



Parent/Student Handbook 2017-2018

PART I. GENERAL INFORMATION

A. ACCREDITATION

Our Lady of Perpetual Help School is accredited by AdvanceEd through the division of SACS/CASI (Southern Association of Colleges and Schools/Council on Accreditation and School Improvement) and is a Tennessee State and Diocesan certified Catholic School. The Sisters of Charity of the Blessed Virgin Mary began the education of our children. The Sisters have since retired, but lay teachers serve the school in educating our students from Pre-Kindergarten through the eighth grade.

B. WHO WE ARE

MISSION STATEMENT:

The mission of Our Lady of Perpetual Help School and faith community is to provide a Catholic education that fosters a relationship with God and enables students to become confident, lifelong learners.

CORE VALUES:

KNOW - Bringing the good news of Jesus through the teachings of scriptures, catholic traditions, innovative education, athletics and academic excellence.

LOVE - Demonstrating our living faith by respecting the dignity of all human beings.

SERVE - Be stewards of God's creation through service to the school, the parishes we represent, our communities and the world.

VISION STATEMENT:

Our Lady of Perpetual Help Catholic School is the school of choice in the Chattanooga area for Pre-K through 8th grade, developing each student's God-given talents by:

- Supporting parents with their goal of a religious and academic upbringing of their children;
- Promoting student growth in Christian faith and morality inspired by Catholic tradition;
- Delivering a 21st century curriculum that prepares students' mind, body, and spirit for continued success in future academic institutions; and
- Fostering service to all of God's people in our school, parishes, local community and world, especially for those in need.

C. SCHOOL LOCATION/ HOURS OF OPERATION

Our Lady of Perpetual Help School is located at 505 South Moore Road off Interstate 24. During the school year, the school's office is open between 7:45 a.m. and 3:30 p.m. The school office number is (423) 622-1481 and the FAX number is (423) 622-2016. Our website is school.myolph.com. The office e-mail address is olphschooloffice@myolph.com.

- **Hours of Operation:** Before School Care (BSC) is available in the cafeteria from 7:00 a.m. until 7:30 a.m. There is a \$1.00 daily charge per child for this service, payable on each day of attendance. Students arriving at 7:30 report directly to the cafeteria. Students arriving after 7:45 report directly to their homerooms. Classes begin at 8:00 and continue until 3:10 with the exception of Wednesday when classes are dismissed at 2:20.

After School Care: Students who are not picked up by 3:30 (2:30 on Wednesday) will report to After School Care (ASC), located in the school cafeteria. **Students must pre-register to attend After School Care; the registration fee is \$25 per student.** Students who are registered to attend ASC are to report there immediately after

dismissal. Beginning at **3:40 (2:40 on Wednesday)**, the daily charge is \$9.00 per student; the charge for Wednesday is \$10.00 per student. **Students must be picked up by 5:30 P.M. . If an after school activity is scheduled to begin after 3:20 students remaining on campus must report to ASC and will be charged a fee to be determined. Report cards will be held at the end of each nine weeks for those students with an outstanding ASC or BSC balance. After School Care for Preschool and Kindergarten students will be provided in the Preschool classroom.**

- **After School Care IS NOT available** on days that school is dismissed at 11:30.

D. SCHOOL ORGANIZATION

- The **Bishop of the Diocese of Knoxville** is the chief representative of the Church's teaching authority and the head of the Diocesan School system. He is the responsible for the educational policies of the Diocese. He delegates the administration of the school to the Diocesan Superintendent.
- The **Superintendent of Schools of the Diocese of Knoxville** is the administrative arm of the office to the Bishop, which administers the system of schools. In this capacity, the superintendent is responsible for the system's adherence to the various accrediting agencies, and the Bishop of the Diocese.
- The **Pastor** is the chief authority and the leader of Our Lady of Perpetual Help Parish. OLPH School is an integral part of the parish and as such the pastor is the final authority on matters related to the school and its educational policies. He delegates the administration of the school to the school principal.
- The **Principal** is the administrator of the school and in this position administers policies set by the Diocesan School Office and the accrediting agencies. Duties also include the supervision of teachers and instruction, curriculum development, and professional development of the school staff. The principal is responsible for students' welfare during school hours.
- The **Assistant Principal** is considered second in command and assists the principal in their duties.
- The **Director of Development** is responsible for the annual Fund Drive, endowment, and deferred giving. The Director of Development works with the Principal to promote and advance the school in the Chattanooga community and beyond. The Development Director also coordinates volunteer programs (including the "PIP- Parental Involvement Program"), maintains donor records, and identifies and prepares grant proposals for local and national foundation funding sources.
- The **Director of Admissions** handles all admissions procedures and tuition payments.
- The **School Guidance Counselor** is available to assist students in their academic and personal growth, and to assist the teachers in the needs of their students.
- The **Athletic Director** is the coordinator of all athletic events at Our Lady of Perpetual Help School. The Athletic Director has the responsibility of working with the Principal in planning the athletic programs of the school. The Athletic Director also works with the Booster Club to encourage parent involvement within the sports program. It is the responsibility of the Athletic Director and coaches to see that each athlete has proof of a physical on file.
- **Teachers** are responsible for the spiritual welfare of students, academic instruction, the evaluation and grading of scholastic achievement, and the maintenance and promotion of discipline. The teachers and the principal follow the requirements of the school's accrediting agencies, the diocesan School Superintendent's office, and the policies of Our Lady of Perpetual Help School.
- **Substitute Teachers** are used when the classroom teacher is absent for whatever reason.
- The **School Advisory Board** supports the teaching mission of the Catholic Church by serving as a consultative body to the Parish and School Administrators of OLPH School. It is subject to all regulations of the Diocese of Knoxville and to all by-laws and policies of the OLPH Parish Pastoral Council. Meetings are open to all OLPH parents and parishioners. Anyone who wishes to place an item on the agenda for consideration by the committee must contact the school committee chair at least one week prior to the meeting. Meeting dates and times are listed in the school calendar. New applicants are elected to this body during the month of May.
- The **Home and School Association** is an organization whose goal is to assist teachers, the principal, and the School Advisory Board in the accomplishment of projects relative to the building of the parent community. All parents, faculty and staff are considered members of the Home and School Association. The organization assists teachers when necessary, provides a forum for exchanging ideas for improvements of the facilities and raise monies to be used to benefit the students. Parents are encouraged to attend Home and School meetings and contribute a **\$30.00** annual fee.
- The **Athletic Booster Club** is comprised of a group of parents who have a special interest in the development of a strong athletic program at Our Lady of Perpetual Help School.
- **Creative Arts Guild (CAG)** is a group of parents and teachers who have a special interest in the development of a strong creative arts program at OLPH. The group sponsors fund raising activities to assist in the purchase of supplies for music, band, and art. Membership is **\$30.00** per year.

IMPORTANT NOTICE: VIRTUS is a program for the protection of children and youth. The VIRTUS training is mandated by the Diocese of Knoxville for all adults volunteering or working with children. This includes faculty, staff, substitute teachers, coaches, classroom volunteers, field trip chaperones and boy/girl scout leaders. Registration is done online at www.virtus.org.

E. FINANCIAL POLICIES

Yearly Tuition Rates and Registration Fees are recommended by the School Committee and approved by the Parish Pastoral Council, the Finance Board and the Pastor. Our Lady of Perpetual Help Parish and other area Catholic parishes subsidize the school for the difference between the actual cost of education and tuition charged to each family. Pre-registration for existing OLPH students takes place in late winter (generally February). **A non-refundable Pre-Registration/Technology fee of \$335 per student** reserves a child's place in school for the upcoming school year. The registration fee for new students is due at the time the student is accepted **and is non-refundable**. Students who start school after the school year begins are required to pay the full registration fee. The registration fee must be paid in full for all students regardless of when they begin the year. All other fees, such as Home and School, Booster Club, Creative Arts Guild, are due on registration day. All tuition and fees that are not current at the end of the school year will prevent a student from receiving the final report card or the transfer of school files to another school.

All families are expected to pay in **one sum on July 1st or in equal monthly installments, spread over 10 monthly payments (July through April) using the FACTS Electronic payment plan**. Yearly tuition is payable in full with a two percent discount by July 1st or in monthly installments by bank draft beginning July 5th or July 20th. Individuals or families who choose to pay in monthly installments will enter an agreement with **FACTS Management Company**, who will establish a monthly bank draft. If a FACTS payment is missed, a letter will be sent from FACTS with instructions on how the missed payment is to be resolved. A \$30.00 missed payment fee will be deducted from the account for each missed payment attempt.

Guidelines for the FACTS Tuition Payment Plan, as stated to parents/guardians:

- The FACTS Tuition Payment Plan is a service provided by Our Lady of Perpetual Help School for OLPH School parents that allows tuition payments to be made over a period of 10 months, from July through April.
- Once the FACTS Agreement has been signed and is in effect, any change request must go through the Admissions/Tuition Director. Only **one** change to the FACTS Agreement may be made per signed agreement per school year. *(The FACTS organization requires 4 business days for any changes.)*
- In the event that financial institutions have changed or a bank account is closed, the Admissions/Admissions Director needs to be contacted immediately. *It will be necessary to make payments directly to the school during any interim period until the new bank account is opened.*
- **If there are two missed payments or difficulties in meeting the FACTS obligation, the Admissions/Tuition Director needs to be notified immediately. There may need to be a meeting with the Pastor and/or the Business Manager to discuss the situation. Continued missed payments with FACTS will require the family to pay tuition in full the following school year. If tuition is not current, report cards will be held.**
- The FACTS tuition payment plan will not be offered during the next school year if the above guidelines are not met. Full tuition payment will be required prior to July 1st.
- **Those using the FACTS Tuition Payment Plan have agreed in writing to the above conditions.**

TUITION REFUND POLICY

Regarding FACTS Tuition, if a student is no longer in attendance at OLPH School for any reason, the monthly FACTS Tuition payments will stop the month following the student(s) leaving the school. The Pre-Registration/Technology fee is non-refundable. Once a tuition payment has been received by the school it is non-refundable.

If tuition has been paid in full, please note:

- **If the child/children are no longer in attendance at OLPH School for any reason after the first nine weeks of school, there will be NO REFUND of the tuition that was paid in full.**
- **If the child/children are no longer in attendance at OLPH School prior to the first nine weeks of the school year, there will be a pro-rated refund of the annual payment.**

- If a student is expelled for disciplinary reasons, no refund will be made.

TUITION ASSISTANCE INFORMATION

Tuition assistance is available for OLPH Parish families, as well as Catholic families from all Chattanooga Deanery parishes, for students in Kindergarten through 8th grades. A Catholic family must have the Stewardship/Parish Contribution form (see Admissions) signed by their parish Pastor, or his representative. A copy of the Stewardship/Parish Contribution form will be sent to the Tuition Scholarship Evaluator of the Chattanooga Deanery Catholic Schools Operating Fund, who will then forward to the family the necessary paperwork that must be filled out to complete the tuition assistance process.

Student Accident Insurance This is provided for each student upon payment of student fees. Coverage is in effect while the student is at school or participating in a school sponsored event. This coverage is only for medical bills resulting from accidents. An accident is defined as an unexpected, sudden and definable event, which is the direct cause of bodily injury. Illness, disease, degeneration and conditions caused by continued stress to a particular area of the body and existing conditions aggravated or exacerbated by an accident are not covered.

Parent Involvement and Participation (“PIP”) is a program designed to involve parents in school-related activities and events. Every family is required to participate in the PIP Program per school year at a minimum of 8 hours per child; 16 hours for two children, and 20 hours maximum per family of three or more children. All hours must be completed by the end of the school year. For those unable to meet the yearly requirement, PIP hours may be exchanged for a \$10.00 per hour cash donation payable to the OLPH Annual Fund. A \$150.00 maximum assessment will be charged per family. A list of activities that qualify as service for the PIP program will be available at registration, in the Development Office, and online at <http://school.myolph.com>. Volunteer sign up forms will be included in the registration packets or can be downloaded from the website. They are to be returned to the Director of Development. PIP hours must be logged by parents on their ParentsWeb account.

On-Going Redemption Programs: Money from these projects is used to supplement school financial resources. Each year we participate in the following programs:

- **General Mills Box Tops for Education Program**
- **Food City Educational Rewards Program**
- **Inkjet/toner recycling**
- **Publix Partners in Education**
- **Coke.com/give**
- **Office Depot Give Back to Schools - (ID# 70092343)**

Fund Raising Activities must be approved by the Director of Development and the Principal. The Fundraiser Request Form must be completed and returned to the Director of Development and the date cleared on the calendar. Events that conflict with academic instruction may not be scheduled.

Lunch: A hot lunch with milk may be purchased daily at a cost of **\$3.00 per student**. Milk may be purchased separately at the cost of **75 cents per carton**. Parents are always welcome to join their child for lunch. The cost for an adult lunch is **\$4.00 per adult**. ***Please call the school office to make a lunch reservation the day before your visit or by 8:15 on the day of the lunch.*** The cost of a parent/adult lunch may increase on special days, such as Thanksgiving. .

- **Food and Nut Allergies:** Precautions are taken to ensure the safety of students with food allergies. We ask that no nut products be brought in to school for treats in the classrooms. We prefer no food with nuts or nut by-products be brought for lunch. However, students that choose to bring food with nuts will sit at a designated table. This enables us to monitor easily and make sure those tables are completely clean from peanuts and residue after lunch.
- **Lunch Accounts:** All hot lunches or milk are purchased through a debit system. At the beginning of every month, a payment based on **an estimate** of each students usage should be sent to the school. All payments are to be marked with the student’s full name(s) and homeroom(s). If a family has more than one child, the accounts for all children within one family will be shared. The lunch account balance is available on the ParentsWeb family account. Bi-monthly statements are e-mailed. Questions regarding a balance are addressed to Teresa Hale via e-mail, thale@myolph.com. At the end of each nine week grading period all accounts with a balance due of \$25.00 or more will result in the family’s report cards being held until payment is made. **Any account with a balance due of \$25.00 or more will be referred to the principal.** All accounts must be paid by the end of the school year in order to receive a final report card, or for transcripts to be forwarded.

PART II. SPIRITUAL LIFE

“Let no one look down on you because of your youth, but be a continuing example of love, faith, and purity to believers.” 1 Timothy 4:12

As Our Lady of Perpetual Help operates under the auspices of the Roman Catholic Church and the Diocese of Knoxville, the school maintains the threefold purpose of Christian education to teach doctrine, to build community, and to serve. Students enter Our Lady of Perpetual Help School from both Catholic and non-Catholic communities without regard to ethnic origin. While the school considers the needs of each student, the beliefs, values and traditions of Catholic Christianity underlie academic instruction and religious formation. All students are required to take religion classes each year they attend Our Lady of Perpetual Help School.

The Rite of Mass is celebrated daily at 8:15 a.m. Students attend daily Mass on the following schedule:

- Tuesday – 1st and 2nd graders
- Wednesday – 3rd, 4th, and 5th graders
- Thursday – 6th, 7th and 8th graders
- Friday – 1st through 8th graders
- **Preschool and Kindergarten classes attend Mass on Holy Days of Obligation.**
- **An all school Mass, grades 1st – 8th, is held every First Friday and special church events.**

Altar Servers are students who serve daily or Sunday Mass. After training, students in grades 4th through 8th serve at Mass.

Spiritual Retreats are planned for all grade levels.

Virtue in Practice/Home Project: “The goal of a virtuous life is to become like God.” A virtue is a habitual and firm disposition that allows an individual to perform good acts and give the best of him or herself. OLPH’s Catholic Virtue Education Program focuses on teaching students, faculty, and families about Catholic virtue as outlined in the Catechism of the Catholic Church (Article 7; 1803). Each month a new virtue is introduced and integrated into daily curriculum and celebrated at an all school Mass.

"F.O.C.U.S." is an 8th grade initiative that encourages leadership in the students and challenges them to be all God wants them to be. **F.O.C.U.S.** is an acronym for friendship, opportunity, Christian faith, unity, and self-respect.

Our Lady of Perpetual Help Church Mass schedule is as follows:

- Saturday Vigil – 5:30 p.m.
- Sunday – 8:00 a.m., 10:00 a.m., 12:00 Noon, 2:00 P.M. Spanish Mass
- Holy Days – 5:30 p.m. Vigil, 8:15 a.m. and 5:30 p.m.
- Communion Service – Weekdays at 6:30 a.m.
- First Friday - 8:15 a.m. and 5:30 p.m.

PART III. STUDENT INFORMATION

In the Catholic School there is no separation between time for learning and time for formation, between acquiring notions and growing in wisdom. The various school subjects do not present only knowledge to be attained, but also values to be acquired and truths to be discovered.

A. ACADEMIC POLICIES AND PROCEDURES

Our Lady of Perpetual Help School follows curriculum standards as provided by the Diocese of Knoxville and the State of Tennessee. The intent of this curriculum is to provide the classroom educator with identifiable and measurable objectives in each subject area. All textbooks have been approved by the textbook committee of the Diocese of Knoxville. The core areas of study are: Religion, Language Arts, Mathematics, Science, Social Studies. Additional Related Arts classes include Art, Band, Music, Physical Education, Technology, Library, Guidance, and Spanish. Due to scheduling and availability, not all Related Arts may be available to all students.

- **Homework** assignments may include a continuation of work done during the day as a means of learning/retention, reading of material in preparation for class, study of material covered in class, and/or research projects, which require a longer period of time for completion. Students should expect to spend an average amount of time listed below on homework based on the student's grade level:

Grade 1 : 5 to 20 minutes	Grade 5 : 1 hour
Grade 2 : 15 to 20 minutes	Grade 6 : 1 to 1-1/2 hours
Grade 3 : 30 minutes	Grade 7 : 1-1/2 to 2 hours
Grade 4 : 45 minutes	Grade 8 : 1-1/2 to 2 hours

These time allotments for homework must, of necessity, be flexible. All children vary in their ability to perform any task. Parents are urged to help their child realize that study and review assignments are as vital and necessary as any written work. If a child chronically exceeds the amount of time listed when doing homework, please contact the teacher. After speaking with the teacher, if the problem persists, please contact an administrator. Missing/late assignments for Grades K-3 will be addressed at a developmentally appropriate level for each grade. Parents of students in grades 3 -8 will be notified of missing/late assignments via RenWeb.

- **Home Planners/Agenda** are provided to students in the 3rd - 4th grades. These agendas are to be carried and used by the students daily. Grades 5th through 8th will check RenWeb.
- **Friday Folders** are provided to students in grades PreK - 4. This folder contains the students' work and will be sent home with the students every Friday. Parents should review these papers, sign the folder, and send it back with the student on Monday. When a parent signs a Friday Folder he/she indicates to the teacher that the student's work has been reviewed and that the **parent is completely aware of how well his/her child is doing in each subject as well as in conduct.**
- **ParentsWeb (part of "RenWeb")** is an internet grade reporting and communication site in which parents and students are expected to review progress reports regularly. Teachers post grades, assignments and expectations on an ongoing basis so that parent(s) can monitor student progress. All parents are strongly encouraged to sign up. Contact the main office for assistance logging on to ParentsWeb. Middle school students, 6 - 8 will have their own email on RenWeb.
- **Parent Alert** is a mass notification system designed to send messages to parents via phone and email. **The cost of Parent Alert is \$3.00 per student, payable on Registration Day.**
- **Parent-Teacher Conferences:** Parents and/or teachers may set up appointments throughout the school year to discuss a student's progress. In addition, there is one date set aside in the fall for conferences. **Parents are encouraged to attend these conferences. Middle School students are encouraged to attend with their parents.**
- **Report Cards** are sent home quarterly (every nine weeks). Grades reflect academic performance. **After reviewing the grades, parents sign the Report Card Envelope indicating they have reviewed the report card, and return it to the homeroom teacher via the student.** All financial accounts must be paid in full (lunch, tuition,

before/after care, library books, and sports uniforms) before report cards will be given to the students and/or end-of-the-year records released.

Grading Scale:

Preschool and Kindergarten Assessment:

- = Not assessed at this time, it may not have been taught
- 1 = Introduced / Practicing
- 2 = Introduced, practiced, very little progress
- 3 = Introduced, practiced, making good progress
- 4 = Introduced, practiced, mastered

1st and 2nd Grades:

- S = Satisfactory
- N = Needs improvement
- U = Unsatisfactory

3rd – 8th Grades:

- A+ 99-100 A 95-98 A- 93-94
- B+ 91-92 B 88-90 B- 86-87
- C+ 84-85 C 79-83 C- 77-78
- D+ 75-76 D 72-74 D- 70-71
- F Below 70

Academic Awards Criteria for grades 5th through 8th

All students receiving an academic award must meet not only the academic award criteria but also must demonstrate academic integrity in and out of the classroom.

- First Honors: All A's and acceptable conduct in all subjects resulting in no more than 1 conduct point.
- Second Honors: 3 A's and 2 B's and acceptable conduct in core subjects: Religion, Language Arts, Math, Social Studies and Science, resulting in no more than 1 conduct point.
- Teacher's Choice Awards: Teachers will nominate students they feel demonstrate achievement in Conduct, Effort, and Academic Improvement. The middle school team as a whole will confirm nominations by consensus.

Family members and friends are invited to attend the quarterly awards ceremonies held in the church following Friday Mass. The dates are noted on the school calendar.

STANDARDIZED TESTING:

The IOWA Test of Basic Skills is administered in the spring to every student in the third through eighth grade. The primary purpose of this test is to determine individual/school strengths and weaknesses in order to enhance instruction. Results of the test are distributed to the parents. Cognitive testing (**COGAT**) is administered to students in Kindergarten, second, fourth, and sixth grades.

The NCEA ACRE (Religion assessment) is administered in the spring to students in the fifth and eighth grades.

PROMOTION REQUIREMENTS:

A student earning a final "F" average in reading or math for grades 3, 4 or 5, or a final "F" average in English Language Arts, Math, Science or Social Studies for grades 6-8, must make up the class in summer school as defined by administration. The school will hold the report card until requirements have been met. If the student does not meet the requirements prior to the beginning of the next school year, the student will not be promoted to the next grade, and the report card will be marked accordingly. Any school that has accepted a transferring student will be notified that the student has failed to meet the requirements for promotion to the next grade level. Students in 8th grade not completing the necessary requirements will be ineligible to receive a graduation diploma. The diploma and report card will be withheld until successful completion of a summer program as outlined in the above statements. Any high school that has accepted the student will also be notified.

B. ADMISSIONS

I. DIOCESE OF KNOXVILLE NON-DISCRIMINATION POLICY: Our Lady of Perpetual Help School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. OLPH does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

II. PROCEDURE FOR ADMISSION: The following items are to be submitted to the Admissions Office for a student to be considered for admission to Our Lady of Perpetual Help School:

- A completed application and payment of the \$100.00 application fee (per student).
- Tennessee immunization health form
- Parent's release form
- Birth certificate
- Baptismal Certificate / First Communion Records (if applicable)
- Parish Affiliation form (Catholic students)
- Written proof of recent hearing and vision test

In order to be considered for admission, all of the above information and forms must be submitted. A Catholic family from OLPH Parish, or any parish in the Chattanooga Deanery, must have a Parish Affiliation form signed by their pastor or his representative in order to be eligible for the Catholic rate of tuition. The absence of any of this information may prevent a child from enrollment. Upon receipt of these documents, contact may be made for testing and interview. A review of the student's records, which shall include but not be limited to, report card and national "norm tests", shall be done prior to acceptance.

It is the parents' responsibility to provide any special need files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered after the student has been accepted, that records were withheld, the student may be asked to withdraw.

- Every effort will be made to limit classes to 25 students.
- Pre-registration for existing OLPH students takes place in late winter (generally February). A fee is determined at that time which reserves a child's place in school for the upcoming school year. **This fee (also referred to as the "Pre-Registration/Technology Fee") is non-refundable.** The registration fee for new students is due at the time the student is accepted **and is non-refundable.** The registration fee must be paid in full for all students regardless of when they begin the year. Parents must choose the tuition plan they will use for the next school year. Two plans are available:
 - One tuition payment due in full on July 1st with a 2% discount.
 - 10 monthly payments using the FACTS system. See "Financial Policies" for more details.
 - For students admitted after January 1st, a pro-rated tuition must be paid in full; the monthly payment plan through FACTS Management Company is not available.
- Following pre-registration, admission will be opened to new students according to the following priorities:
 1. Siblings of children already enrolled in the school
 2. Catholic students from families who are registered with and support OLPH Parish. The Parish Finance Board has set the following requirements to indicate parish support:
 - a. Regular attendance at Sunday Mass.
 - b. An annual Stewardship appeal card for the current year must be complete and returned to the parish office.
 - c. Be a regular contributor to the Church using the envelope system.
 - d. A minimum annual donation of 350.00 is given to OLPH Church per year.
 - e. Length of membership in the parish.
 3. Catholic students from families who are registered and support other area Catholic churches.
 4. New non-Catholic students.

- Once admission is granted, no student will be asked to leave to create space for another child.
- **Withdrawal policy: Families must notify the school in writing if a student is withdrawing from the school.**
- Students who wish to be considered for transfer within area Catholic schools during the school year must adhere to Diocesan Policy 1600:
 1. The principal of the school in which the student is currently enrolled must be notified.
 2. The Application/Admission process for the school to which the student wishes to apply must be followed.
 3. An agreement must be reached between the principals and pastors that the transfer is in the best interest of the student and the two parish schools.
 4. The principals should notify the superintendent of the final decision.
- **See “Financial Policies” for additional tuition information.**

C. ATTENDANCE POLICY

All students (Preschool through 8th) are expected to attend school regularly as mandated by the state of Tennessee. The Tennessee Compulsory Attendance Law and the Diocese of Knoxville Policy states that students who miss more than the allotted days due to absence may be retained in their current grade assignment.

Tardies: A student shall be considered tardy if not in the homeroom at 8:00 A.M. It is suggested that all students arrive at school between 7:45 - 7:55. This will allow preparation time for the start of the day. If a student arrives after 8:00 A.M., and the red light or the teacher on duty has left, the parent and child must sign in at the front office and the student will receive a tardy pass to class. Every student is allowed a grace period of 5 tardies per nine weeks. Excessive tardiness will be addressed by the principal.

Absences: If a child is absent for any reason, a note from the parent explaining the reason is expected upon the student's return to school. Parents should also call the school prior to 10:00 A.M. to let the office know the child will be absent. If the child visits a doctor, a doctor's note indicating the reason for the absence and the date the child may return is requested. After five unexcused absences, the Superintendent of the Diocese will be notified as stated in Tennessee Code annotated #49-6-3007 (Diocesan Policy #1050). After 10 absences, a doctor's note will be required for re-admittance to school. Parents are encouraged to make all medical appointments after school hours in order to avoid disruptions in the school day and absences from classes. The student must bring a note of explanation from a parent prior to dismissal. To be dismissed, the parent must sign the student out in the office and back in upon return to school.

Students must make up work missed during their absence from school. The student will be allowed 1 day per each day absent to turn in missed work or make up missed tests and quizzes.

Homework policies are as follows:

- **PreK - 2nd:** The student and teacher will work together to make up any missed assignments.
- **Grades 3rd - 8th:** Missing assignments may be accessed through ParentsWeb. Parents may request textbooks by calling the school office by 9:00 A.M.

Checkouts: To maintain a smooth school dismissal, children should not be checked out for appointments after 2:00 P.M. This timeline also applies for days when early dismissal is scheduled. Deduct 60 minutes from the dismissal time to determine the last check out time.

D. STUDENT HEALTH AND SAFETY

First Aid: In case of illness, a student will be sent to the office. If the student's condition improves, the student will return to the classroom. If the student is still ill or requires

further treatment, a parent or guardian will be notified to pick up the student. Children who have been running a fever (100 degrees or above) must be **WITHOUT A FEVER FOR TWENTY-FOUR HOURS** before returning to school. In the event of serious injury, 911 will be called.

Medications: The school office personnel are permitted to oversee self-medication of prescription and over the counter medication if a parental signed Medical Consent Form is on file in the office. These forms may be obtained from the office. **Over the counter and prescribed medication must be in its original container and stored in the school office.** When it is time for the student to take the medication, that student will report to the office and take it in the presence of the person overseeing the dispensing of medication. **Medication may not be kept in the teacher's room except for special circumstances, such as an inhaler or Epi-Pen which requires written parental permission.**

Emergency Information/Change of address: It is important that parents supply the school's office with alternate name(s) and phone number(s) to be used in emergencies. **For safety reasons, all changes in contact information should be reported immediately.**

Field Trips: Field trips are an integral part of the learning process, and all students are expected to participate. An official permission slip must be signed by the parent/guardian prior to the trip. **THE EMERGENCY INFORMATION SECTION MUST BE COMPLETED. A phone call will not be recognized as permission.** Students must abide by the teacher's rules/regulations on the trip.

School Closing Due to Inclement Weather or Illness: In the event of inclement weather, **parents/guardians will be notified through Parent Alert, the OLPH website, and local TV stations regarding the closing of school.** All local network television stations will be called as early as possible to indicate the closing or delay of school. Please note that most television stations will not put school openings on the air. If you do not see OLPH listed as closed, we will be open. **This procedure also pertains to OLPH School closing due to illnesses, i.e. flu.**

Fire, Tornado and School Safety Drills are held in accordance and in cooperation with state and local authorities. These drills are precautionary measures for the safety of the students.

"KEEPING KIDS SAFE": The Diocese of Knoxville has adopted and implemented the "Keeping Kids Safe" program for children. The program provides children and parents with information about how to take steps to foster safe environments wherever they may be. Topics covered are good touch/bad touch, respect for self and others, secrets, good choices and safe adults.

ACCEPTABLE USE POLICIES FOR NETWORK AND ONLINE SERVICES

Our Lady of Perpetual Help Middle School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

OLPH School strives to provide appropriate and adequate technology to support instructional purposes.

*An important component of Technology will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. **In addition to the rules outlined in the ACCEPTABLE USE POLICIES FOR NETWORK AND ONLINE SERVICES guidelines, students will be expected to comply with all class and school rules while using technology devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.***

For the purpose of this policy *device(s)* will include any desktop computer, laptop computer (PC or Mac), iPad or other Wifi device whether student owned or school owned.

Our Lady of Perpetual Help School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration which is a vital skill for our 21st century learners. Students at Our Lady of Perpetual Help School have access to the internet via the school's network. All devices are to be used for academic purposes consistent with the educational goals of OLPH School. Along with the opportunity this provides comes responsibility. The Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of devices whether personally owned or school owned. The underlying premise of this policy is that all members of the Our Lady of Perpetual Help School community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to use good judgment and to utilize technology with integrity. With the continuous improvements and updates to technology, this Acceptable Use Policy may change based on those improvements and updates.

Device Storage

1. Approved devices may not be on the student (i.e. in student pockets) but may be carried in their backpacks. They MUST be off their person and powered down.
2. Devices must be turned off and may not be used unless authorized by the teachers in class.
3. Devices may not be used outside of classroom time and turned off unless in use in classroom. This includes before/after care, dismissal, and locker room/bathrooms.

E-Mail

1. E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written. An inappropriate e-mail is considered to include derogatory, obscene, or harassing content. E-mail messages of an abusive or harassing nature will be regarded as a violation of a school policy and will be subject to disciplinary action.
2. The school assigned (myolph.com) email is to be used as the primary source of school related e-mail communication.

Online Communication

1. Blogging and instant messaging are prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
2. Neither Social Networking (e.g. Facebook, Twitter, Tumblr, Yik Yak, MySpace, LinkedIn, Friendwise, Google+, and other social media deemed inappropriate for school per administration) nor video calling software (e.g. FaceTime, Skype, etc.) are to be used on campus.
3. Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

1. Audio on all devices should be turned off unless required for the activity being conducted.
2. Listening to music either aloud or with headphones/earbuds is not permitted during class, unless directed by the teacher.
3. When sound is needed, student provided headphones/earbuds must be used.
4. YouTube is to be used only for academic purposes and under direct supervision of faculty or administration.
5. Any audio or video recording may be conducted only with prior permission of all parties being recorded.
6. Streaming or sharing of music or video (e.g. iTunes, Pandora, iHeart Radio, Hulu, Netflix, etc.) over the school network is strictly prohibited by students. This is subject to appropriate consequences.

Games

1. Non-academic games are not permitted during school hours except as part of an assigned, in-class activity.
2. No games that are “played” over the school network are allowed.

Network Access

1. Students must not make any attempt to access servers or network information that is not open to the public.
2. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
3. Students may not use the school network for personal or private business reasons.
4. Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
5. Our Lady of Perpetual Help School is not responsible for damaged or lost data transferred through our network or stored on devices, computers, or our file servers.
6. Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “OLPH School” wireless network to access the internet. OLPH does not guarantee connectivity or the quality of the connection with personal devices. OLPH Technology department is not responsible for maintaining or troubleshooting student tech devices.

Downloading and Loading of Software

1. Care should be taken regarding the loading of additional software. Viruses could be transmitted in this manner.
2. All installed apps must be a legally licensed copy.
3. The downloading or streaming of music files, video files, games, etc. using the school’s network is prohibited. The only exception is if the download is part of a teacher assigned, in-class activity.

Internet Use

1. Students may not enable the “safe browsing” feature on the iPad.

2. The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include but are not limited to items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
3. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
4. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. (see student handbook)
5. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Screensavers and Images

1. Inappropriate media including but not limited to weapons, pornographic materials, language, alcohol, drug, gang related symbols or pictures will result in disciplinary action at the discretion of the administration.

Privacy, Use, and Safety

1. Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm, therefore contact with such individuals is considered inappropriate and unsafe.
2. Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
3. Our Lady of Perpetual Help School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use is suspected, any school employee has the right to view these files in order to investigate suspected inappropriate behavior.
4. The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
5. Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
6. Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
7. Students are prohibited from utilizing peer to peer networking or any method of file sharing between computers unless authorized by the technology staff.
8. Students are prohibited from using devices or any computer for acts of cruelty (including mean-spirited emails, offensive blogging, or anything deemed hurtful but a reasonable and prudent person.)
9. Any device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

Copyright

1. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
2. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

1. The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of the any device for an amount of time determined by the administration, possible disciplinary action, and possible legal action.
2. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of both personally-owned and school-owned devices will be conducted throughout the year to ensure that these policies are being followed.

SOCIAL MEDIA POLICY FOR STUDENTS

In order to establish guidelines for students' use of social media, the Diocese of Knoxville Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. Students should not request school personnel to "friend" them on a social networking sites.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is

the only Lord. Love the Lord your God with all your heart, with all your soul, with all mind, and with all your strength.’ The second most important commandment is this: ‘Love your neighbor as you love yourself.’ There is no other commandment more important than these two.” (Mark 12.28-29)
The Catholic schools of the Diocese of Knoxville are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

E. DISCIPLINE PROCEDURES AND REGULATIONS

Intellectual Sincerity encourages honesty with regard to homework and exams, respect for others, and respect for rules. Sincerity affects all aspects of life: words, actions, thoughts, and attitudes. It is to be exercised not only with one’s self, but with God and others. Students who are in offense will be disciplined based on the OLPD Discipline Policy.

This policy applies to all school related activities on and off campus. *Individual classroom expectations will be posted in those classrooms.*

Violations of this code by students in K-4th will result in an “Areas of Improvement” form to be sent home for parent/guardian signature. Violations by 5th through 8th graders will result in a “Disciplinary Notification” form to be sent to parent via RenWeb.

Violations by 5th through 8th graders will result with the following consequences:

1 Point:

- Failure to obey classroom or cafeteria rules:
- Gum, food or candy without permission
- Pushed, shoved, or tackled another person (Consensual)
- Passing notes in class
- Talking out of turn without permission

2 Points:

- Defiance
- Disrespect to any person
- Failure to report to class
- Inappropriate touching of self or others
- Left class without permission
- Legal drugs (OTC or RX) in locker, bag or on person
- Lying
- Spreading rumors or unkind, ugly remarks, written or verbal
- Throwing or kicking any objects

3 Points:

- Cheating/copying another's work
- Cursing, vulgarities (verbal or written)
- Fighting
- Hit, kicked, pushed, shoved, tackled, another student (Nonconsensual)

- Intimidation/Bullying
- Left building without permission
- Plagiarism
- Sexual harassment (verbal, written or physical)
- Stealing (regardless of value of item)
- Vandalism or destruction of school or person's property

4 Points:

- Bullying/harassment/disrespect/threatening towards another student(s)
- Disrespect towards school personnel or other adult
- Posting photos or videos of other members of the social community on social networking sites without expressed permission
- Unauthorized technology usage per Technology policy
- Bodily harm (intentional or unintentional)

Zero Tolerance (Expulsion)

- Alcohol in possession
- Cigarettes or tobacco in possession
- Illegal drugs in possession
- Left OLPH grounds without permission
- Lighter or matches used or in possession
- Pornography
- Weapon or knife in possession

As Catholic Christians, and in support of our mission, we believe that all persons are created in the image of God and have dignity and worth. Additionally, federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student.

OLPH School does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational environment, or which creates an intimidating, offensive, or hostile educational environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

OLPH School is committed to a zero tolerance approach which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted (discipline points, suspension, expulsion).

Prohibited bullying and harassment are defined as, but not limited to, the following behaviors:

- **Cyber bullying** - includes, but not limited to, offering, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages
- **Hazing** - refers to any activity expected of someone joining a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

- **Physical bullying** - includes unwanted physical touching or contact, assault, deliberate impeding or blocking movement, or any intimidating interference with oral movement or work.
- **Social/relational bullying** - the systematic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another.
- **Verbal bullying** - includes, but is not limited to in oral or written form, making derogatory comments, using belligerent or threatening words, name-calling, sarcasm, put-downs, mocking, belittling, teasing, and taunting.
- **Retaliation** - includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who assists in any manner in an investigation.
- **Harassment** - menacing or threatening behavior (verbal or physical)

Any student who feels that he or she is a victim of bullying/harassment by any student, faculty or staff member, has the right and responsibility to bring the matter to the immediate attention of the Principal, Assistant Principal, School Counselor, or teachers. Every effort will be made to investigate promptly all allegations in as confidential a manner as possible and to take appropriate corrective action as warranted. Any student who is determined, after investigation, to have engaged in harassment in violation of this policy will be subject to immediate and appropriate disciplinary action, up to and including withdrawal from the school.

OLPH Point System (5th-8th Grades)

- **Any violation of the Discipline Policy may affect participation in extra-curricular activities.**
- **3 points**-Meet with Discipline Advisory Committee and the student will serve a lunch time detention.
- **4 points**-A meeting with the parents will be requested by the Discipline Advisory Committee.
- **5-9 points**- After school detention 3:15 P.M. - 4:30 P.M.
- **10-14 points-In-School Suspension.** Cost \$55 for full school day to compensate the substitute to monitor the student.
- **15-19 points-1 Day Out of School Suspension.** Superintendent notified.
- **20-24 points- 2 Days Out of School Suspension.** Meeting with the Pastor, Principal and Parent. Superintendent notified.
- **25 points-Student will be asked to leave OLPH School.** Superintendent notified.

Merit System

At OLPH Catholic School, we believe that students deserve a chance to improve themselves in the event that a behavior incident has occurred in which students earn demerit points. Learning from one's mistakes and being offered forgiveness is in keeping with our school mission to help students "foster a relationship with God and enables students to become confident, lifelong learners."

Therefore, our Merit Program has been put in place to offer the opportunity to earn merit points to counteract demerits that have accrued due to disciplinary action. The Merit Program is on a weighted system and is in correlation to the frequency of points accrued.

1st Offense-Students will be allowed to earn one (1) merit point back after two (2) weeks of no further incidences.

2nd Offense-Students will be allowed to earn one (1) merit point back after three (3) weeks of no further incidences.

3rd Offense-Students will be allowed to earn one (1) merit point back after four (4) weeks of no further incidences.

Students who are beyond the 3rd offense will be required to attend a disciplinary meeting (along with their parents) with Mrs. Fox and Mrs. Burns to address further disciplinary action in accordance with the Student Handbook.

F. STUDENT UNIFORM DRESS CODE

Our Lady of Perpetual Help School believes that performance in school is improved by setting and enforcing standards of dress that reflect moral and Christian values as well as pride in one's self and in our school. Therefore, Our Lady of Perpetual Help has instituted a school uniform policy that requires students to wear the approved uniform. ***It is important that parents and students take responsibility for following the approved guidelines.*** Teaching our students to pay attention to appearance fosters independence, confidence, responsibility, and respect.

If a student is non-compliant with the uniform dress code, the student will be given a "Uniform Violation Notice" form to be sent home for parent/guardian signature. If a student receives **three notices** then he/she will go before the Uniform Committee who will assign appropriate consequences. Many articles of clothing are available in various colors and styles with the OLPH logo. However, only clothing specified in the Student Uniform Dress Code is considered acceptable wear.

Approved Vendor List: To ensure quality and standardization of uniform apparel throughout the school, all clothing items will be purchased from the following approved vendors list:

Educational Outfitters	Lands' End School Uniforms	Pro Logo Depot (limited item selection)
2271 Gunbarrel Road	1 Lands' End Lane	515 Airport Road #110.
Chattanooga, TN 37421	Dodgeville, WI 53595	Chattanooga, TN 37412
(423) 894-1222	1-800-469-2222 school code 900040718 www.Landsend.com	(423) 553-0800

All uniform items should be marked appropriately with the student's name. OLPH School is not responsible for misplaced items.

General Uniform Guidelines: Guidelines apply to PreK4 - 8th Grades (PreK3 is not required to wear a uniform)

Personal Appearance:

1. Hair must be neat and well groomed.
2. Boys' hair will not be longer than the eyebrows nor below the collar of the shirt.
3. Bizarre cuts, unnatural colors, or designs on the head are not allowed.
4. No hats or hoods are to be worn inside.
5. Shirts and blouses will be tucked in at all times. (exception is the girls ¾ length sleeve blouse)
6. Rolling of skorts and/or blouses is not permitted.
7. T-Shirts are to be plain white with no logos, graphics or artwork. Long sleeve T-Shirts are not to be worn under short sleeve shirts.
8. **All uniforms must be clean, not torn and of an appropriate size.**

BOYS:

Pants:	<p>PreK4 - 5th grades: Navy Blue, <u>non-faded</u> pants</p> <p>6th - 8th grades: Khaki pants</p>	<ul style="list-style-type: none"> • <i>All pockets on pants and shorts should be internal pockets only; no cargo pants.</i> • <i>No "skinny" style pants.</i>
Shorts:	<p>PreK4 - 5th grades: Navy Blue, <u>non-faded</u> shorts</p> <p>6th - 8th grades: Khaki shorts</p>	<ul style="list-style-type: none"> • <i>Shorts may be worn April through October, weather permitting, and at the principal's discretion.</i> • <i>Shorts should not be shorter than two inches above the knee.</i>
Belts:	Appropriate solid black, brown, or navy belts must be worn.	
Shirts:	<p>PreK4 - 5th grades: Light blue or white oxford with button-down collar <u>OR</u> white polo with the OLPH logo</p> <p>6th - 8th grades: White oxford with button down collar or navy blue polo with the OLPH logo</p> <p>All boys may also wear <i>a maize yellow</i> polo shirt with OLPH logo</p>	<ul style="list-style-type: none"> • <i>Long or short sleeves are permissible.</i> • <i>Only the collar button may be left unbuttoned.</i> • <i>Undershirts are to be <u>all white</u> with no advertisements or logos.</i> • <i>A plain white turtleneck may be worn under the approved sweatshirt.</i> • <i>Maize yellow shirt is only available for purchase from Land's End.</i>
Socks:	Navy blue, black, or white socks are to be worn <u>above the ankle</u>	<ul style="list-style-type: none"> • <i>No short sport socks or "fad" socks</i>
Shoes:	<p>PreK4 - 8th grades: Solid brown or black leather loafer <u>OR</u> lace-up shoe.</p> <p>White, black and grey tennis shoes may be worn, no other colors are allowed on the tennis shoe.</p>	<ul style="list-style-type: none"> • <i>Shoes must be tied or fastened at all times.</i> • <i>Shoes must have less than one inch heel.</i> • <i>High tops of any kind are not acceptable.</i>

Jewelry:	Jewelry may be worn as long as it is school appropriate and not a distraction in class.	<ul style="list-style-type: none"> • <i>No piercings.</i>
P.E. Uniform:	3rd - 8th graders are to wear the “Rams Athletics” shirt and navy blue mesh shorts with OLPH logo. Navy blue or grey OLPH sweatshirt and/or plain navy sweat pants may be worn at the discretion of the P.E. teacher.	<ul style="list-style-type: none"> • <i>No jewelry should be worn due to safety reasons.</i> • <i>Any <u>non-marking</u> tennis shoes may be worn.</i> • <i>Each student should have his own uniform—sharing is not permitted.</i>
Other:	Navy blue sweaters, vests, fleece jackets and navy blue crewneck sweatshirts and hoodies all must have the OLPH logo may be worn in classrooms. OLPH sport “hoodies” and other sweatshirts that have been approved by the Uniform Committee may also be worn in the classrooms. Maize yellow sweaters with the OLPH logo may also be worn.	<ul style="list-style-type: none"> • <i>“Hoodies” are not allowed at Mass</i> • <i>Maize yellow sweaters are only available for purchase from Land’s End.</i> • <i>Other outerwear may not be worn in the classroom.</i> • <i>OLPH team athletic apparel may be worn on approved days of team competitions as approved by the Athletic Director and Principal.</i> • <i>Sleeveless sports apparel must be worn over a solid white t-shirt.</i>

GIRLS:

Jersey dress:	PreK4 and Kindergarten may wear the Navy Jersey Knit Dress with OLPH logo, short or long sleeve	
Jumpers:	K - 4th grades may wear OLPH plaid jumpers.	<ul style="list-style-type: none"> • <i>The length should be no shorter than two inches above the knee.</i> • <i>Boxer or athletic shorts should be worn under the jumper. The shorts should not be visible.</i>
Skorts:	PreK4 - 4th grades may wear Navy blue skorts as an option to the shorts 5th - 8th grades: Plaid skorts are to be worn.	<ul style="list-style-type: none"> • <i>The length should be no shorter than two inches above the knee.</i> • <i>Navy blue skorts are allowed April through October</i> • <i>The <u>phase out</u> of the plaid skirt has reached its end. Plaid skirts are no longer allowed.</i>
Pants:	PreK4 - 5th grades: Navy Blue, <u>non-faded</u> pants	<ul style="list-style-type: none"> • <i>All pockets on pants and shorts should be internal pockets only; no cargo pants.</i>

	6 th - 8 th grades: Khaki pants	<ul style="list-style-type: none"> No “skinny” style pants.
Shorts:	<p>PreK4 -5th grades: Navy Blue, <u>non-faded</u> shorts</p> <p>6th - 8th grades: Khaki shorts</p>	<ul style="list-style-type: none"> Shorts may be worn April through October, weather permitting, and at the principal’s discretion. Shorts should not be shorter than two inches above the knee.
Belts:	Appropriate solid black, brown, or navy belts must be worn.	
Blouses:	<p>PreK4: White polo shirts with OLPH logo</p> <p>K - 4th grades: White blouse with Peter Pan (plain or ruffled) collar, <u>OR</u> white polo shirt with OLPH logo</p> <p>5th graders: White oxford button-down collar blouse, white “Elite” ¾ length sleeve blouse, OR the white polo shirt with OLPH logo</p> <p>6th - 8th graders: White oxford button down collar blouse, white “Elite” ¾ length sleeve blouse, OR the navy blue polo shirt with OLPH logo</p> <p>All girls may also wear a <i>maize yellow</i> polo shirt with OLPH logo.</p>	<ul style="list-style-type: none"> Long and short sleeve are permissible Only the collar button may be unbuttoned. Only white undergarments are worn under all uniform blouses/shirts. A plain white turtleneck may be worn under the jumper or approved sweatshirt. “Elite ¾ length sleeve blouse ” available only from Educational Outfitters Maize yellow is only available for purchase from Land’s End.
Socks:	Navy blue, black, or white socks are to be worn above the ankle. White, navy blue or black tights or ankle length leggings are permitted.	<ul style="list-style-type: none"> No short sport socks or “fad” socks
Shoes:	<p>PreK4 - 8th grades: Solid brown or black leather loafer <u>OR</u> lace-up shoe (devoid of any embellishments)</p> <p>Black, brown, or navy “Mary Jane style” shoes are also an option</p> <p>White, black and grey tennis shoes may be worn, no other colors are allowed on the tennis shoe.</p>	<ul style="list-style-type: none"> Shoes must be tied or fastened at all times. Shoes must have less than one inch heel. High tops of any kind are not acceptable.
Jewelry:	Jewelry may be worn as long as it is school appropriate and not a distraction in class.	<ul style="list-style-type: none"> The only pierced jewelry allowed is one pair of earrings.
Make-Up:	<p>Nail polish may be used as long as it is not a distraction in class.</p> <p>Only 7th - 8th graders may use a moderate amount of make-up is allowed.</p>	<ul style="list-style-type: none"> The appropriateness of the make-up will be determined by the school administration.
P.E.	3 rd - 8 th graders are to wear the “Rams Athletics” shirt and navy blue	<ul style="list-style-type: none"> No jewelry should be worn due to safety reasons.

Uniform:	mesh shorts with OLPH logo. Navy blue or grey OLPH sweatshirt and/or plain navy sweat pants may be worn at the discretion of the P.E. teacher.	<ul style="list-style-type: none"> • Any non-marking tennis shoes may be worn. • <i>Each student should have his own uniform—sharing is not permitted.</i> •
Other:	Navy blue sweaters, vests, fleece jackets and navy blue crewneck sweatshirts and hoodies all must have the OLPH logo may be worn in classrooms. OLPH sport “hoodies” and other sweatshirts that have been approved by the Uniform Committee may also be worn in the classrooms. Maize yellow sweaters with the OLPH logo may also be worn.	<ul style="list-style-type: none"> • <i>“Hoodies” are not allowed at Mass</i> • <i>Maize yellow sweaters are only available for purchase from Land’s End.</i> • <i>Other outerwear may not be worn in the classroom.</i> • <i>OLPH team athletic apparel may be worn on approved days of team competitions as approved by the Athletic Director and the Principal</i> • <i>Sleeveless sports apparel must be worn over a solid white t-shirt.</i>

Middle School Dress Uniform: The Dress Uniform will be worn by the 6th-8th grades on Fridays and on any ALL SCHOOL MASS days.

- **Boys:** Khaki pants, white oxford with button down collar and OLPH approved tie available at Educational Outfitters. **Sweatshirts including OLPH hoodies will not be allowed on Dress Uniform days. Tennis shoes are not allowed on Dress Uniform days. Navy blue, quarter zip pullover with OLPH logo is allowed.**
- **Girls:** OLPH plaid skort, white oxford with button down collar or the “Elite 3/4 length sleeve” blouse. **Sweatshirts including OLPH hoodies will not be allowed on Dress Uniform days. Tennis shoes are not allowed on Dress Uniform days. Navy blue, quarter zip pullover with OLPH logo is allowed.**

Out of Uniform: Throughout the year, certain days will be designated as out-of-uniform days. The following items are appropriate dress for these occasions and other school-related functions such as field trips and dances:

- **Allowed:** Dresses or skirts of appropriate length (uniform length), dress pants, jeans, loose fitting athletic pants, uniform length shorts (April through October, weather permitting). April through October-Middle school (grades 6-8) may wear sandals with a strap across the heel.

- **Not Allowed:** Clothing with offensive or inappropriate language or pictures, spaghetti straps or bare-shoulder dresses, fatigues, halter tops, tank tops, muscle shirts, cut off shorts, miniskirts, flannel or pajama-type pants, or open toe or open heel shoes. Leggings are NOT allowed as pants. **Uniform dress is always appropriate.**

G. LIBRARY POLICY

Students in the first and second grades may check out **one book at a time**. Students in grades 3-8 may check out **two books at a time**.

- Library books may be checked out for two weeks at a time and renewed if necessary.
- Overdue notices are given to homeroom teachers.
- E-mail notices will be sent to parents of those students with library books that are overdue one month or more.
- Anyone who has an overdue book will not be allowed to check out another book until cleared with the library.
- All overdue books must be returned by the end of each nine weeks or report cards will be held.
- If a library book is lost or damaged, the cost of replacement is **\$15.00 per book, or a new copy of the lost or damaged book.**

H. STUDENT ATHLETICS/EXTRA CURRICULAR ACTIVITIES

The OLPH athletic program is designed to nurture a child's physical, social, and spiritual development through their participation in physical education classes and a variety of team sports. The sports program offers children the opportunity to learn and practice the skills and virtues of our faith every day, including good sportsmanship, teamwork, self-discipline, humility, compassion, and respect for others. Students wishing to participate in any extracurricular activity shall follow the Diocesan policies.

- **Policy # 3000:** All student athletes must have insurance coverage in order to be eligible to participate in sports/extracurricular activities. All students participating in organized sports activities **shall be covered with medical insurance. Students must present written evidence of adequate insurance coverage.** All arrangements for student insurance should be completed during the first ten days of the school term.
- **Policy # 3010:** Students wishing to try out for **any** school sanctioned athletic activities must provide **written evidence of a recent physical examination.** A **"recent physical examination"** is defined as one that has **taken place within a twelve-month period.** Athletic physical forms and sign up forms are posted on our website and are available in the school office. **Students must be in school for the entire day in order to be allowed to participate in an athletic event. The only exception will be for a verified scheduled doctor or dental appointment.**

Coaching: All coaches are expected to abide by the rules of the TSSAA (Tennessee Secondary School Athletic Association) and ISC (Independent School Conference), as well as the directives of OLPH and the Diocese of Knoxville. All coaches must be Virtus trained. Anyone who wants to coach should contact the Athletic Director.

A family that has joined the OLPH Booster Club will be pay a sports fee of \$60.00 per student, per sport, prior to the start of each sport, with a maximum of \$180 per student

(per school year). Families that are not Booster Club members will pay a fee of \$75.00 per student, per sport, prior to the start of each sport. This fee pays for stipends of coaches and the officiating of games. The Family Athletic Booster Club Membership fee is \$40.00 per school year. This fee subsidizes uniforms, equipment and field maintenance. OLPH also offers a Grandparent Athletic Booster Club Membership of \$25.00 per school year.

The following sports will be offered based on student interest:

EARLY FALL SPORTS

Football - Boys 6th - 8th grade
Cheerleading - Girls 6th - 8th grade
Cross Country - Boys & Girls 3rd - 8th grade

LATE FALL SPORTS

Soccer - Boys & Girls 4th - 8th grade

WINTER SPORTS

Basketball - Boys & Girls 5th - 8th grade
Cheerleading - Girls 6th - 8th grade
Swimming - Boys & Girls 6th - 8th grade

SPRING SPORTS

Baseball - Boys 6th - 8th grade
Softball - Girls 6th - 8th grade
Elementary Track -- Boys & Girls -- 3rd - 5th grade
Track - Boys & Girls 6th - 8th grade
Golf - Boys & Girls 6th - 8th grade
Tennis – Boys & Girls 5th - 8th grade
Volleyball - Girls 4th - 8th Grade

Expectations for All Extra-Curricular Participation

All students participating in any extracurricular activity are expected to maintain a “C” (77%) or better grade average for each subject, including conduct. The student’s grades and conduct will be monitored each week.

When a student’s grades are evaluated and a deficiency is found, the student is placed on academic watch.

- **Academic/Conduct Watch:** This applies to any student below the 77% in one or more classes or 4 or less discipline points. There is no loss of practice time or participation in activities for Academic Watch.

If grade/average does not improve by next assignment/test the student moves to:

- **Academic/Conduct Probation:** This applies to any student with grades below 77% in one or more subjects or students with 5 or more discipline points. These students are automatically on academic/conduct probation. Any student who does not improve class grade/average or has disciplinary issues while on Academic/Conduct Watch moves to Academic/Conduct Probation for the next week.
 - **For Athletics:** Academic Probation means a student can only practice 2 days a week, and there will be no dressing out for games. (No spirit day, no game day uniform; they may be on the field with team but they will not be dressed out in uniform). The student stays on probation until grade/average improves to within the "academic standard". If teachers report that students are working hard and showing improvement, then the students may return to play/participate the following week. This can happen even if the average is not necessarily up to a 77. If after two weeks the student does not have a 77 or higher average, he will be suspended from games and practices until a 77 average is restored.
 - **For Other Extracurricular Activities:** Academic Probation means a student can only participate in the activity at the discretion of the supervisor of the activity. Any competitions that occur during this Academic Probation will not be attended by students on Academic Probation. The student stays on probation until grade/average improves to within the "academic standard". If teachers report that students are working hard and showing improvement, then the students may return to participate the following week. This can happen even if the average is not necessarily up to a 77. If after two weeks the student does not have a 77 or higher average, he will be suspended from extracurricular activities until a 77 average is restored.
 - **For Conduct:** If students do not earn any additional discipline points during their probation period, then participation in activities will be reinstated.

While a student is on **Academic Watch** or **Academic Probation**, teachers will incorporate the following strategies to facilitate improvement:

- RenWeb serves as notice to the student and parents that special attention may need to be given by the student to his/her academics.
- Coaches/Persons in charge of activities will be notified that students are on **Academic Watch** or **Probation**.
- Attendance in an approved tutoring arrangement is highly encouraged.
- The athletic director, teachers, coaches, and/or administration will monitor the student grades. If a student has not made satisfactory progress with established deficiencies and the above strategies have not been successful, the administration will determine continued eligibility status.
- Parents have the discretion to remove their child from any extracurricular activity.

SPORTS UNIFORMS/EQUIPMENT POLICY:

- Uniforms and equipment will be issued to the student by the head coach and/or Athletic Director.
- Any uniform or equipment that is not returned at the end of the season must be paid for by the student at replacement value.
- All school sports uniforms and equipment must be returned in good shape and in a timely manner at the end of the sports season or no other sports equipment will be issued, grades will be held or other consequences may be issued by the Athletic Director and/or the principal.

EXTRA CURRICULAR OPPORTUNITIES:

Students participating in extra-curricular activities must meet the same academic eligibility requirements as athletes. Club, activity, or class sponsors are not required to monitor grades. However, the administration may use grades to determine continued participation.

Extra-curricular activities include but are not limited to: **Scouts, After School Art, Cooking Classes, Student Choir, Maker's Club, Robotics Club, and Dance Classes.**

I. MISCELLANEOUS INFORMATION

Website: The OLPH web site, <http://school.myolph.com>, is an electronic means of communication to parents, parishioners, alumni, and guests. It contains information pertaining to both the OLPH Parish and School including the Sunday church bulletin, "Friday Fanfare", and Parish/School Calendars. OLPH School may also be found at www.ourccs.com.

Use of School Office Telephones: Students may use the school phone only with written permission from the teacher. Parents and students should make all arrangements for after school activities before children are dropped off at school. **Messages from parents will be delivered to students in a timely manner.**

Visitors: Visitors, including parents, are to enter the school through the secured "archway" and sign-in in the office. No visitors are allowed on exam days or when other schools are dismissed for the holidays. Special permission must be obtained from the teacher and principal to bring a guest to school. The student must accompany his/her guest throughout the day and be responsible for his/her conduct.

Parties: Classroom parties are scheduled with the teachers. Gifts to other students may not be distributed during class. **Invitations to private parties may not be distributed at school unless all students of the same gender within a homeroom are invited.**

Lost and Found: The lost and found box is located in the hallway just past the school office. All items not recovered at the end of each nine-week marking period are donated to the Ladies of Charity. Every item owned by a student should have his/her name clearly written on it.

MORNING DROP-OFF Procedure: All cars enter through church parking lot. PreK students are to park in the school lot in front of the gym and escort their students to class. Kindergarten students will unload on the side of the kindergarten building. A kindergarten teacher/aide will assist. PreK and Kindergarten will then feed back into the drop off line that proceeds around the back of the gym. The archway will be blocked during drop-off - all cars exit via the back of the gym. All other students (1st - 8th) are to be dropped off at the back of the gym. For safety reasons, all parents walking their students into the school must park in the main church parking lot (Lot A). Other than school and parish staff, parking in the back parking lot is not permitted during drop-off. Drop-off is over when the teacher on duty has left and/or the red light in the office is turned on.

AFTERNOON PICK-UP Procedure: All grades will dismiss together at the same time. Pick up will take place at the back of the gym. All cars must enter through the church parking lot and exit through the driveway behind the gym. Students may not walk to any car in any parking lot without adult accompaniment.

- Car Dismissal
 - All families will be given a name plate to display for afternoon pick-up. This must be visible to teachers on duty for safe and efficient dismissals.
 - Students will be released only to the car displaying their names. Families that carpool will be responsible for letting the school office know that they need extra name plates.
 - To alleviate unnecessary back-ups, if a student is not present when his/her name is called, parents may be directed to a designated parking place to wait.
 - No child will be dismissed to an unidentified car without prior parent notification.

- Walk-up dismissal
 - PreK - K - Parents can pick up students in Madonna Hall
 - Grades 1 -8 walk-up dismissal parents will wait outside the gym doors nearest the multipurpose room entrance.
 - Once all students are in place, the doors will be opened for parents to enter with their car tag.
 - Students will be dismissed only to adults with a valid car tag.
 - Temporary tags can be picked up at any time in the main office prior to dismissing

Calendar and "Friday Fanfare": The "**Friday Fanfare**" and an **updated School Calendar** are posted on our website, school.myolph.com. It may also be accessed through the ParentsWeb family account.

Video-Photo Release: There are several opportunities throughout the school year for publication of student photos in school, community, and diocesan publications.

Parents/Guardians not wanting photographs or videotapes of their students published must send in a written statement to this fact. This statement will be kept on file in the office for the school year and needs to be reviewed yearly.

*******SMOKING POLICY*******

In accordance with Tennessee law, Our Lady of Perpetual Help Catholic School observes a smoke-free workplace.