceptable behavior, the following priorities will be followed in accepting new students.

1. Siblings of enrolled parish children. (A parishioner is a person who attends Mass and contributes to the support of the parish.)
2. Siblings of other enrolled children.
3. Parish children with no siblings currently in the school.

4. All other children.

ARRIVAL AND DISMISSAL PROCEDURES

School is in session from **8:00 am to 3:00 pm** for grades K – 8. **Parents may not send students to school before 7:45 am, since formal supervision of students is not available until that time.**

PRE-K THROUGH EIGHTH GRADE DROP-OFF PROCEDURE

Children May Be Dropped Off at These Two Locations **ONLY**:

1. Parents may drive west on Chester Street and pull up along the school side curb for children to enter through the Main Double Gate.
2. Parents may drive north on Pearl Street and pull up along the school side curb for children to enter the Side Gate.

***No children should cross the street to get to school. All children should exit on the passenger side of the car. This is an important safety issue. Please do not drop off children on any other street. We want to ensure that the teachers on duty can supervise children when they exit their cars. After 8:00 am, any student or parent entering the building should do so through the main door.**

MORNING ARRIVAL

Weather permitting, students will gather in lines by the flagpole for morning prayer and pledge. Parents are welcome to stay and join us in prayer, but are asked to stand behind the student lines.

In case of inclement weather, students should proceed directly to their classrooms where they will participate with the school community in prayer.

PRE-K DISMISSAL/PICK-UP PROCEDURE

Pre-K dismissal is at **11:30 am**. The Pre-K teacher will escort students in line to the Main Double Gate on Chester Street and supervise them. Pre-K parents should park along either side of Chester Street and exit their cars to meet their children in line.

KINDERGARTEN THROUGH EIGHTH GRADE DISMISSAL/PICK UP PROCEDURE

K –8 dismissal is at 3:00 pm. Parents who repeatedly fail to pick up students in a timely manner will pick up students from After Care at cost to the parent.

Cars will enter the parking lot thru the Chester St. entrance and exit on Pearl St. Parents and day care vans will drive to the designated pick up area, stop and a monitor will dismiss your child into the car. After all vehicles in the group are loaded, proceed through the gate and either

take a right or left onto Pearl Street. For the children's safety, no traffic movement will be allowed in the parking lot between 2:15 and 3:20.

PLEASE DO NOT PARK IN THE MIDDLE OF THE STREET (on Chester or Pearl) OR IN THE FRONT OF THE DRIVEWAY OR SIDE GATE AND BLOCK TRAFFIC.

ATTENDANCE

ABSENCE

For students to benefit to the utmost educationally, they should be in school every day except in cases of sickness or family emergencies. In case of absence, parents must call the school office (972-1971) by 10:00 am. **A student returning to school after an absence, must present a written note, including the dates and reasons for the absence, to the teacher.** When students are absent, they are responsible for making up any work missed. If a child is absent in excess of 25 days, retention will be considered. If a teacher notices signs and symptoms of illness, parents will be called to please come and pick up their child.

SICK CHILD EXCLUSION GUIDELINES

Please use these guidelines when making a decision on your child's wellness for the school day. If your child displays these symptoms, **DO NOT SEND YOUR CHILD TO SCHOOL!** They may return to school 24 hours after symptoms have subsided. If child exhibits these symptoms at school, parents will be called to take their child home.

Symptoms: fever, diarrhea, severe coughing, yellowish tint to the skin or eyes, red or very itchy eyes (pink eye), unusual spots or rashes, sore throat or difficulty in swallowing, vomiting, yellow or green discharge from the nose (one of the most commonly seen first signs of illness). Parents may be called to the school to obtain further information if the school notices the following symptoms in the child: headache and stiff neck, infected areas of the skin, unusual behavior (crankiness, general discomfort), loss of appetite, severe itching of the body or scalp, sleepiness or lethargic behavior. In case of lice, the child will be readmitted to school with a note from his/her doctor and re-evaluated by staff as needed.

If a child's injury or illness requires emergency medical treatment, the school will first call Emergency Medical Service (911), then notify parents immediately. If parent cannot be reached, the alternate emergency contact on Emergency Forms will be called. If the child is taken to an emergency room before the parent arrives, a school staff member will accompany the child with the child's medical and insurance information. In the event of a medical emergency, parents must come immediately to the school or emergency room.

EARLY DISMISSAL

A parent or guardian who requests a student's early dismissal must send a written request. The student will be called to the school office upon the parent's arrival. The parent will sign the student out and will also sign the student back in if returning before the end of the day. Parents must show proper identification before a child is dismissed in order to assure student safety

Parents are asked to schedule doctor and dental appointments during non-school hours whenever possible.

TARDINESS

The Morning Prayer and pledge of allegiance will be conducted promptly at 8:00 AM in the parking lot or classrooms. Students arriving after 8:00 AM are late. They should enter the main school building through the door on Hammond Street accompanied by an adult, and report to the school office, to be issued a tardy slip before being admitted to class. All doors will be locked at 8:00 AM for security; ring the bell to be admitted. It is the parents' responsibility to see that their child arrives at school on time. Late arrivals are disruptive to the class and unsettling to the child. Students who accumulate 5 tardies within one quarter will be contacted for a principal-parent conference to discuss and solve the problem.

FAMILY VACATIONS

Taking family vacations during school time is strongly discouraged, even if for educational reasons. The school will not assume any responsibility for time and work lost by this day of absence. Also, neither the school nor the teacher will be required to provide work in advance for such absences. Time cannot be provided for make-up work in advance. If parents take family vacations during school time, they must assume responsibility for the student to obtain the work missed and for the successful completion of the work.

CONDUCT

Good self-discipline begins in the home when a child learns to follow standards of good behavior. It should continue and be supported in the school. Both the parents and the school should support each other's standards and insist upon obedience to them. Before a child enters formal schooling, he/she should have already acquired a sense of responsibility and respect for others.

However, human nature being what it is, some children often forget or defy rules of good conduct. To ignore or accept poor behavioral habits is not in keeping with our philosophy. A child cannot grow and mature if boundaries are not placed on his/her behavior. Students at Our Lady of Perpetual Help School are expected to be Christian ladies and gentlemen.

POSITIVE REINFORCEMENT

Acknowledging positive behaviors promotes a ripple effect. Students like to be recognized for their efforts. It encourages students to continue practicing positive behaviors, and it also models exemplary behavior for other students. When students adhere to the rules or are “caught being good”, the following positive reinforcements may be awarded by the teacher:

1. Making eye contact and smiling at the student
2. Verbal praise specific to positive action
3. Positive note home to parents or guardian
4. Positive phone call home to parents or guardian
5. Awards, certificates or other acknowledgements
6. Other incentives as chosen by the teacher

CONSEQUENCES

When students disregard rules, it upsets an atmosphere, which is conducive to learning. It hinders academic progress for all. Therefore, the following consequences will be administered for minor misbehaviors:

1. Verbal reminder/reprimand
2. Proximity control (move closer to student and quietly correct behavior)
3. Call student aside at an appropriate time to discuss behavior
4. Loss of privileges (ex. Lose 10 minutes of recess)
5. Phone call to parents or guardian
6. Create a positive behavior contract to be signed by student, teacher and parents or guardian

Any serious misbehavior such as committing illegal actions, posing a physical threat, increasing frequency of minor offenses, or severe disrespect will not be tolerated. If a student commits a serious, the parents or guardians will be required to come to the school for a conference before the student can re-enter the classroom. The goal of the conference is to develop a plan to be implemented both at home and at school to encourage and practice positive behavior. It will be up to the discretion of the Principal to decide the necessary consequences for serious or repeated offenses of this nature. Consequences may include: implementation of a positive behavior plan, in-school suspension, home suspension, and expulsion, referring to counseling or referral to a law enforcement agency.

Conduct that shall constitute cause for suspension or expulsion shall include, but not be limited to, any of the following:

1. Continued misbehavior, which prohibits other students from learning.
2. Continued and willful disobedience.
3. Open defiance of the authority of any teacher or person having authority over the student.
4. Talking back to a teacher or anyone having authority over the student.
5. Physical assault upon another pupil or any school employee.
6. Taking, or attempting to take, personal property or money from another student or from his presence, by means of force or fear.
7. Willfully causing or attempting to cause substantial damage to school or personal property, writing on/tearing clothing, etc.
8. Possession of printed material not in keeping with Christian values.
9. Possession of alcohol, drugs or cigarettes.
10. Possession of any material/devices that could be harmful or dangerous to himself/herself or to any other person.
11. Any act that degrades another person.

SCHOOL UNIFORM

A uniform dress code has been established as a convenience to the parents in order to promote an atmosphere conducive for learning and to de-emphasize competition in dress among the students. Students must wear their uniforms at all times unless otherwise announced by the school. If a student is out of uniform parents will be notified. Continual disregard of policy may reflect in conduct area of the report card. Uniform items must be purchased through our Educational Outfitters, Lands End and JC Penney. Orders can be placed directly to the company by mail, email, or over the telephone. This information is available in the school office and on our school website. The company usually comes in late spring to measure new students for the coming year.

Students are expected to be neatly groomed. Jewelry is not part of the uniform. If pierced ears require it, a small silver or gold post may be worn, but dangling earrings, rings, bracelets or necklaces are not be worn during school time.. The only exception to this rule would be a cross or religious medal. Makeup and nail polish may not be worn. No perfumes or colognes may be used. Students must be in complete uniform at all times unless otherwise instructed. Shirts and blouses are to be tucked inside slacks and skirts.

Outer garments such as coats, jackets or button up shirts are not worn in the classroom. The school cardigan, pullover sweatshirt, or zippered hoody is worn for warmth.

Girls Pre-K thru 5th Grade

Navy shorts	Jumper	White blouse
	White polo shirt with logo with Peter Pan	
Navy belt	White Socks	
Navy pants	Mock/turtleneck shirt	
Long or short sleeve polo shirt with logo	Pullover sweatshirt with logo	
Navy knee socks, white or black tights	Hooded sweatshirt with logo	
Navy Cardigan		

Boys Pre-K thru 5th Grade

Navy shorts	Navy pants
Short sleeve polo shirt with logo	Long sleeve polo shirt <u>with logo</u>
Navy socks and belt	Pullover sweatshirt with logo
School cardigan	Hooded sweatshirt with logo

Girls Middle School

Navy blue short/long sleeve polo shirt with logo
Khaki skirts, skorts or long pants
Navy knee socks or tights

Boys Middle School

Navy blue short/long sleeve polo shirt with logo
Khaki shorts or pants
Blue or dark crew socks

PE Uniform Girls/Boys

-School uniform T-shirt and shorts with crew socks and plain athletic shoes.
-In cold weather school sweatshirt with uniform T-shirt and sweatpants may be worn.
(Complete pe uniform must come from the uniform company with the exception of tennis shoes and socks).

School Shoes will be (black, blue or brown) loafers, Hushpuppies, shoes with straps, plain sneakers may be worn on non-mass days. No open toe shoes or sandals are permitted and heels should be no more than 1 inch. (Middle School girl heels may be 1 inch)

School shoes, other than sneakers should be worn on Fridays for Church (Pre-K and Kindergarten students ONLY may wear sneakers for safety reasons), and tennis shoes should be worn on PE days by all.

Additional

Shorts, skirts, skorts and jumpers must be no more than 2 inches above the knee.

No hats or caps may be worn, once inside the school building.

If for a serious reason, a student must be out of uniform, he/she must present to the teacher a written excuse signed by the parent or guardian explaining why the child is not in uniform.

Mass Uniforms

Pre K – 5th Grade: Girls should wear uniform Jumper with appropriate shirt/blouse, dress shoes, navy knee socks, white or black tights. Boys should wear uniform pants or shorts with school logo shirt and dress shoes.

Middle School: Girls should wear Khaki Skort or Skirt with appropriate navy blue school logo shirt and dress shoes.

Middle School: Boys should wear Khaki pants or shorts with appropriate navy blue school logo shirt and dress shoes.

ACADEMIC PROGRAM AND REQUIREMENTS

INSTRUCTIONAL PROGRAM

The instructional program at Our Lady of Perpetual Help Catholic School reflects a commitment to Catholic education. All subjects are taught according to the Curriculum of the Diocese of Raleigh. This curriculum includes the standards in the North Carolina Standard Course of Study in addition to National Standards for content area subjects.

Subjects taught daily: Religion, Reading, Mathematics, Social Studies, Science, Language Arts (English grammar, spelling and writing) and handwriting.

Subjects taught weekly: Foreign Language, Computer Science, Library, Art, Music and Physical Education.

CURRICULUM

- **Math** For grades Pre-K-4, students use manipulatives to enhance learning of math concepts since hands-on learning is an integral step in the learning process of young children. Math facts are drilled daily. At the 5th grade level, manipulatives are not used as frequently in order to prepare students for textbook and mental math, which will continue throughout their high school years. Students are assessed for ability/aptitude and differentiation is used to meet their individual needs.
- **Religion** is considered a core subject. Students are evaluated on their learning of the concepts, theology and the tenets of the Roman Catholic faith taught. Students of other faiths are encouraged to share the happenings that are a part of their particular religious environment. Religion is made more than just a subject through our Faith Development Program.
- **Social Studies:** The development of five social studies themes provides a knowledge base for understanding and critiquing the role and responsibilities of an active citizen from a historic perspective. Catholic, Christian values establish criteria to understand and critique what has been and what can be. With a global perspective, an understanding of economic development and social analysis skills, students are prepared to be active, value-focused citizens in a culturally diverse world.
- **Science:** The importance of science is evident in our everyday lives. Teaching the children how to broaden their exploration skills is essential in order to help them realize that the building blocks for the future can best be understood through scientific study. Mastery of higher thinking skills such as the formation of hypothesis, observations, collecting data, and drawing conclusions by means of experimentation create a foundation for children's understanding of the universe.

Language Arts: The goal of our language arts program is to create literate and thoughtful students. This sequential and integrated curriculum teaches skills in

- the area of reading, vocabulary, spelling, composition, and grammar. The reading program in prekindergarten through grade five uses a phonetic approach, which emphasizes decoding, analyzing and building vocabulary, and comprehension. By reading a variety of literary forms, students develop an appreciation for the value of literature which is continued and refined in the middle school.

WEEKLY SUBJECTS COURSE DESCRIPTION

The following subjects are taught on a weekly basis and develop skills as listed next to each.

- **Foreign Language (Spanish):** This subject emphasizes the fundamentals of the Spanish language – listening, speaking, reading, and writing skills as well as cultural awareness.
- **Computer Science:** This subject develops computer literacy, keyboarding, word processing, and spreadsheet skills.
- **Library Science:** Students learn how to locate reference materials, use the card catalog, do research and other related skills. Students also visit the library regularly to check out books of personal interest or for research purposes. Each class visits the library regularly. The books taken out are to be returned to the library on the specified date. If a book is lost, the student will pay the replacement cost of that book. If your child does not come home with a library book for a few weeks, he/she may have an overdue book. Please encourage your child to be responsible for returning books on time.
- **Art:** Students are exposed to a variety of art media and an appreciation for the joy and beauty of art. Students are encouraged to develop and express their creativity.
- **Music:** Students are taught the basics of music theory. Music appreciation is developed. Children practice liturgical music for Mass, and participate in seasonal performances.
- **Physical Education:** Students learn the fundamentals of competitive sports as well as engage in individual gross motor skill building. The importance of good sportsmanship is stressed. All students are required to participate in physical education class. A student will not be excused from physical education without a parent or doctor's note. This note is to be given to the physical education teacher by the child.

FAITH DEVELOPMENT

Each school day begins with prayer and a salute to our flag. There is a prayer before lunch and at the close of the day.

All students take part in the Religion program. They are encouraged to share the happenings that are a part of their particular religious environment. All religious backgrounds are respected.

Spiritual development is made possible through the teaching of religion as more than just a subject. The following are ways that our students learn about God and His love for them. Parents and the parish community are welcome to participate in our prayer and worship. Please consult school calendar for the schedule.

PRAYER & WORSHIP

1. **Mass:** Mass will be offered for the whole school one time per week (more if there is a special feast day or holy day of obligation.) Parents are welcome to join us.
2. **Eucharistic Adoration:** Eucharistic Adoration will be held approximately one time per month on the First Friday of the month.
3. **Penance Service:** Penance Services/Sacrament of Reconciliation will be offered once per month on the First Friday of the month for grades 3-7, and for grade 2 after they have received the Sacrament of Reconciliation.
4. **Stations of the Cross:** Stations will occur during Lent.
5. **Prayer:** Prayer is essential to the life of a Christian who is serious about following Christ. Classes will pray throughout the day (morning, lunch, dismissal) and other times as appropriate.

FIELD TRIPS

Field trips are scheduled throughout the school year. They are both educational and enjoyable in nature and are meant to enhance classroom instructional objectives. Parents will be notified prior to the date of the trip and must sign and return permission slip before that day if they want their child to attend. Due to safety issues, only charter or school buses are used to transport children for school-sponsored events and trips. Because trips are designed as learning experiences for the students involved, it is neither feasible nor appropriate for younger siblings to participate in these activities. Students not participating in field trip should be kept at home.

RECESS

Elementary students will have the daily opportunity to participate in recess for a 20-minute period. Pre-K through first grades will have two recess periods per day. Recess will take place according to your child's individual classroom teacher's schedule. Classroom teachers or assistants will monitor their own class's recess period.

HOMEWORK

Teachers assign appropriate home study to reinforce and supplement the lessons presented in class. All written work is to be neat and accurate, as well as complete.

Assignments missed due to absence are to be completed. **It is the responsibility of the students** to find out what work and tests were given during their absence. Parents can access many assignments through the school website.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued four times a year. These reports reflect the progress in scholarship and responsibility shown by the child during the quarter (9 week period.) No report card is given if any FEES are thirty days more past due. Report cards and records will be held for any delinquent tuition payments.

Additionally, Progress Reports are provided at the mid-point of each quarter (approximately 4 to 5 weeks into each quarter) to allow parents more frequent feedback on the progress of the child(ren). Parents who want clarification on these assessment tools are encouraged to contact the school to schedule a conference with their child's teacher.

GRADING POLICY

The following are the scales used for reporting student's progress in both academics and conduct in second through fifth grades. Pre-kindergarten through first grade uses age appropriate scales as noted on their report cards.

Grading Scale

A= 100-93

B= 92-86

C= 85-77

D= 76-70

F= 69-0

Achievement Scale

M= Mastered

S= Satisfactory

W= Working On It

Conduct Scale

O= Outstanding

S= Satisfactory

N= Needs Improvement

HONOR ROLL

Students on the A and A/B Honor Roll recognize and awarded a ribbon.

“A” Honor Roll: The “A” Honor Roll is an acknowledgement of outstanding academic achievement when students are “A’s” in all subject areas.

“A/B” Honor Roll: the A/B Honor Roll is an acknowledgment of noteworthy academic achievement when students earn “A’s” and “B’s” in all subject areas

PARENT-TEACHER CONFERENCES

Cooperation between parent and teachers is extremely important to the development of the child. The teacher or the parent may request conferences any time there is a need or concern. Requests for conferences by the parent should be made by a note or telephone call to the office. You are asked to make these in advance to allow for the necessary arrangements to be made.

Formal conferences are scheduled once during the school year; however, this does not limit parents or teacher in the amount of conferences that can be conducted. For grades K-8, formal conferences are held at the end of the first quarter. For Pre-K, formal conferences are held at the end of the second quarter. Problems requiring resolution – please surface problems first with the teacher. The principal is the next step if necessary.

In separated or divorced families; the custodial parent is responsible for sharing copies of the child’s report card, progress report, etc.

STANDARDIZED ACHIEVEMENT TESTS

The ITBS (Iowa Test of Basic Skills), a standardized achievement test, will be administered each year for third thru eighth grade students. A writing test (4th grade and 7th grade) and computer test (8th Grade) will be given according to the mandate of the North Carolina Department of Public Instruction. The Cognitive Abilities test (CogAT) is administered to second and fifth grade students. These tests are used as evaluation tools of our education program and our students’ progress. It enables us to continually improve our program as well as provide diagnostic information about your child’s academic strengths and weaknesses.

EMERGENCY FORMS

Family telephone and emergency information are kept on file in the school office. At the beginning of the school year, each child will receive an **emergency procedure card**, which you are asked to fill out and return immediately. **Parents are asked to call the school office if any changes in information occur during the school year.** It is very important that the information be kept up-to-date.

EMERGENCY SCHOOL CLOSING

Closing of school due to weather conditions will be announced over stations WNCT-TV9, WRAL-TV5, WTVD-TV11 and WITN-TV7. We have also implemented the Alert Now system which notifies families directly.

EMERGENCY DRILLS

Fire drills are held monthly. **Each person is to leave the building quickly and quietly.** All doors are to be shut and all lights turned out. The fire drill directions are posted in each classroom. For the safety of all, students are to be acquainted with the fire exit directions in any area they might use during the course of the day. **Strict silence is observed upon leaving and returning to the school building.**

Tornado drills will be held regularly. Emergency procedures are posted in the classrooms.

MEDICATION POLICY

Doctors may determine that ill children need medications to enable them to remain in school. Parent/Guardians should first try to secure physician permission to adjust the dosage of medication prescribed so it can be given at home, before or after school hours. If this is not possible, it is the parent/guardian's responsibility to make arrangements with the school administrative assistant to provide for the care of the child during school hours.

Medications administered by school personnel during school hours must be prescribed by a physician or cosigned by one.

It is the parent or guardian's responsibility to:

1. Provide to the school medication in an appropriately labeled container, which includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.

2. See that the pharmacist labels two containers – one for home use and one for school use, if the child is to receive the medication at both sites.
3. Provide new containers with appropriate labeling when medication changes are made.
4. Remove medications from school premises when the physician discontinues them.
5. See that the “Request for Medications to be Given during School Hours” form is appropriately signed and returned to the school. This form may be obtained from the school administrative assistant or the appropriate teacher.

The school will not administer medications sent to school without the proper form signed by a doctor or dentist.

PARENT PARTICIPATION

VOLUNTEERING

Our community is built upon the dedication of our parent volunteers. Parents are expected to join the Home and School Volunteer Committees. Each committee is organized for a specific purpose, i.e. social, maintenance, lunch duty, classroom assistants, and recess duty on Pizza Lunch Days. Each one of us has a gift/talent that should be shared with the school. Each family may select to provide ten volunteer hours or be billed a fee of \$100.00 in place of these hours.

***Parent Volunteers are the key to our school's success!
Get involved at O.L.P.H.!***

SCHOOL ADVISORY BOARD

This Board serves to assist the Principal in accomplishing school goals. The Board is comprised of parents, teachers and parishioners of O.L.P.H. Church. The Principal appoints board members.

THE HOME and SCHOOL ASSOCIATION

The Home and School Association (HSA) is a vital part of our school. It promotes parent participation in all facets of education at Our Lady of Perpetual Help Catholic School. Meetings provide guest speakers, gives everyone a chance to celebrate Catholic Schools

Week, and address business. An executive committee, made up of the president, vice-president, recording secretary, corresponding secretary and the treasurer, meet quarterly. Elections for these offices are held in the spring. All elected members are subject to approval of the Pastor. Parents can volunteer to serve on committees that specifically help the school.

RELEASE OF SCHOOL RECORDS

School records contain confidential material and are not released to unauthorized persons. Parents transferring their child to another school are asked to notify the school office. All books and school materials must be returned to the teacher. Parents and a receiving school official must sign a Release of Records Form. School Records (including health records, a transcript of grades, and standardized test scores) will be mailed directly to the new school.

CARE OF SCHOOL PROPERTY

Students are encouraged to develop responsibility and a personal pride not only in their own appearance but also in the appearance of the school, especially classrooms, cafeteria, lavatories and the school ground. Students are responsible for the good care of all books/materials provided for their use. Any damage or destruction done to school property will be the responsibility of the student, and damage fees will be assessed accordingly.

AFTER SCHOOL CARE

School staff offers after school care on site at our Lady of Perpetual Help Catholic School. Extended daycare for Pre-K students is available 11:30 AM – 6:00 PM. Afternoon care for students in grades K-7 is available 3:00-6:00 PM. Interested parents should contact the school at 252 972-1971.

SCHOOL CRISIS INTERVENTION PLAN

There is a school crisis intervention plan which is shared with students and teachers should a crisis arise in the building that requires immediate action. In order to maintain the confidentiality of this plan, parents are welcome to review this plan in the office.

SCHOOL BUILDING VISITATION

ALL VISITORS, including PARENTS and VOLUNTEERS must report to the office and sign the visitor's book. **Use the main entrance only (off parking lot).** All doors will remain locked during school hours. NO ONE is allowed to go to the classroom during school hours. Conferences are by appointment only. (Diocesan Policy) Our Lady of Perpetual Help welcomes parents. However, classroom visits are scheduled with the teacher to prevent distractions during instructional times. Parents should bring any items forgotten by students (books, lunch, etc.) to the office. These will be delivered at the appropriate time.

RULES FOR THE PLAYGROUND

- All students must obey the teacher.
- Students must stay in the area designated by the teacher.
- No child is to swing or pull on the tree branches, climb trees, throw bark or branches or play around the dumpster.
- Equipment is to be used safely.
- Students will not run on wet grass.
- Students must go to the teacher in charge if a ball goes outside the fence. If a group of students kicks or throws a ball outside the fence more than twice, they may not continue to play with the ball.
- There will be no balls (or other play items brought from home) on the playground without prior approval of the respective teacher. Under no circumstances will a baseball, softball, wooden or metal bat (or other hand-type item that can cause injury) be allowed on the grounds.
- **Rough play or fighting of any sort is strictly forbidden.** Children who engage in this behavior will be sent to the office. **Any child who causes intentional harm to another may be suspended as decided by the Principal.**
- Children may not enter the building without teacher permission.
- If a child falls and scrapes a knee, etc. the teacher will send the child to the office. In the event of a serious injury, the teacher will keep the child calm and have another child alert the principal or secretary of the emergency.
- No strangers are permitted around the playground area and will be reported to the school office.
- A parent may NEVER take a CHILD FROM THE PLAYGROUND. They must always sign the child out at the office.
- Children are not allowed to play in parking lot unless they are playing basketball at the basketball hoop or are in the parking spaces next to the parish hall. Basketballs are not allowed on the playground unless they are being used for basketball. Footballs are not allowed unless they are the Nerf variety and would not injure a child if hit inadvertently.

RULES FOR THE CAFETERIA

- Teachers bring students to the cafeteria and stay with them until they are settled
- Each grade has assigned tables
- Students may sit at any seat at the assigned table unless teacher instructs them differently
- Students may talk quietly with other students near him/her. No yelling across tables or loud voices are allowed, as instruction is occurring in classroom nearby
- Students are to remain in their seats after they have received their lunch
- Each student is responsible for cleaning up his/her own area, disposing of trash and pushing in his/her chair
- Parents are not to send soda, candy or foods that need to be heated.
- Students may use the bathroom during the period with teacher consent
- Teachers may address specific class requirements directly.
- **OLPH School has an AHERA abatement program in place.**

Please read handbook , located on website

Our Lady of Perpetual Help Catholic School Covenant

The faculty and staff of Our Lady of Perpetual Help Catholic School are dedicated to helping your child grow academically, spiritually, and physically. When home and school are united in this process, the result is success for all – especially your children, our students. Our prayer is that Christ will bless your home and our school abundantly so that we carry out the mission He has given us.

Read handbook, sign this sheet and return to school to indicate your awareness and acceptance of policies.

I (we) _____, are the parent(s)/guardian of:

Children:

Grades:

I have read and support the Our Lady of Perpetual Help Catholic School Handbook and the curriculum guide for my child's grade level.

I commit to:

1. Encouraging and supporting my child in his/her academic and spiritual growth
2. Communicating to my child the need for high standards of excellence and working to the best of his/her ability
3. Cooperating with and supporting school staff in their work with my child
4. Participate in all fundraising efforts by Our Lady of Perpetual Help School
5. Volunteer 10 or more hours per school year or select to pay the fee of \$100.00..

Parent/Guardian Signature

Date