

REVISED: AUGUST 2017

**OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
HANDBOOK FOR PARENTS AND STUDENTS**

September, 2017

Dear Parents/Guardians:

The principles of Catholic education form the basis for this Handbook of Practices and Policies for Our Lady of Perpetual Help Catholic Academy. We, as teachers, believe in creating caring and nurturing learning environments in which children can reach their optimal potential.

We accept the responsibility of this ministry to foster spiritual, intellectual and emotional development of the young people entrusted to our care.

Most of the policies outlined in this Handbook have been in effect for years. This handbook makes it easier for you, the parent/guardian, to assume your vital role in the overall education of your children. The quality of the relationship between the home and the school will depend in large measure on your cooperation in regard to these guidelines.

This Handbook is meant to clarify general operational procedures. These procedures are expected to be followed in our school for smoothness of operation.

We recognize the need to keep channels of communication open to serve your child's best interest.

We recognize the need for the home and the school to each accept and reinforce the part of the other in the life of your child.

The faculty and I thank you for the privilege of being partners in your child's education.

Parent-School Agreement must be signed by both parents.

This school does not discriminate on the basis of race or creed. Where space is a problem, preference will be given to Catholic and parish children.

Sincerely in Christ,

Mrs. Frances DeLuca
Principal

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

MISSION STATEMENT

The mission of Our Lady of Perpetual Help Catholic Academy is the development of Christian values emanating from the teachings of Jesus Christ. The principal, teachers, students, and parents experience the Gospel-centered message through the power of prayer, building a personal relationship with God, creating a strong Catholic identity for our students, and, in a broader sense, building the family of God, the Church. Our Lady of Perpetual Help Catholic Academy is committed to the development of the whole child. The spiritual, academic, physical, and emotional growth of each child is nurtured within a child-centered, supportive environment based on truth. As a school of academic excellence, learning experiences are created with the uniqueness of each child in mind.

Our Lady of Perpetual Help Catholic Academy Board of Directors

John Doyle	Board of Directors - Chair
Frank DelBagno	Board of Directors - Vice Chair
Richard Fogal	Board of Directors - Secretary
John Barry	Board of Directors - Treasurer
Linda Fogal	Board of Directors
Jonathan Mangar	Board of Directors
Tony Harilall	Board of Directors

GOALS

The priests, principal and faculty of Our Lady of Perpetual Help Catholic Academy are convinced that the Catholic school is the most effective means available today to instruct young people who may grow to adult life as mature members of our faith. Therefore, we adopt the following goals:

1. To instill basic Christian values such as self-respect, self-discipline, self-sacrifice, respect for the rights of others and honesty.
2. To teach updated Catholic doctrine.
3. Present the full understanding of the parts and meaning of the Mass through lessons, participation at class Mass and on First Friday of the month.
4. Stress Bible - both Old and New Testament.
5. Encourage continued cooperation among home - school - parish.

OFFICIAL DRUG POLICY FOR OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Any student found pushing (selling or giving) drugs to others will be asked to leave the school immediately.

Any student found in possession of or using drugs such as alcohol, nicotine, marijuana, cocaine, crack or anything suggesting the use of drugs will result in immediate expulsion from Our Lady of Perpetual Help Catholic Academy. During that time, we are mandated to call local police.

Any teacher found in possession of or using a controlled substance or giving the same to another will be dismissed from service.

INTERNET POLICY

Internet services are designed to guide users to vast resources. If a student is found to have misused Internet services for purposes of threat or any form of misconduct, this will result in immediate expulsion from Our Lady of Perpetual Help Catholic Academy. We are mandated to call police.

WEAPON POLICY FOR OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Any student found to have in their possession a gun, knife or instrument that can be used as a weapon will immediately face expulsion from Our Lady of Perpetual Help Catholic Academy. We are mandated to call local police.

REGISTRATION

First graders must be 6 years old by December 31. Kindergarten must be 5 years old by December 31. Pre-Kindergarten must be 4 years old by December 31. Pre-K (3 year old program) must be 3 years old by December 31.

1. Birth certificate
2. Baptismal certificate
3. Proof of residence (electric bill, etc.)
4. Immunization record-all city immunization requirements must be met for admission.
5. Parent-School Agreement must be signed by both parents.

This school does not discriminate on the basis of race or creed. Where space is a problem, preference will be given to Catholic and parish children.

RE-REGISTRATION

Re-registration for the next school year takes place in February. The following fees are due at this time: \$100 per child re-registration, \$260 per child activity fee (PreK-8), \$100 1 child, \$150 per family computer maintenance fee (K-8), \$40 1 child, \$50 per family lunchroom maintenance fee. All outstanding monies such as contributions (where applicable), fundraising and hours for the current year must be satisfied by June 1. Required tuition pre-payment for the upcoming school year is due by August 15. All payments must be made before a child can have a permanent seat in a classroom. Pre-payment will not be accepted for the new school year until all obligations for the previous year are met.

TUITION

The annual tuition is paid in installments. The pre-payment is due on or before August 15. Any prior balance from the previous school year will be deducted from this pre-payment. The balance should be paid in monthly installments starting October 15 and ending April 15. Payments in advance on a quarterly, semi-annual or annual basis is acceptable. Delinquent accounts will be handled at the discretion of the Tuition Review Board Committee. Delinquent tuition accounts may prevent re-registration of your child at the school. Families will be notified in advance of any increase in annual tuition. Such increases will proportionately increase the pre-payment and/or monthly payments. Any payment made after May 15 will only be accepted in money order or certified check.

SCHOLARSHIPS

As the cost of educating a student at our academy is greater than the tuition being paid for each child by the parent, our current tuition for all students is already being subsidized by donations from our alumni.

Additional scholarships such as the Bishop's Scholarship and Angel Program Scholarships are available through the Diocese of Brooklyn. All parents should fill out the PSAS Application (Private School Aid Services) form yearly in order to qualify for such scholarships.

Special-need scholarships are available to students at our school when documentation verifying need is submitted to our Tuition Review Board.

ASSEMBLY AND DISMISSAL

Pre-Kindergarten.....8:00 a.m. - 2:00 p.m.
Kindergarten..through Grade 8.....8:00 a.m. - 3:00 p.m.

Students who arrive after the 8:05 bell has rung must enter by way of the front door and obtain a late pass for entrance into class. Grades 7 and 8 - 8:05 a.m.

Parents who bring children to school by car are to drop them off at the far side of 111 Avenue at 114 Street and allow the crossing guard to cross them to the building. No car is to go through the police line or back down 114 Street to avoid going through the police line. **Double parking is against the law** and not safe for our children. Continuous offenders will be asked to remove their children from our school immediately.

**The school bus stops at the corner of 111 Avenue and 114 Street and cars are not permitted to stop there. IT IS A DANGER TO CHILDREN TRYING TO BOARD THE BUS AND IT ALSO OBSTRUCTS THE CROSSING GUARD’S VISION.

On the First Friday of each month all classes are dismissed at 12:00 p.m. Parents are asked to wait for children away from the schoolyard. Arrange to meet them across 111 Avenue or at Linden Blvd. During inclement weather please listen to radio station WCBS to find out about school closings. Please do not call the rectory or school on such occasions. For emergency closings we have set up a phone relay system to notify you. The safety of your child is a priority for us; therefore, students must not assemble in the schoolyard before: 7:55 a.m. - 7 & 8 grades; 7:55 a.m. - K - 6 Grade; 7:55 a.m. - Pre-K 3 & 4 yr. olds – 8:00 a.m. - front entrance only after 8:05 a.m. if student is late to line up downstairs.

SCHOOL AUDITORIUM

Due to safety reasons, children will line up daily in the auditorium. Children may not arrive at the school prior to 7:55 a.m. unless they are participating in the Breakfast Program. This program begins 7:35 a.m. At 7:55 a.m., students will be permitted to enter the auditorium where a teacher on duty. The sound of the bell means SILENCE. Walk to lines and proceed to classrooms in silence. When dismissed, children must go directly home - no playing or loitering in the schoolyard.

DRESS CODE

Wearing of the complete uniform is the responsibility assumed by the parent when the child is registered for school.

No make-up or nail polish is to be worn at any time. Extremes in hair styling (too long, too short, fad styles) of both boys and girls will not be permitted. Hair that is excessively long or worn below the collar is not acceptable. **Students who are not in compliance with the Dress Code will be held out of class and will be sent home.** Hair must be neatly groomed. Cutting or shaving up and under the hair, shaving the entire scalp, cutting lines, designs, mushroom style cuts, multiple parts and the like are not permitted. Artificially colored, dyed or bleached hair is not permitted. Hair extensions are not permitted, except for medical reasons. A student may not get a haircut with a barber clip shorter than a #2 clip, including any portion of the haircut. Spiking, hyper-slicked, or fad haircuts will not be permitted. **Boys' hair must be cut around the ears so that ears show; NO BRAIDS OR LONGER HAIR PULLED BACK TO LOOK SHORT. Boys must have hair in back cut above collar length.**

If a female student is going to wear earrings, she may only wear earrings that are a simple stud or small loop worn in the earlobe only. No other body piercing is permitted. Rings are limited to one per hand, covering one finger. Male students are not permitted to wear stud earrings.

Months of September and June - no ties - white shirt opened at the neck - top button only. Summer uniforms may be worn in September till October 15 and again after the Easter vacation break. Uniform school pants for girls grades 1-8 may be worn after October 15.

Cardigan sweaters in the uniform color only may be worn by students. No pullovers.

Girls' skirts (all grades) are to be **NO MORE** than one-half inch above the knee at all times.

If boots are worn in the winter time, school shoes must be brought to school and boots are to be changed in the classroom. Shoes *only* in the classroom.

Jewelry is never permitted to be worn with the uniform. Girls who have pierced ears may wear posts. No dangling or flashy earrings are allowed. If more than one hole is pierced, use the lowest hole only. Nose rings may not be worn to school.

Pins and fancy belt buckles are not to be worn. Wrist watches may be worn but it is the student's responsibility to provide a safe place for their belongings especially during gym. (Faculty members will not be responsible for personal belongings or money. Students carry pocketbooks at their own risk.)

UNIFORM

Neatness and good grooming is essential at all times. The school uniform is to be worn by the whole student body (excluding Pre-K and K).

GIRLS:

- Uniform: plaid jumper - grades 1 to 6
 emblem on left side
 plaid skirt - grades 7 and 8
 burgundy weskit
- Summer Uniform: light blue jumper - grades 1 to 6
 white knee socks or white tights
 light blue skirt & weskit - grades 7 and 8
 white tights
- Blouse: All grades - white* - must be tucked in
- Socks: All grades knee length - burgundy**
 tights - all grades - burgundy**
- Shoes: All grades - black - approved styles.
 Grades 1-6 must have ties or straps.
- Winter Uniform: Navy twill pleated pants and white turtleneck with embroidered school logo. Slipover Sweater vest (all 3 must be worn together).

BOYS:

- Uniform: pants - slate gray - all grades
- Summer Uniform: pants - slate gray and white golf shirt
 with OLPH emblem
- Shirt: All grades - white* - must be tucked in
- Tie: plaid - grades 1 to 6
 junior band - grades 1-2-3
 prep band - grades 4-5-6
 burgundy - grades 7 and 8
 Top shirt must be closed and tie worn to the collar.
- Belt: black 1 1/2" wide
- Socks: dark***
- Shoes: black - leather or vinyl, approved style
- Winter Uniform: Turtleneck with embroidered school logo and sweater vest.
- Please note: Hats are not part of the school uniform and may not be worn with the uniform.

* Short sleeves or long sleeves, however, long sleeves may NOT be rolled up to substitute for short sleeves.

** Socks and tights should be purchased at uniform company to insure continuity of color.

*** Children who have submitted a doctor's note about a foot problem that requires white socks are to observe the following: either (a) thin white cotton socks under dark ones or (b) socks that have white feet and dark tops (sold in larger department stores.)

DISCIPLINE

Self-discipline is the Christian ideal which our students are encouraged to achieve. In order to promote reliable future members of our society, we must help instill in our children a sense of responsibility for actions taken. Appropriate behavior should be praised, while inappropriate behavior must be corrected immediately. In order to form proper habits and attitudes, rules of conduct must be emphasized. Obedience to all authority, courtesy at all times, respect for all people and property, and a sense of honesty and trustworthiness are among the values which must be imparted to our students.

Discipline must be fostered in the home. This in turn will be carried into the classroom. Any student who deliberately mars or destroys school property, e.g. walls, desks, etc., is subject to suspension and must pay the expense involved in the repairing of the damage. **Any physical fighting or act of violence, including inappropriate internet misuse either in school or from outside computers toward enrolled students, will result in immediate expulsion.** As children are encouraged not to touch other children good or bad (hugging, kissing, striking, tugging at another's coat, etc.) will result in a demerit being issued. What appears to be an innocent touch to one child can be considered offensive to another. Any student throwing anything anywhere in the vicinity of the school, classroom, or lunchroom will be suspended.

Students changing classrooms between periods must do so quickly and orderly. Pushing, running or loitering is forbidden. Students should move on the right side of the corridor, depending on the direction in which they are moving. The center of the corridor should be left open for the easy passage of faculty members and visitors. Courtesy, attention, silence and scholarly attitude should be the rule of every student of Our Lady of Perpetual Help Catholic Academy. This is to ensure the maximum amount of learning for all children of the class.

Gum chewing is prohibited. During lunch students are expected to speak in a quiet tone to other students. The general deportment of the students should be orderly at all times. They are expected to keep the classrooms and halls clean by discarding papers in the specified containers.

Beepers, cellular phones, radio headphones, CD players and electronic games are not permitted in school. They will be removed from the student and a parent will have to come to school to receive them.

Students who consistently misbehave, receive demerits, or have been suspended will not be permitted on class trips.

DEMERIT SYSTEM

A demerit system has been established in Grades 1-8 as a communication between teacher and parents in order to inform a parent of a child's inappropriate behavior. The system will attempt to correct behavioral actions deemed unacceptable for our children's development. All teachers will use demerit forms. These discipline notes will be kept in the teachers' binder. If patterns of misbehavior arise, parents will be called in for conference with the Principal, Teacher, Guidance Counselor, etc. If children/teacher/staff/principal are endangered by your child's behavior, parents will be called immediately and there will be suspension or expulsion of the student. The number of demerits will be recorded on the child's report card.

Any student who has two demerits will be asked to serve detention and a parent meeting will be requested. Any student who receives 3 or more demerits during any time of the year will be asked to transfer out of Our Lady of Perpetual Help Catholic Academy. Demerits will result in the student not being able to be part of our honor roll system which stresses excellence in all areas, academic as well as personal development.

DEMERIT SYSTEM

SAMPLES OF SOME POSSIBLE INFRACTIONS

MISCONDUCT - GENERAL
 TOUCHING ANOTHER STUDENT FOR ANY REASON
 DISRUPTION IN CLASS, LUNCHROOM OR SCHOOLYARD
 FORGING PARENT'S SIGNATURE ON TESTS OR SCHOOL
 DOCUMENTS
 IMPROPER LANGUAGE
 LYING TO TEACHERS AND STAFF MEMBERS
 CHEWING GUM
 DISRESPECT FOR AUTHORITY
 MISCONDUCT IN HALLS
 MISCONDUCT DURING TRAVEL TO CHURCH
 MISCONDUCT DURING FIRE DRILLS
 FIGHTING
 DISRUPTION IN ASSEMBLIES
 DISRUPTION DURING RELIGIOUS CEREMONIES
 DAMAGE TO SCHOOL OR ANOTHER STUDENT'S
 PERSONAL PROPERTY
 CHEATING OR COPYING HOMEWORK

DANGEROUS CONDUCT (INSIDE OR OUTSIDE CLASSROOM)
 OUT OF THE CLASSROOM WITHOUT A PASS
 HAVING ELECTRONICS AT SCHOOL
 STUDENTS GOING INTO ANY PART OF THE SCHOOL BUILDING
 WITHOUT TEACHER/STAFF SUPERVISION

These infractions, because of their serious nature, will be dealt with immediately. Any teacher may demerit a student found exhibiting improper behavior at any time. CONDUCT, IN ANY WAY, UNBECOMING TO A CATHOLIC SCHOOL STUDENT WILL NOT BE ACCEPTED AT OUR SCHOOL.

CHILDREN RECEIVING THREE OR MORE DEMERITS WILL BE ASKED TO TRANSFER OUT OF OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

INAPPROPRIATE PARENT BEHAVIOR

At **no time** is a parent to address a student of the school, other than their own child, regarding a situation that has occurred with their child. Parents must meet with the homeroom teacher, and an appointment may be set up, if you wish, with the parent of that child. Adults must not approach children directly for any reason.

From time to time, situations occur where children act inappropriately. When demerits are given, it is a communication between the parent and teacher, so that the teacher, who is acting in place of the parent, may inform the parent of their child's inappropriate behavior or breaking of a school rule. It is imperative that, as role models to children, adults exhibit appropriate behavior toward teachers, students, and other adults. If unkind behavior is exhibited, at any time, toward a child, teacher, or other adult, your child will lose the privilege of attending our school. As adults, there is absolutely no reason for unkindness as we address other parents or teachers regarding a situation that has occurred either in or out of school.

DETENTION

Detention period is a time when the student is assigned to stay after school for any infraction of proper student behavior, including lateness, improper uniform, and missed homework. Deficiencies will be given for these infractions.

Notice is given one day prior to detention and repeated again on the day of detention.

Individual teachers who assign detention to students will give notice the day before it will be held.

HOMEWORK

Homework is a necessary part of the school program. It is designed to be a constructive tool in the teaching-learning process. Properly handled, homework can be an aid in learning. Individual grade assignments are now posted on our web-site: www.olphcatholicacademy.org. If you need clarification of what your child has written down in his/her homework assignment notebook, feel free to confirm through the teacher's posting.

A child not completing homework will be subject to detention.

Some general objectives of a constructive homework program include:

- (a) helping pupils develop independent work-study habits
- (b) reinforce learning that has taken place in school
- (c) relating school learning to out-of-school interests

The consensus of educators suggests the following time allotments for homework. Note that these time allotments are for written assignments.

Grades 7 and 8	2 hours
Grades 5 and 6	1 hour
Grades 3 and 4	45 minutes
Grades 1 and 2	no specific time

**N.B. The above time allotments may vary according to circumstances.

Parents should encourage children to spend time beyond this for reading and studying. Great emphasis is placed on the importance of a parent providing the child with a time and place that is conducive to study. Neat and orderly homework is a sign of a good student. Teachers have the option to request sloppy homework be redone. It is excellent training and teaches the child responsibility. If the student exceeds the maximum time limit, check the following:

- 1) are all work materials on hand
- 2) was assignment copied correctly
- 3) have earlier assignments been put off
- 4) are there outside distractions (TV, radio, VCR, etc.)

If the student doesn't have any of the above, please contact the teacher for an appointment.

Format:	Loose-leaf 8 1/2" x 11" unless the teacher instructs otherwise.		
Heading:	Student's Name	Grade	(Half
	School Name	Date	inch
	Subject		margin)

A pupil who fails to do an assignment will be penalized unless he has a legitimate written excuse accepted by the teacher.

TESTING

Testing and appraisal are integral parts of the teaching and learning process.

Readiness	First Grade
CTB/McGraw Hill Terra Nova	Third to Eighth Grades
ESPET (NY State)	Fourth Grade
NYS Reading & Language Arts	Fourth, Sixth, and Eighth Grades
NYS Math	Fourth, Sixth, and Eighth Grades
Religion Test	First through Eighth Grades
NYS Science	Fourth and Eighth Grades

REPORT CARDS

Report Cards are distributed directly to parents, by appointment, according to the trimester indicated on the Diocesan School Calendar.

The ratings on the reports should be carefully analyzed by parents, who are urged to consult the teacher if there is an obvious deficiency in any subject or character trait. Please be mindful that assessment is a comprehensive judgment of a student arrived at after using many tools of measure:

- day-to-day class work
- homework assignments based on classroom instruction
- independent work and/or study
- written tests

** Coding interpretation is presented at the beginning of the Report Card. The final exam is part of the third trimester mark and the fourth column is an average of the three trimesters.

HONOR ROLL

- PRINCIPAL'S LIST - ALL A+ - 97-100 - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 97 in each subject.
- FIRST HONORS - A+ & A's (93-96) - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 93 in each subject.

- HONORABLE MENTION - All A's, B+'s (89-92) - Reading level is not included. Conduct and effort marks are taken into consideration. No less than 3. No grade lower than 89 in each subject.

PARENT-TEACHER CONSULTATIONS

Consultations between parents and the teacher are encouraged. Please make an appointment by note ahead of time. No teacher will be summoned from a classroom to meet with a parent. In order to maintain the good order of the school, at no time may a parent go to a classroom unannounced nor is a child to be called for during school hours. A child taken from school during school session must be signed out by a parent or guardian.

According to the Buckley Amendment, non-custodial parents may request academic information about their child.

Improper parent behavior toward any member of school faculty, staff or personnel will result in the involved student's transfer out of Our Lady of Perpetual Help Catholic Academy

RELEASING PUPILS

In general, pupils are not permitted to leave the school during school hours. A child may be released from school only to parents.

Under NO circumstances shall a child be released to an unidentified person. Parents and authorized persons are to report to the School Office to pick up children prior to regular dismissal.

In case of illness, a pupil will be released to a parent or authorized person. Parents and authorized persons are to report to the school office for the child. Requests by parents for early dismissal may be granted for sufficient reason. Attendance at a funeral of a relative only is allowed. Doctor and dental appointments should be made after school hours.

PHONE CALLS

Phone calls to the home when a child is ill will be done either by the school nurse or by the secretaries. Due to the extreme workload in the school office, **ONLY EMERGENCY** calls will be permitted to our office and from the students to home.

FIELD TRIPS

Field trips may be scheduled by the faculty for educational purposes to enhance

the learning experience. As part of the curriculum, these field trips are mandatory. The trip must be appropriate to the student's age/grade. Written permission must be obtained from you if your child is to go on a scheduled trip. A sample field trip form is shown on page 17 of this Handbook.

Because appropriate behavior is important at all times, especially during field trips, any student with an unsatisfactory conduct grade in their report card may be excluded from a class field trip till improvement of conduct is apparent.

No student with two demerits will be permitted on a school trip.

LUNCH

A non-mandatory hot lunch program is available to all children at the free, reduced or full-price amount, depending on meeting application criteria. Payment for the lunch program must be received by the due date or no lunch will be sent by the Board of Education for that student.

The lunch fee is collected each year during registration for the following year. This fee covers lunchroom maintenance and supervision. **MISCONDUCT IN THE LUNCHROOM WILL RESULT IN THE STUDENT'S LOSS OF THE LUNCHROOM USE.**

Repeated misconduct in the lunchroom such as speaking during silent reading time, not having a reading book for silent reading time, changing seats without teacher permission, or other inappropriate conduct will result in the student serving one week's lunch detention.

Repeated offenses will result in the student being asked to eat lunch at home for the remainder of the year.

No student will be permitted to leave the cafeteria without a teacher escorting him/her out of the cafeteria.

No pizza parties or McDonald's food will be permitted during the lunch period.

PHYSICAL EDUCATION

Physical education is an important part of the training of our boys and girls. All classes have some kind of physical exercise daily, and grades 1 through 8 have a formal 30 to 45 minute period each week.

Students must wear black or white sneakers ONLY and the OLPH gym uniform--T-shirt (not school team or kindergarten school shirt) and shorts for spring and summer, gym uniform sweatsuits--sweatpants and sweatshirt for fall and winter months.

A student will be prevented from taking gym if not in the right uniform, and a demerit will be issued for more than one occurrence of not being in proper uniform.

Doctor's advisement alone will excuse a student from a total gym program. Parent's notes for medical reasons will result in modified gym involvement; attendance in gym class in uniform) is mandatory.

On gym days refrain from wearing jewelry including wrist watches.

ATTENDANCE

The education law of New York State requires minors from 7 to 16 years of age to be in attendance at an approved school for full time instruction.

Parents of students in grades 1 through 8 must telephone the school office (843-4184) before 9:30 a.m. on each day of absence. This will also be followed by a written excuse to the class teacher. The Diocesan Office considers a total of 5 days or more to be excessive absence. In case of contagious disease (chicken pox, strep throat, etc.) a doctor's note is required for admission to class. After any absence a child must have a written note from the parent explaining the absence.

BOOKS

An annual fee is collected during re-registration for the following school year covering various consumable books, standardized testing. Diocesan assessments.

As with everything else, there is an increase in the cost of the school books. Children should be trained to realize the value of books and how to care for them. All books must be covered and kept clean (no writing on covers). Children will have to pay for any school books damaged or lost.

LIBRARY

Under the Federally funded Title IVB law, now Chapter II, educational books are available to our students

- a) Each student borrows books or magazines for a period of one week.
- b) There is a fine of \$1.00 for a book not returned on time. This is to be paid at the next library class. This will allow students to be able to become responsible towards material that must be brought back to the library.
- c) Students will have to pay for any books lost or damaged:
Hardcover: \$7.00 Paperback: \$3.00
- d) Encourage your children to read every day for enjoyment and knowledge.

SCHOOL ACTIVITIES

Student Council: Strives to instill a sense of responsibility and school spirit among members of the student body. The four officers: President, Vice-President, Secretary and Treasurer are elected from seventh and eighth grades. Each class in grades 4, 5 and 6 elects one representative and grades 7 and 8 elect two representatives to serve on the Student Council.

School Newspaper: Each class has a reporter who contributes information and the seventh grade acts as the staff.

Altar Servers: Open to boys and girls in grades 4 through 8 who prove themselves worthy of serving God's altar.

AQUINAS PROGRAM

Students in the sixth, seventh and eighth grades who will be part of the Aquinas Enrichment Program must be first recommended by their classroom teacher. An overall average of 93%, no grade less than 90%, and no demerits is required for this enrichment program.

FIRE DRILLS

State law mandates at least 12 fire drills a year. Students must leave the building quickly and in silence so as to insure swift evacuation without injury.

TRANSPORTATION

The school does not provide transportation. The school bus is regulated by the New York Board of Education Bureau of Pupil Transportation. School bus transportation is allowed for Kindergarten through sixth graders only who reside a half mile or more from school as determined by the Bureau of Transportation guidelines. The school does not determine eligibility.

INSURANCE

Insurance forms covering accidents 24 hours, in or out of school, will be available to all students at the beginning of each school year. It is the decision of the parents to avail themselves of this coverage, however, the Diocese recommends it.

MEDICATIONS

Prescription drugs must be entrusted to the nurse's office with directions from the

parent (in writing) for its use by the child. The medication will be held in the nurse's office. The child must take the medication in the presence of an administrator or nurse according to directions.

NON-PRESCRIPTION MEDICATIONS WILL NOT BE ADMINISTERED BY THE SCHOOL. A DOCTOR'S NOTE MUST ACCOMPANY THE PRESCRIPTION. THE PRESCRIPTION MUST BE IN ITS ORIGINAL CONTAINER. ALL PARTICULARS MUST BE IN THE DOCTOR'S NOTE. Students who submit an EPI PEN must submit 2, one for the nurse and one for the teacher. In the event of a school trip or event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the student for the purpose of epi-pen administration, if necessary.

RETENTION

The most common reason for retention is difficulty in learning to read and reading comprehension. Some children will always read below average level of achievement of the grade in which they are placed. Nevertheless, they can move along with their grade if they meet the standards for that particular grade. However, if the child is incapable of meeting the standards and the reading level is below grade level, retention will be enforced.

***Summer school may be used as reinforcement but does not assure promotion.

Promotion is based on a total evaluation of a student's growth in all areas of development

***Summer school may also compensate failures on the PEP Tests.

GRADUATION POLICY

All students successfully completing Grade 8 are expected to receive a diploma because they are entitled to it. However, participation in public graduation exercises is an honor and a privilege from which a student may be excluded if the student consistently fails to behave as a mature Christian with consideration for fellow students, teachers and members of the school community. All finances must be settled before Graduation and/or events associated with Graduation.

HOME-SCHOOL ASSOCIATION

This organization is an active one, vital to the school's well-being. Inasmuch as all students benefit from Home-School activities, all parents are expected, as members, to share their abilities and talents with others for the good of their children.

PRIVACY CLAUSE

All documents submitted to Our Lady of Perpetual Help Catholic Academy remain part of the child's permanent record. These documents will be provided to other schools upon official request. Other documentation needed for court cases must be subpoenaed by an official court for release.

“...Among all the agencies of education the school has a special importance. By virtue of its very purpose, which it cultivates the intellect with unremitting attention, the school ripens the capacity for right judgment, provides an introduction into the cultural heritage won by past generations, promotes a sense of values, and readies for professional life...”

The Doctrine of Vatican II

**OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
FIELD TRIP OUTING PERMISSION FORM**

Date of Trip _____

Description/Destination of Trip: _____

Cost: _____

Departure Time: _____

Return Time: _____

Transportation: _____

MATERIALS:

Lunch: _____

Dress: _____

Spending Money: _____

INSTRUCTIONS: (Specify safety and specific concerns.)

The consent form below is to be filled in, signed by parent and returned to school

by _____.

The child will not be allowed to attend the trip without a signed consent. Verbal phone consent on the day of the trip will not be accepted.

I give permission for _____ to go on this field trip. I have given him/her the required instructions. I am listing an emergency phone number where I can be reached in case of accident. I release the Teacher, Principal and Our Lady of Perpetual Help Catholic Academy from all liability and waive any claim against them.

Date: _____ Parent's Signature _____
Emergency Phone: _____

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY**INTERNET POLICY****Acceptable Use Policy for Our Lady of Perpetual Help Catholic Academy
Students and Teachers:**

As part of our commitment to academic excellence, students and teachers will be provided with access to the Internet, a worldwide telecommunications network. Internet services are designed to guide users in navigating vast resources. We have tried to minimize the possibility of a student accessing materials that are inappropriate for minors. Teacher supervision will be available; however, Our Lady of Perpetual Help Catholic Academy cannot guarantee that such material will not be accessed.

The following Internet acceptable use practices are not an all inclusive listing, but general guidelines dictated by decorum, privacy, and respect.

As representatives of Our Lady of Perpetual Help Catholic Academy users are responsible for all communications from their accounts.

1. Participants shall respect the privacy of other users - shall not access, modify, or copy passwords or data belonging to other users. Users will not publish information on students or staff without permission.
2. All messages posted on our website bulletin board shall be purposeful and appropriate.
3. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system.
4. The use of network for personal profit or gain is prohibited.
5. Users may not access inappropriate materials such as pornographic materials or files dangerous to the network.

Our Lady of Perpetual Help Catholic Academy retains the right to review and edit any material that is posted through its telecommunications connections. Any user who does not comply with the Internet Access Policy will lose network privileges. Repeated or severe infraction of the Policy may result in termination of access privileges permanently. Unauthorized use of the network, intentional deletion or damage to files, programs, and data belonging to other users or copyright violations may be termed a violation.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT;

Student Name: _____

Print: _____

I understand that I will be held accountable for all activities including, but not limited to, the content of materials sent by mail, news, or any other means using my web/Internet/account privileges. I also understand that I must abide by the Internet and newsgroup etiquette guidelines and that use of the system will be for educational purposes only.

I agree not to hold Our Lady of Perpetual Help Catholic Academy nor any of its employees responsible for the performance of the system of the content of any material accessed through it.

Signature of Student and Grade: _____

**OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY
INTERNET POLICY**

Parent/Guardian Permission Form:

My son/daughter _____ has my permission to access Our Lady of Perpetual Help Catholic Academy’s Internet services. I understand that my son/daughter will be help accountable for all activities including, but not limited to, the content of materials sent by mail, news, or any other means using his/her student account privileges. I also understand that my son/daughter must abide by the Internet and newsgroup etiquette guidelines and that use of the system will be for educational purposes only. Misuse of the Internet services for purposes of threat of any form of misconduct will result in expulsion from Our Lady of Perpetual Help Catholic Academy.

I agree not to hold Our Lady of Perpetual Help Catholic Academy nor any of its employees responsible for the performance of the system or the content of any material accessed thought it.

Name of Parent/Guardian (Please Print)

_____ **Phone (Work)** _____

Address _____ **Phone (Home)** _____

SIGNATURE OF PARENT OR GUARDIAN: _____

ATTENDANCE POLICY

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY 111-10 115 Street, S. Ozone Park, NY 11420

Our Lady of Perpetual Help Catholic Academy has developed our Attendance Policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2002. This comprehensive attendance policy will help to uphold the philosophy and mission statement of our academy, as is stated in our handbook.

The elements of our Comprehensive Attendance Policy are as follows:

1. Objectives:

- a. To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- b. To establish a practical mechanism for Our Lady of Perpetual Help Catholic Academy to provide accountability of all students throughout the school day.
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised student activities.

2. Strategies to Meet Objectives:

- a. Use of the daily register of attendance (Option C).
- b. Use of recording system for excused or unexcused absence for a day or portion of.
- c. Use of a recording system for tardiness or early departure.
- d. Use of a recording system for each scheduled day of instruction.
- e. Use of dates for entries and withdrawal of enrollment.

3. When Attendance Will Be Recorded:

- a. Daily at all elementary levels
- b. Special subject teachers will be informed of any student absences by homeroom teacher

Determination of which absences are excused and which are not and a coding system:

a. Excused absences shall include:

Type of Absence:	Code:
sickness	S
sickness or death in family	F
required to be in court	P
approved high school or college visits	P
Quarantine	P
excused absence, part of day	X
attendance at health clinics	P
religious observance	P
others noted in attendance register	

b. Unexcused Absence shall include:

Type of Absence:	Code
unlawful detention	O
Truancy	T
Suspension	Su
Vacations	V

5. Description of School Policy Regarding Attendance and Course Credit:

Schools within the Diocese of Brooklyn believe that student attendance in school increases student success. In order for each student to develop their personal talents, pursue academic quality, foster responsibility and leadership, we encourage parental support in the educational success of children. Regular attendance at school is essential for student success. Subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

Therefore, students who miss 45 days of school, and have not met periodically with school administration, are in jeopardy of retention.

At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

6 Description of Incentives/Sanctions to be Used:

- a. Perfect Attendance Award given according to school policy
- b. Regular attendance determines promotion.
- c. Excessive irregular attendance warrants notification of proper authorities.

7. Description of Notification of Parents: (Policy Listed in Handbook):

- a. Parents notify school for absence and/or tardiness
- b. In grades 6-8 or where attendance is questionable, school will contact parent.
- c. Students who are tardy must report to the office.
- d. A written excuse must be completed by the parents
- e. If an excuse is not received within 2 days, the absence is recorded as unexcused.
- f. Unexcused absences/tardiness is recorded in school register of attendance.
- g. A note is submitted to the school office when a student is going to be released early. Parent or guardian comes to the school office and signs out the student to be released.

8. Description of the Development Process for Intervention Strategies:

Personnel keep the administration aware of persistent attendance problems or patterns. The school notifies the parents of the problem and the pattern. If the problem or pattern continues, the school administration will notify proper authorities.

9. Identification of the Person to Review Attendance Records and Initiate Action.

OUR LADY OF PERPETUAL HELP CATHOLIC ACADEMY

Consent to Photograph, Film or Videotape a Minor

Name of Minor _____

School: **Our Lady of Perpetual Help Catholic Academy**

I, _____, hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or videotapes of my son/daughter as part of his/her participation at Our Lady of Perpetual Help Catholic Academy.

I understand and consent that these photographs, movies or videotapes may be placed on the internet. I also hereby release the parish and Diocese of Brooklyn from any claims, demands and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian

Date _____

Address of Parent/Guardian

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The 2017 Handbook for Parents and Students can be read online at our website: www.olphcatholicacademy.org

After reading the Handbook for Parents and Students, please have your child return the signed sheet below to the homeroom teacher.

I have read the Student Handbook and I will help my child(ren) to obey the rules and to follow the regulations of Our Lady of Perpetual Help Catholic Academy.

PARENT SIGNATURE _____

I have read the rules in the Student Handbook and I fully intend to observe them and to follow the regulations.

STUDENT SIGNATURE _____

GRADE _____

