

Our Lady of Perpetual Help School

“Jesus welcomed the children...and blessed them.” (Mark 10:16)



STUDENT/PARENT HANDBOOK 2025 - 2026

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NOTE: The Administration may make changes to this handbook at any time during the school year. Notification will be given to students and parents if changes are made.

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Our Lady of Perpetual Help Catholic School

Student/Parent Handbook 2025-2026

MISSION STATEMENT

"Our Lady of Perpetual Help Catholic School provides a faith-based, academically challenging education that prepares students to be compassionate, successful citizens—empowered to lead, serve, and inspire others to new experiences."

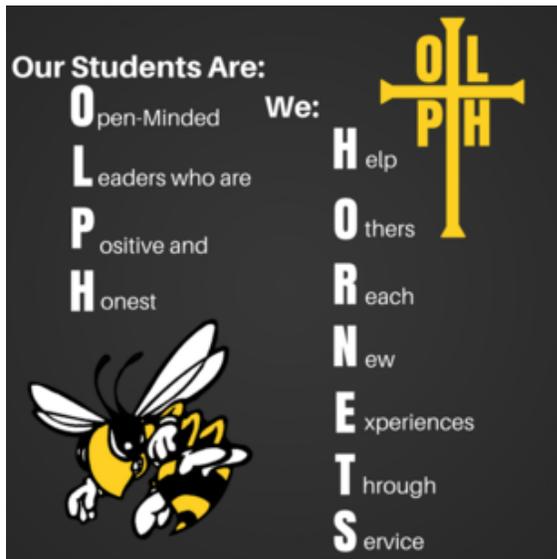
*Developed in 2016 by 7th-grade students & staff; refined and approved by the School Board, Faculty, Staff, Co-op Executive Board, and Parents during the accreditation renewal process.
Updated June 2025*

VISION STATEMENT

Our vision for Our Lady of Perpetual Help School is to teach as Jesus did by:

- emphasizing Gospel values in the Catholic faith tradition;
- providing quality education in a joyful, loving atmosphere;
- nurturing the growth of the whole child in partnership with families;
- challenging students to become lifelong learners.

OLPH MOTTO



IDENTITY

Our Lady of Perpetual Help School, in Belle Chasse, Louisiana, is a parochial Catholic elementary school serving children in grades Pre-Kindergarten through seventh. Founded in 1959, our small school community continues to be a vital part of the total church parish ministry.

SCHOOL PHILOSOPHY

"Jesus welcomed the children...and blessed them." (Mk. 10:16).

We believe Catholic education at Our Lady of Perpetual Help School is an integral part of the total parish community ministry and the educational ministry of the Catholic Church. Our school provides a unique Catholic Christian environment where the Gospel message of Jesus is found throughout the whole curriculum. In the school faith community, parents and teachers model their belief in Jesus, the greatest teacher. Our Lady of Perpetual Help strives to impart Gospel values, build community, foster prayer, and reach out in service, in accordance with the faith and teachings of the Catholic Church.

We believe children are gifts from God, worthy of love and respect. God has blessed them with individual talents and abilities. Our vocation as parents and teachers is to help form the whole child, academically and spiritually. In their unique roles, faculty and staff are catechists and ministers of the Catholic Church. Working together, we provide quality education in a loving, joyful atmosphere. Our students learn the knowledge and life skills required of adult citizens. They are formed in the Gospel values that will help them grow as active, faith-filled members of the Church.

We believe our students must grow in accepting responsibility. They must face the challenge to develop their potential. We believe they must become lifelong learners.

ENROLLMENT PROCEDURES

Admission

Our Lady of Perpetual Help School, which is a state-approved and nationally accredited school, admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the school shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity except insofar as the school is exempt under Title IX or other applicable law. Required ages for admission:

- Infant Room: 6 weeks of age to 12 months, not walking by start date
- PK1: 1 year of age by August 1 and walking
- PK2: 2 years of age by August 1
- PK3: 3 years of age by September 30 and potty trained
- PK4: 4 years of age by September 30
- Kindergarten: 5 years of age by September 30

Emergency Contact Data

Emergency contact data must be maintained on each child in case of injury or illness. Emergency information should be kept current with the front office. **Parents are responsible for updating this information at the beginning of each school year and as circumstances change.** It is the parents' responsibility to contact the school office if there are changes to personal data such as address, phone numbers, email address, emergency contacts, health information, etc.

Registration:

Birth certificate, current immunization records, and social security card must be presented at the time of registration. Children who have attended school elsewhere must present the latest report card and standardized test results. Catholic students need to submit sacramental records for Baptism, Reconciliation, and First Communion. School copies will be made of these records. Originals will be returned to the parents.

Returning Students

- Registration of returning students consists of turning in the registration slip and fee during the appointed days.

New Students

- All new students registering for grades Infant through 7 will be accepted only after an interview with the student, parent/guardian, and the principal; a review of past records; and approval of the principal.

Transfer Students

- Students who transfer to OLPH during the school year must bring a copy of an up-to-date report card. Admission may be delayed or denied if records are not received promptly. Students who transfer from another Catholic school must bring certification that tuition at the previous school has been paid.

Students who transfer **from** OLPH during the year must return all school-owned textbooks and library books in good condition. Once all tuition payments and fees have been paid, teachers will calculate grades for the report card. Cumulative records will be sent to the new school shortly after the transfer.

TUITION AND FEES

Tuition rates are determined by the school finance committee, and parents will be notified in writing of the rates. Tuition may be paid by two (2) methods:

1. through payment made directly to the parent's FACTS portal at <http://factsmgt.com>
2. or in FULL with a cashier's check or money order.

An escalating late fee will be assessed for anyone not meeting the posted due dates.

Registration fees are set by the Archdiocese of New Orleans. They are reviewed annually and are subject to change. These fees are paid in addition to the annual tuition. Registration fees and Parish Stewardship Support are assessed per child. All fees are non-refundable in their entirety, and are not prorated in the event of a student's leaving during the school year.

Archdiocesan Policy for Elementary Schools calls for parishes to provide financial support for the children of registered and supporting Catholics who are enrolled in parochial elementary schools. To be eligible for the parish support subsidy, your family must meet the following Parish Stewardship Support Guidelines:

- **Registered** - any individual or family who has completed a parish census form or some written document declaring registration in a particular parish that has been accepted by the local pastor.
- **Supporting/Practicing** - the individual or family who is a regular financial contributor to the parish in accord with the stewardship program of the parish, using church envelopes or checks to contribute a minimum of **\$500** between January 1 – December **15** (subject to change by OLPH Finance Council). We encourage the use of the online giving portal available through the church.

In parishes where there is no school, parents who meet Parish Stewardship Support guidelines may approach their pastor for a **voucher**. The voucher indicates that the pastor, and not the parents, will pay the Parish Stewardship Support. The voucher must be presented to the school prior to August 8.

The tuition structure is based on the following three categories:

- **Supporting/Practicing**: for all Catholic children of parents who meet the Parish Stewardship Support guidelines in a parish with a school that has available space, but choose to attend a school in another parish;
- **Non-Supporting**: for all families who do not meet the Parish Stewardship Support guidelines;
- **Non-Catholic**: for all non-Catholic children.

At the end of the 2025 calendar year, the OLPH church office will review the parish census and Parish Stewardship Support records. Prior to registration for the 2025-2026 school year, the church office will notify the school of those Catholic families who meet the OLPH Parish Stewardship Support guidelines (i.e., a minimum annual stewardship contribution of **\$500 in church envelopes or by check by December 15, 2025**). Families will be notified about the tuition category into which they fall for 2025-2026.

Categories are:

- Supporting Catholic tuition
- Non-supporting or out-of-parish Catholic tuition

- Non-Catholic tuition.

Tuition and fee payments must be handled in the office by June 1. **If loans are not signed and payments are not made by June 1, the escalating late charges will be assessed.** Any questions regarding Parish Stewardship Support are to be directed to the Church Office and/or Church Finance Council.

In the event that a student does not finish the school year at OLPH, prepaid tuition will be refunded only for those months in which the child is not in attendance. (For example, if a child leaves on February 5, tuition will be refunded for March, April, and May..) No portion of the fees will be refunded.

Default of Tuition Agreement

- After two months of non-payment, families will be put on a tuition repayment plan.
- No additional paid services offered by OLPH (such as athletics, field trips, etc) may be utilized until tuition accounts are current.
- Any family who is in default of the payment terms of the Tuition Agreement at the close of a school year will not be accepted for enrollment for the following school year unless the account is brought current by the first day of school.

Late/Delinquent Financial Matters:

Escalating late fees will be assessed for any financial matters not handled by the specific due date. Anytime a monetary obligation becomes two (2) months delinquent, families will be notified, and arrangements for payment must be made within thirty (30) days. Noncompliance may result in the student's work not being graded and/or final grades not being calculated. In addition, families may be asked to withdraw students from school.

- **Policy requirements.** All tuition payments should be up to date one month before the end of each semester. If tuition is delinquent, parents have until the end of each semester to pay the outstanding balance.
 - If tuition is delinquent over two months before the end of the fall semester, the parents will be sent a letter stating that if the tuition is not settled by the start of the Christmas break, the student will not be allowed to return to school for the following semester.
 - Family accounts must be current before registration for the following year will be accepted.
 - If tuition is delinquent over two months before the end of the spring semester, parents will receive a letter stating that if the tuition is not settled by the end of the school year, the student will not be allowed to return to school for the following school year even if the student has already registered for the next school year. Any paid registration fees may be applied to the outstanding tuition balance.

Tuition Assistance

Families needing tuition assistance are encouraged to apply to one of the programs offered through the Office of Catholic Schools. OLPH does not offer a work-study program for a tuition reduction.

ACADEMICS

Instructional Model

Our instructional model continues to place a heavy emphasis on individualized learning. Our Micro School consists of eight, multiage studios:

- ❖ Foundation (Nursery)
- ❖ Arise (PreK1)
- ❖ Momentum (PreK2)
- ❖ Adventure (PreK3 and PreK4)
- ❖ Marvel (Kindergarten and 1st grade)
- ❖ Discovery (2nd and 3rd grade)
- ❖ Imagination (4th and 5th)
- ❖ Innovation (6th and 7th grade)

In each studio students' learning is personalized to meet their needs, with a heavy emphasis on blended learning and hands-on learning.

Blended Learning Programs.

A core component of our Instructional model is Blended Learning. A blended learning program combines high-quality teacher-led lessons with high-quality online lessons to meet the needs of each individual learner. Over the course of the school year, students will utilize a combination of different programs to support their learning, and teachers will use the data they receive from these programs to inform instructional decisions. Some of the programs we utilize are Lexia Core5, Lexia PowerUp,, and IXL.

Homework

Homework, both written and study, is usually assigned each night. Students are responsible for packing all necessary materials at dismissal because they will not be allowed back in the building to collect forgotten items after dismissal. This includes those students in aftercare and tutoring. *(Parents should not bring the child back to school to collect forgotten items. Your child can learn an invaluable lesson by accepting the natural consequences of his/her actions.)* Students who have not completed the assigned homework in a satisfactory manner will have points deducted or some other consequence in that subject and in effort. Adherence to a regular time and place for assigned work at home is encouraged.

Parents are asked to supervise and assist students in being independent and lifelong learners. The following time allotments serve as general guides for written homework for the average child:

- Grades PK - 1: Fifteen to thirty minutes
- Grades 2 - 3: Thirty to forty-five minutes
- Grades 4 - 7: One hour

Study homework may take longer. If your child is not completing homework regularly, or is spending longer than the general time allotment, contact the teacher(s). While you, as the parents, are the primary motivators of your child's home study habits, the teacher can, with your support and cooperation, suggest a variety of strategies to aid in homework completion.

PROGRESS REPORTS

Students will receive a quarterly progress report in accordance with the school calendar.. Additionally, grades can be monitored on a regular basis by parents via the FACTS *Family Portal*.

Report Cards

Report cards will be distributed by email at the end of each quarter. Grade viewing via the FACTS *Family Portal* will be disabled during **exams** while teachers finalize grades.

Valedictorian & Salutatorian

In order for a student to qualify for one of the of these academic titles it will go based off of ranking in terms of the years at Our Lady of Perpetual Help Catholic School.

RETENTION

- If a student fails two major subjects for the year, he/she has failed the grade and must repeat it. In addition, students who make limited or insufficient progress, or who have attended fewer than 160 school days, may be retained.
- Students who fail one (1) major subject must attend an approved summer school program to correct the deficiency. Failure to complete the required program will result in the student not being allowed to pass to the next grade. Approval to attend a particular summer school program must be obtained from the school administration.
- **Final Grade Average:** Quarterly grades will be averaged according to numeric points for a final average. A minimum passing grade is required in the final average.
 - a number grade below 50 is a failing grade;

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

NI (Needs Improvement) = 59 and below

Grade Weights

Homework: 10%

Classwork: 20%

Quizzes: 20%

Weekly Tests, Projects, and Labs: 50%

Kindergarten and first-grade students will receive a standards-based report card. The grading system is as follows:

4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the

			required performance.						
3	Proficient		Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.						
			Student is not yet consistent in demonstrating an understanding of concepts, skills and processes taught in this reporting period.						
2	Developing								
1	Emerging		Student does not demonstrate an understanding of grade level concepts, skills and processes taught in the reporting period.						
			Student is performing significantly below grade level expectations.						
NA	Not assessed		Not assessed this reporting period.						

Release of Records

The school will maintain records on all students which can be examined by parents at any time. This information will not be released to other people without written parental consent except under the following circumstances:

- A transcript of student records will be forwarded to another school when a student transfers.
- A transcript will be sent when a seventh grade student applies for admission to a secondary school.
- Parents/guardians must meet financial obligations promptly so that student work can be completed, final grades given, and records released.

Religious Formation

Religious training is an integral part of our school program. Our Catholic faith is at the core of every aspect of OLPH. Religion is taught daily, and students participate in a weekly liturgy. Parents and parishioners are invited to join the faculty and student body in the Eucharistic celebration.

Sacramental Programs:

Sacramental study is an integral part of the Religion curriculum at OLPH. Although academic preparation will take place at school, parent meetings and the celebration/reception of Sacraments are held within the parish community.

- The Sacramental Program for Reconciliation and Eucharist is offered in the 2nd grade through the school.
- All Catholic students in Grades 2-7 who have not yet received the Sacraments of the Eucharist and reconciliation are prepared for the reception of these sacraments. Parents who are Catholic and want their child to receive the Sacraments of Reconciliation and Eucharist need to submit a copy of the baptismal records at registration.
- If parents are Catholic and their child is seven years of age or older and not baptized, the child must go through the Parish preparation program for Baptism of older children. This program is the Children’s Catechumenate or the RCIC-the Rite to Christian Initiation of Children. Please contact the Parish CRE at 504-394-0757 to set up an appointment and receive further information about this process.
- Students entering OLPH in the 3rd grade or above that are seeking sacraments must also register in the Parish’s Religious Education Program by calling the Parish CRE at 504-394-0757.

Theology of the Body:

Students in Middle School attending a Catholic School in the Archdiocese of New Orleans receive training on Theology of the Body during Religion class. With Pope Saint John Paul II's compelling vision for love and life, and a language they understand, *Theology of the Body for Teens* answers the questions teens and pre-teens have about their own bodies, issues on sexual morality, and how they are uniquely created for greatness. Information regarding the program is made available to parents before the program is taught.

Safe Environment Training:

The Religion curriculum for grades K-7 incorporates a program of education in child awareness and safety called Safe Environment.

The program's primary goals are to:

- Teach students to identify and thwart the lures used to lead children from a safe environment into one where they are vulnerable to exploitation and crime
- Develop tolerance and kindness in each student, helping them recognize they can impact a violent world with peaceful actions
- Nurture each student's sense of individual worth and to urge them to recognize and respect that in others

Liturgies and Prayer Services:

- Participation in Liturgies and Prayer Services, through recitation of prayers, singing, etc. is critical to the development of devotion to the Eucharist.
- Students will be evaluated periodically for their participation in these types of services.
- This evaluation will be reflected in their Religion grade.

OLPH Catholic School “welcomes our fellow Christians and those who do not share our faith in Jesus, to our celebration of the Eucharist as our brothers and sisters. However, because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of churches with whom we aren't yet fully united are not admitted to Holy Communion.” We still invite all those not partaking in Holy Communion to come forward, with arms crossed, for a special blessing during Communion time. (Copyright 1996-United States Catholic Conference)

TerraNova Testing

Standardized achievement tests are mandated by the Archdiocese for students in grades 3 – 7 and are administered in the Spring. The scores of these tests become a permanent part of your child's record and are reported to the parents. As of Fall 2023, students across the archdiocese will take the TerraNova NEXT in 3rd - 7th grade.

MAP Testing

Students in grades K-7 participate in the NWEAMAP® Growth™ Assessment three times a year. MAP® Growth™ is an adaptive assessment given on a computer or tablet. MAP Growth is unique, and adapts to your child's responses to measure your child's “just right” level. If your child answers a question correctly, the next question is a bit more challenging. If they answer incorrectly, the next one is a bit easier. These results will provide a more complete picture of what your child knows and is ready to learn—independent of the grade level.

MAP Growth results provide teachers with individualized student data. Teachers use these results to tailor instruction to meet the needs of their students and to set personalized goals for students. Since MAP Growth assessments provide immediate and accurate information about your child's learning, teachers can quickly and easily identify students with similar learning needs that are ready for instruction in similar skills and topics and then plan their instruction accordingly.

While MAP Growth provides achievement data, the focus of MAP is growth over time. Over the course of three checkpoints, students are measured based on where they started and the growth they are making from Fall to Winter and Winter to Spring.

ATTENDANCE

In order to be eligible for promotion, it is necessary for a student to be in attendance a minimum of 160 days a school year in accordance with State adopted policies for non-public schools. There are a minimum of 177 instructional days in the OLPH calendar, according to Archdiocesan policy. Regular school attendance is of the utmost importance to maintain continuity of learning. In addition, the attendance record is part of each child's permanent record.

The school day begins at 8:00 a.m. and ends at 3:15 p.m. Teachers will be on duty beginning at 7:45 a.m. to supervise students in their classrooms.. **Before-school care** is provided from 7:00 - 7:45 a.m. **All students on the campus before 7:45 a.m. must report to before-school care, and regular fees and policies will apply. No students may be on school property prior to 7:00 a.m.** Beginning at 7:45 a.m., students will report directly to their homerooms. Students may not be left unattended on campus at any time. It is the responsibility of the parent/guardian to supervise their child(ren) until checked into before care.

Absences

When a student is absent, **the student's parent/guardian must notify the school office by 9:00 a.m. on the day of absence to alert the staff (504-394-0757), and give the reason for the absence.** During an absence, it is the **STUDENT'S RESPONSIBILITY** to access assignments through Google Classroom. If a student is well enough to complete online assignments, they should do so through Google Classroom. If a child is unable to complete the online assignments, the parent should contact the teacher through Google Classroom to make other arrangements for completing work. Students absent on the day that a "paper-pencil" test is given are responsible for taking a make-up test the day they return to school if they were in school the day before the test. They must take the make-up "paper-pencil" test the second day after their return if they were not in school the day before the test. Grades will reflect work missed if the work is not made up.

If a student is absent for more than 3 days, documentation from the doctor's office **is required** stating the reason for the absence and a 'return to school' statement. Students who were absent for more than 3 days should consult with their teachers for completing assignments and assessments in a timely manner. In the event that the student has had a communicable disease or has tested positive for or been exposed to COVID-19, he/she must submit a physician's certificate stating that he/she may again attend school.

Excused absence: An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent. The only exception is participation in school-sponsored activities.

- Examples of excused absences are classified as follows:
 - Personal illness
 - Serious illness or death in the immediate family
 - Medical or dental attention
 - Absences approved in advance by the principal
 - Poor weather/hazardous driving conditions

Unexcused absences:

- Absences of convenience and/or early dismissals are for such things as trips with the family, private athletic tournaments, days before or after a holiday, or pursuit of personal talent or interest. Notification of the need for an absence of convenience must be discussed with the principal as early as possible.
- For absences of convenience, tests/work may be made up only at the discretion of the principal or teacher.

On days when a student is absent for the entire day, excused or unexcused, the student may not participate in any athletic/extracurricular activity scheduled that day.

Dismissal

Dismissal begins at 3:15 p.m. In the interest of safety, we ask parents to observe the following rules:

- Notify the office **IN WRITING** if a child is to follow a different routine than normal at dismissal. The safety of **your child** is at stake! Teachers are not responsible for transportation changes throughout the day. **PLEASE SEND A DATED, WRITTEN NOTE FOR CHANGES.**
- If a dismissal change occurs during the school day please contact the school office to notify the receptionist. These dismissal changes are announced during announcements. Please call or email the school office **before 2:45 pm** to ensure changes will be communicated to the students during announcements.
- Students who ride home with a parent/guardian are dismissed from their classroom together with their class. **Parents/Guardians are asked to wait for these students in their vehicles**
- **Any vehicle without an identifying nameplate for the child and their family distributed by the school will not be able to pick up the student(s)**
- Parent or guardian without a nameplate will need to check the student out via the front office
- **Parents are NOT to wait on the sidewalk in front of church, or under the carport between the library and the school offices.**
- Each vehicle should have their child(ren)'s name(s) clearly displayed, preferably on the dashboard or in the windshield
- **Parents may not pick up their students from the main doors or back doors of school.**
- For safety reasons, do not park in a parking spot that will interfere with carpool loading and unloading.
- **Do not gather in the school lobby or entryway.**
- **Sidewalks and crosswalks should be used at all times.**
- State Law prohibits cell phone use in active school zones. Do not text or talk on the phone while driving on OLPH campus or as the carpool line is moving forward.
- **At 3:30 p.m., any child who is not picked up will be sent to After School Care, where policies and fees do apply.**

Early Check-out

Notification (by written note or email to olphbc@olphbcschool.org) must be given to the office if a child is to be checked out since such dismissals are disruptive to the schedule of the student, the class, and the school. To be checked out early, students are asked to bring a note from the parent which states the reason and the time of check-out. **Any early checkout should be completed before 2:45 p.m.** After that time, students will be dismissed at the regular time.

Children who are checked out by parents or their designee before 10:00 a.m. are considered absent for the day. Students who arrive after 10:00 a.m. or who depart before 1:30 p.m. will be counted a half-day absent.

****Tardies****

Students are considered tardy when arriving after **8:00 a.m. and once the Assembly has begun**. After 8:00 am tardy or late check-in students will report to the office, before reporting to their classroom.

Toilet Trained Policy

A requirement of OLPH for PK-3 and above is to be **fully** potty trained. We know accidents may happen occasionally even when your child is potty trained. In addition to the time we spend as a class going to the bathroom, we bring anyone who says they have to use the bathroom there immediately. We need your help! Please work with your child if potty training is still an issue.

Please be sure to send an extra set of clothing for those “still” potty training or in the beginning phases of potty training. If your child has an accident at school, he or she will be changed and a notice will be sent home for you to sign. Your child’s attendance at school could be jeopardized if they are not potty trained. For example, if the “accidents” are consistent, your child will be asked to stay home for an extended period of time, 2-3 weeks. They are welcome to come back to school after they have been accident-free at home.

Truancy

Students are considered to be **truant** when their absences, tardiness, or early check-outs are habitual and unexcused. School administration may contact the parents/guardians after **three** instances in a month to correct this condition. If the attendance problem persists, the student and parents/guardians may be reported to the Plaquemines Parish Truancy Officer for further action after **five** instances. A parent conference will be held with the school principal before the student may be allowed to return to school. (Leaving school without school authority’s permission, not signing out in the office, and skipping classes are considered truancy.)

EXTENDED CARE



2025-2026n Beforecare & Aftercare Information
School Phone: 504-394-0757

The Hornet before and after care programs are offered to working parents so that they feel comfortable knowing that their child is in a safe and supervised environment prior to and after school hours. **A \$25 registration fee is required per family before utilizing before/aftercare services.** In the beforecare program, children will be supervised until the beginning of school and class begins. Breakfast is not provided. During our aftercare program, students will have the opportunity to play informational games and engage with peers until an adult arrives for pick-up. **Snacks are provided.**

Location

Students in PK1-PK4 will enter the side gate and use the door for Momentum Studio.
 Students in K-7th will use the Steam Lab.

Drop-ins: We realize that there are times when emergencies arise, and a student needs to remain at school. If it is necessary for a student to report to the Hornet Before and/or After Care Program but is not on the **MONTHLY Payment Plan**, a parent should notify the school office.

- If your child is **NOT** registered, there will be a drop-in fee of \$25.00 for the first student, \$10 / additional student will be assessed, and a bill will be issued the next day.
- If your child **IS** registered, there will be a \$10 fee / first child and a \$5 / additional child.

Late Pick Up: If a child is picked up after 6:00 pm, a \$1 per minute charge is implemented for the first 10 minutes. After 10 minutes, it increases to \$35 per 10-minute increment after 6:00 pm.

Late Payment Fee: This fee of \$25 per month is applied when payments are accrued and *not paid by the due date in FACTS.*

Please note: there will be no aftercare on early holiday dismissal days and occasion on teacher professional development days.

Rates

Registration Fee \$25.00 (per family)

Beforecare 7:00 am to 7:45 am

PK1 to 7th \$125 (first student) \$25/additional student(s)

Aftercare 3:30 pm to 6:00 pm

PK1-7th \$180 (first student) \$50/additional student(s)

Beforecare and Aftercare

PK1-7TH \$250 (first student) \$60/additional student(s)

Summer Camp

OLPH hosts Hornet Summer Camp each summer, pending State guidelines regarding COVID-19. Registration forms will be available through Google. We have a limited amount of spaces for each age group to keep group sizes small and to maximize SUMMER FUN!

STUDENT HEALTH POLICY

Health and Insurance

During the COVID-19 restrictions, OLPH is partnering with Children's Hospital for the health and safety of the students. As restrictions and guidelines change, we will communicate these changes to you.

Parents are required to indicate in writing any chronic illness and/or allergies the child may have and any special treatment the child may require. Students requiring medication must bring this from home with written directions from the parent with the appropriate school [medical authorization form](#) completed. All medicine, including over-the-counter cough drops, will be kept in the office. Although we will keep medicine in the office for safety reasons, OLPH School does not provide medical services.

Up-to-date immunization records must be sent to the office. Students who are not properly immunized in accordance with Louisiana law will not be allowed to attend school until the immunizations required by the State Health Department are received.

Every student is covered by accident insurance while in attendance at school and traveling to and from school. The coverage is also extended to before and after-school care and school-sponsored athletic activities.

Illness/Sickness Policy

Do not bring your sick child to school. This is not fair to your child, the other children in the class or to the teachers. We do our best to clean everything everyday, and have the children wash their hands often. A sick child can spread sickness to other children and other parents very quickly. One child's cold or runny nose may be another child's bronchitis, asthma attack, or worse. Your cooperation in these health matters is greatly appreciated. If all parents keep sick children at home, OLPH families and teachers will remain healthier. This will mean fewer lost work days and illnesses for parents. It is important that communicable diseases such as strep throat, chicken pox, impetigo, conjunctivitis (pink eye), flu, and lice be reported to the teacher. A child who has lice must be nit-free in order to be readmitted to school. Children must be free from symptoms as described below in "illnesses" and/or on medication for **24 hours** before they can return to school.

COVID-19 Daily Health Checks: If during the school day, a student has a temperature that twice is over 100.4°F within a 10-minute interval, the student will be isolated in the designated area, a parent/guardian will be called, and the student will be sent home. We will contact the Children's Hospital and Plaquemines Parish Health Department for guidance regarding returning back to school for all COVID cases. Doctors orders will be followed.

Parents must notify the school of an absence due to illness. Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Students are automatically sent home if:

- They show symptoms of any infectious disease (fever at or above 100.4 degrees, vomiting, diarrhea, headache, fatigue, muscle aches, rash, chills, sore throat, runny nose, cough, red/goopy eye, etc.);
- They are too ill to continue with class work;
- They have more than one bout of vomiting or diarrhea in any one school day; and/or
- They have a temperature at or above 100.4 degrees.

Required to Stay Home

These policies are taken from the Department of Human Services and Public Health. A parent will be contacted to pick up a sick child when the child exhibits any of the following:

- Fever 100.4°F or higher. Please keep your child home until they are fever-free for 24 hours.
 - This means if you pick your child up from school at 10 AM with a fever, they may not return to school the next morning.
 - The 24 hours begins when your child's fever has broken and remains in a normal range **without medication**.
- They have an undiagnosed rash.
- The child vomits – 2 episodes in one day.
 - This includes but is not limited to flu, bad cough, ate a certain food, stomach virus, etc.
 - Please keep your child home until 24 hours after the vomiting has stopped.
- If they have a bad runny nose with drainage that drains all day not due to seasonal allergies, or with a cough that is too disruptive to class.
- Diarrhea – 2 diarrhea episodes in one day, or any uncontained diarrhea while at school.
- A bad or uncontrolled cough that doesn't allow the child to participate in classroom activities or when an associated cough is so bad it keeps your child or other children awake during nap time.
- Difficulty breathing or wheezing.
- Their eye is red/pink with white/yellow eye discharge. If it's not pink eye, a doctor's note will be needed saying it's not pink eye.
- COVID-19 related diagnoses are required to stay home according to the doctor's orders. Parents should share this information with the school office. The school will send a confidential message school-wide.

Returning to School After Non-COVID Related Sickness

The child must be free of all symptoms for at least 24 hours. We understand that all parents need to work, but your child's health is important. Likewise, keeping the teachers and all the other children free from illness is also important. A call to a parent will be made if a student reports experiencing any symptoms within 24 hours or less upon their return to school.

Immunizations

All students must comply with the Louisiana Department of Health immunization requirements and Louisiana law. Children entering Pre-Kindergarten, Kindergarten, and first grade must have proof of having the necessary DTP (diphtheria-tetanus-pertussis injections), polio vaccine, measles-rubella,

rubella, mumps, varicella (chickenpox), and hepatitis B and HIB immunizations for their age. The student's immunization records must be up-to-date for age-appropriate immunizations. If the last DTP or polio immunization was not received after the fourth birthday, another should be given before school entry.

To ensure continuing protection, a Tetanus-Diphtheria (TD) injection is required every ten (10) years. Boosters for other vaccines are not, at present, recommended throughout life.

Any child who has a note from a physician or the state health department, which states that no other immunizations are needed, or should not be given, is considered fully immunized.

Students not in compliance with Louisiana state laws will not be remitted until immunizations are current. (LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN ACCORDANCE TO R.S. 17:170)

Medications/Student Care Items

While OLPH would like to admit students regardless of the students medical needs, the school does not provide medical services or have a nurse on duty. Please speak directly with the principal about your child's special needs so that we can determine together if OLPH is able to meet those needs.

- Students are not allowed to carry any medication at any time, including “over-the-counter” medications and throat lozenges. (The only exception is that, by physician directions, a student of appropriate age and maturity may be allowed to carry and self-administer inhaler medication and/or and an EpiPen.)
- In order for any medication to be given by school personnel, the [Medication Authorization Form](#) must be completed by the parent/guardian and the health care provider, Forms are available through Google.. Items requiring a form include but not limited to:
 - prescription medications
 - EpiPen
 - inhalers
 - over the counter medications
 - pain relievers
 - ointments
 - cold tablets
 - cough drop
- Medication must be brought to the school office by the parent/guardian (responsible party) through appointments due to COVID-19. If the medication is liquid, it must be accompanied with a calibrated medication dispenser that has legible numbers on it.
- Only medication that is necessary for a student to remain in school will be given during school hours.
- Unused/expired medication must be picked up from the school office. These medications cannot be sent home with a student.
- Each student's medication must be in its original container clearly labeled with the following information:
 - Student name
 - Physician/Dentist name
 - Date
 - Name of medication
 - Dosage
 - Directions for administration
 - Duration of administration
- No medication that has expired will be given.
- School personnel will only return medication to the parent/guardian/responsible party.

UNIFORM POLICY

All students are required to wear a uniform. Habits of good grooming, conscientious attention to personal appearance, and Christian modesty are important aspects of a student's education. Uniforms are purchased from *Inka's Uniform Store* at 1617 Hickory Ave, Harrahan, LA (504-739-9866). Any uniform item may be monogrammed with the student's name in a stitch size no greater than 0.4 of an inch.

Boys' Uniform

- Nursery (6wks - 12mo, not walking): solid black romper with OLPH logo and white socks.
 - Nursery uniforms are optional during the year, but are **REQUIRED** for class and individual photo days
- PK1 - PK4: black t-shirt with OLPH logo, pull-on/elastic waist khaki pants/shorts
- Kinder - 3rd: black, knit, polo-style shirt with OLPH logo, pull on/elastic waist khaki pants/shorts
- 4th - 7th Grade: middle school white, knit, polo-style shirt with OLPH logo, uncuffed khaki uniform pants/shorts, appropriately sized web belt and buckle (black, brown, or khaki)
- **All boys may wear a solid white, short-sleeved T-shirt under the uniform shirt.**
- All boys grades 1 -7 are to wear uncuffed, **khaki uniform** pants or **khaki uniform** shorts **Must be bought from Inkas.**
 - They may **not substitute non-uniform style cream-colored or off-white pants/shorts.**
 - Boys may not wear their pants/shorts low on their hips.
- Jewelry must be small and appropriate with the uniform. **No earrings are allowed.**
- Key chains may not hang outside pockets.
- **Hair should be its natural color (no dyes, highlights, or chemical treatments of any kind) of a simple style, and when fully extended, may not touch the shirt collar, eyebrows, or ears.**
- Shirts **MUST** be tucked in.
- Boys must be clean-shaven.

Girls' Uniform

- Nursery (6wks - 12mo, not walking): solid black romper, with OLPH logo, and white socks.
 - Nursery uniforms are optional during the year, but are **REQUIRED** for class and individual photo days
- PK1 - PK4: Button front plaid dress with OLPH logo, with bloomers
- Kinder - 2nd Grade: Plaid Jumper with optional bloomers, white Oxford or Peter Pan shirt, OLPH (no cross) logo optional
- 3rd - 7th Grade: Plaid skirt or skort with white knit shirt or Sports Collar shirt with OLPH logo, no cross
- Dresses, jumpers, and skirts, may be no shorter than three inches above the knee.
- All 1st - 7th graders must wear black P.E. shorts under their jumpers/skirts, and in warm weather, they must remove their jumpers/skirts for P.E.
- Must wear a **plain white** camisole or short-sleeved T-shirt under a uniform blouse.
- Long-sleeved T-shirts are not allowed. (See Winter Wear below).
- Shirts **MUST** be tucked in.

Shoes/Socks

- A plain white sock in crew or ankle style — “no show” socks and colored socks are not permitted
- Shoes must be an **ALL** black athletic-type tennis shoe in good repair.
- Students in PK4 - Kinder & any student who can't tie shoes **MUST WEAR** a shoe with a velcro fastener

- o PK1-4 girls have the option of choosing a black Mary Jane shoe style if the athletic shoe does not fit.
- 1st - 7th Grades, have shoestrings that are to be tied firmly and securely.

Winter Weather Wear

- PK4 – 7th Grade students may wear either the black school sweatshirt or school jacket.
- Students may also wear a plain, solid black, button-down cardigan sweater, purchased at any store.
- Students may wear a **solid black or solid gray fleece jacket**
- **Non-OLPH sweatshirts and jackets are acceptable on cold weather days.**
- In the event of very cold weather, an additional heavier jacket or coat that zips or buttons (**not a sweatshirt or pullover**) may be worn outdoors over the school sweatshirt, jacket, or sweater.
- Students may not wear non-OLPH items in the classroom.
- Girls may wear solid black or white tights or leggings under skirts.
- Leggings must be tucked into socks at all times.
- No baggy pants or sweatpants are allowed.

Non-Uniform Dress Days

During certain times of the year and on special occasions, students are not required to wear the school uniform. The reason for the non-uniform dress will determine the type of dress that is appropriate. A note will be sent home with instructions for these days. All other rules concerning personal appearance will be reinforced. The homeroom teacher or the administration will call parents of students who are dressed inappropriately. Parents will be asked that new clothing be brought to school or that the student be taken home to receive an unexcused absence. The student will remain in a supervised designated area until the infraction is corrected.

Free Dress Days

Clothing worn for Free Dress should be modest and not distract from the learning process.

Appropriate dress for these days includes:

- Capris
- Jeans (No holes or tears)
- T-shirts
- Knee length skirts
- Knee length or longer dresses
- Mid-length shorts

All shirts must cover the midriff and at least 3/4 of the shoulders. T-shirts with logos and advertisements must be appropriate for school. All clothing must be worn appropriately.

Saints Dress Days

Please refer to Spirit Wear/Fair T-shirt Day for guidelines on appropriate bottoms and PK3-K information.

Appropriate dress for these days includes:

- **Saints T-shirt**
- **Saints jersey**
- **Saints long sleeved athletic shirt**
- **Saints sweatshirt/jacket**

Saints dress days will occur:

- On certain days designated by the school's principal
- when the Saints are scheduled to play

Spirit Wear/Fair T-shirt Days

Students will wear blue jeans or any approved school uniform bottom with an approved OLPH T-shirt.

Appropriate dress for these days includes:

- PE shirt
- Spirit shirts
- OLPH school team, athletic shirts, or club shirts
- Approved uniform shoes

PK1-K:

- All above shirts
- Solid black shorts that are fingertip length when arms are laying comfortably by their side.
- Required to wear shorts/pants with elastic bands
- Outfits that are conducive to toileting
- Velcro shoes (no laces)
- No one piece outfits are allowed.
- Cold weather: White/black leggings under black shorts.

Dress Code Violations

- Writing on one's uniform or body is a dress code violation.
- It is also a violation to cut one's uniform.
- Students without the complete uniform or who do not adhere to the dress code will be sent to the office to correct the violation and call parents. Parents must bring any items that may be missing in order to meet the uniform policy.
- Items acceptable as part of the uniform are listed above. If an item is not listed, it is not part of the uniform.
- School-wide uniform checks will be conducted periodically.
- Consequences for Dress Code Violations are outlined in the Discipline Section

Personal Appearance

High standards in dress and personal grooming are important in creating a positive and favorable image of the student body, and should reflect the spirit of the uniform code.

The following standards will be strictly adhered to:

Hair:

- **Boys' haircuts and girls' hairstyles should be neither "faddish" nor extreme.**
- **Hairstyles not acceptable include tails, Mohawks, or designs cut into the hair.**
- Treatments such as, but not limited to, color, highlighting, or tint are not permitted.
- **Boys' hair may not exceed three inches in length; hang over the eyebrow, ears, or top of the collar.**
- Facial hair is not allowed; however, sideburns may extend to the bottom of the opening of the ears.
- Students will be sent home until hair is in compliance with the school standards.

Hair accessories:

- All hair accessories must be reasonably sized, tasteful and not cause disruption to the learning environment. (*no sequins, feathers, sparkles, animal ears, etc.*)

Jewelry:

- Dangling jewelry (including earrings, charm bracelets and rings) is dangerous and must not be worn to school.
- A simple silver or gold chain (to include a leather cord necklace for boys) with a cross/religious medal may be worn as a necklace under the uniform shirt/blouse.
- Girls are allowed to wear one set of stud or post earrings on the earlobe.
 - Earrings may cover the earlobe but may not hang below it.
 - Hoop earrings are not allowed.
 - Boys are not allowed to wear earrings.
- Other than one set of earrings for girls, no body piercing jewelry may be worn.
- Students may wear one ring on each hand and one watch or bracelet on each wrist.
- Non-school issued pins may not be worn on the uniform
- Visible body art and tattoos are not allowed.
- Any inappropriate jewelry will be confiscated and returned only to parents.

Makeup and Nail Policy:

- **Makeup is prohibited to be worn by any student.**
- Natural and neutral colors as nail polish are acceptable
- **Fake nails are not allowed**

Perfume and Cologne:

- Due to allergies, the use of perfume, scented hand gels, and cologne is not allowed.

Undergarments:

- Undergarments must not be visible.

PARENT INFORMATION

Co-op Club

OLPH has an active parent/teacher association. Your participation in this organization will ensure its continued success. Meetings are held in conjunction with Co-op sponsored social events when able to be conducted, such as Bingos and Thanksgiving Dinner. Parents are encouraged to attend these social events and to actively participate in Co-op sponsored activities.

Harassment-Free Environment for Personnel

Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, threatening behavior, etc., against faculty or staff by parents will not be tolerated in any capacity, including social media. Any such actions are not acceptable in a Christian environment. Any parent(s) who verbally or physically abuses a teacher or staff member will be asked to withdraw their students from OLPH Catholic School. Any concerns with school administration should be addressed as stated in the section above.

Home/School Communications

- **Letters and Notices:** When it is necessary to give parents additional information, letters and/or notices are sent home either through the students, through an automated email system, through Google, or through the mail. Parents are asked to read these carefully. Please refer to these communication pieces before contacting the school office. They typically answer all questions you may have. **If a letter or notice has a section for signatures, that section must be signed and returned to school as noted.**
- **OLPH Website:** Current information about the school and church parish may be accessed at school.olphbc.org. Student and alumni news is regularly featured.
- **Phone Numbers/Email addresses:** It is **imperative** that parents notify the office immediately if **any** of their phone numbers or e-mail addresses change during the year. In the case of an emergency, we need to be able to reach you.
- **Texting/Messaging Systems:** Texting and messaging is used to communicate on a regular basis.
 - The principal and office staff use the school information system to send one-way texts with pertinent information and reminders.
 - These messages are automatically generated using your information on FACTS.
 - Please call the school office to update with any changes.
 - To opt out of receiving these alerts, please send a letter to the school office stating your desire.

Parental Participation

In order to serve the best interest of all the families who attend the school, cooperation and mutual support between the parents and the school is required.

- In matters of school discipline, the school, its staff, and administration must be the final authority of student conduct that occurs during school hours or on school grounds. If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. **Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns.** If no satisfactory agreement is reached, the parent and/or teacher should contact the principal or counselor for additional help in resolving the matter.
- Parents who need to communicate with teachers should call the school office. Calls will be returned when teachers become available. **Do not call/text personal cell phones during school hours.**

- Parents may email teachers using their school-issued email address for routine correspondence or to schedule conferences and can normally expect to receive a reply within a 24-hour period. (OLPH teachers are not responsible for checking emails during the weekend or over holiday breaks. If you have an emergency during that time, please call the rectory or contact the principal.) Email should not be used to discuss solutions to solve extensive or ongoing academic or behavioral difficulties. These topics can best be solved through telephone conversations or personal conferences.
- Parents will be informed of and in some cases directly involved in the disciplinary process. Parents can expect to be contacted if disciplinary issues arise involving their student. This has three focuses: (a) to reinforce the partnership between the school and parents in the educational ministry of the children, (b) to keep parents informed of and to enlist the help of our parents in reinforcing this educational ministry, and (c) to give closure to parents and students on an issue. Because we recognize the value of each child and our role as an extension of the family, all three focuses are critical to the mission of our school and to our educational ministry. It is essential that the authority of both the school and its personnel be recognized and respected both by the children who attend classes and by their parents.
- Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters both of schoolwork and of student discipline. **The tone of such inquiry, however, should be in the spirit of cooperation and mutual support.**

Parent/Teacher Conferences

Conferences are scheduled during each quarter period for all students necessary. Additional conferences may be arranged as follows:

- Either request a conference in writing or call the office.
- The teacher will call you to set up the conference. **“Parking Lot” and “Drop In” conferences are not permitted**, as the teacher is not prepared to give accurate reports without complete records.
- Please respect the teachers’ and staff members’ private lives after school hours. Do not call/text teachers at home regarding school matters.

Parent/Teacher Partnership

"Partnership between a Catholic school and the families of the students must continue and be strengthened ... so that the educational goals of the school can be achieved. It is a partnership based on faith. ...The first and primary educators of children are their parents." ([The Religious Dimension of Education in a Catholic School](#), 1988)

MISCELLANEOUS

AHERA

The State of Louisiana mandates that all schools be inspected for the presence of asbestos. In 1989, the Archdiocese of New Orleans hired Pavis-Byrne Engineering Corporation to officially inspect all of its schools. Our Lady of Perpetual Help was included in this process and underwent intensive inspection.

It was originally found that the only asbestos-containing materials present in the school were resilient tile flooring and the cement board wall panels. Resilient tile flooring was removed in 2006. The cement board wall panels still remain. It was also discovered that asbestos containing tiles are present in the small portable. Those tiles have since been encapsulated. Both sets of materials present on the school campus are not normally friable and therefore, are not considered dangerous. Furthermore, inspection of OLPH indicates that the school has been well maintained and has a good operation and maintenance program in effect. A written management plan for asbestos has been developed by the certified inspectors. In accordance with the *Asbestos Hazardous Emergency Relief Act* (AHERA), this plan has been approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the office during regular school hours.

We are obligated by law to make you aware of the presence of non-friable asbestos and the report. Please sign in the appropriate place on the Handbook form to indicate your receipt of this information.

Bicycles/Scooters/Skateboards/Skates

Bicycles, scooters, skateboards, and skates may not be ridden at any time on the school grounds unless under the direct supervision of a faculty/staff member or designated adult.

Books/Resources/Supplies

Students are responsible for all textbooks, workbooks, technology resources, or other resources issued by the school. Fees will be assessed for lost or damaged items. To help reinforce the covers on workbooks, contact paper (preferably clear) may be used. The student's name and grade should be written on the cover. To help protect technology resources, students may use protective covers or cases. Students must keep all items in good condition. In addition, all notebooks, binders, school bags, etc., must be free of graffiti.

Cafeteria Program

OLPH participates in the Federal Food Service Program provided by School Food and Nutrition Services (SFNS) of Greater New Orleans. Students have an account created by parents through [MySchoolBucks](#) to cover the cost of food purchased. **Cafeteria accounts MUST be up-to-date in order for students to utilize the hot food line.**

Students are encouraged to eat a balanced lunch. In order for us to properly support each student, please notify your child's homeroom teacher or the principal of situations that prevent your child from eating a balanced lunch. Students not eating the school lunch should bring a lunch from home. Parents are encouraged to pack a **nutritious** lunch. Milk, water, or juice may be purchased in the cafeteria. **NO soft drinks or fast foods are allowed. NO gum or candy is allowed in lunches or snacks. We are a peanut-free school. No peanuts of anything kind, including nutella.**

Reminders:

- The weekly menu for lunch will be sent out through the weekly newsletter and posted online.

Cafeteria Usage

In order to use the cafeteria, permission must be granted from the church office for all activities. If the kitchen is to be used, arrangements must be made for a School Food Service employee to be present and paid.

Field Trips

Parents will be asked to chaperone as needed. Siblings are not allowed to attend field trips. Students who are ineligible for field trips and/or who do not have parental permission for a field trip must nonetheless attend school on that day and do assigned work. Students are not allowed to go on a field trip without a permission slip, nor are they allowed to call parents on the morning of a field trip if they do not have their slip. **All volunteers are required to have completed a criminal background check (updated every 3 years) and have completed the Safe Environment training prior to being with the students. Note that the turnaround for a criminal background check is at least two weeks.**

Lost and Found Articles

All books, school bags, lunch boxes, and clothing should be marked with the child's name. Purses and wallets should have some kind of identification. The lost articles will be stored one (1) month. Anything not claimed in this time will be given to charity and/or recycled at the used uniform sale.

Messages/Phones Usage/Cell Phones

Office Phone

- Students must have faculty or teacher permission to use the school phone.
 - Students habitually making non-emergency phone calls may be denied telephone privileges, and parents will be notified.
 - In case of emergency, the school office will notify the parent.
 - **Students are not allowed to call home for forgotten materials.**
 - Parents should give their children any messages about transportation home or after school activities before the children leave home in the morning.
 - If that message is different from the normal routine, the parent should contact the front office through email or phone.
 - While afternoon announcements can be used to relay messages in unusual circumstances, this method should not be used as a normal way for parents to communicate with their children.
- If a parent needs to contact a student, a call must be made through the school office by dialing 504-394-0757. A student may not be contacted during the school day by anyone via their personal cell phone.

Cell Phones

- **At no time may a student use a cell phone while on OLPH campus from 7:00 a.m. – 6:00 p.m., on the bus, or during school-sponsored activities. Cell phones will be confiscated, and a parent will be notified to pick it up.**
- At times, a parent may deem it necessary for a child to bring a cell phone to school for extraordinary circumstances. Please meet with the Principal for approval. If permission is granted:
 - The cell phone must be turned off and brought straight to the office before school.
 - The phone will then be returned to the student as he/she departs the school grounds.
 - The school is not responsible for lost cell phones.
 - If riding the bus, the phone must remain powered off and in the book bag/purse until off the bus.
 - The phones WILL be confiscated if used on the bus, before/after school, or in any other manner that directly violates the terms of use approved by the Principal.
- Digital watches which may be used as communication devices or are capable of internet access are not allowed at school.

The following disciplinary actions will occur for cell phone policy violations:

- **1st incident:** The first incident of the above policy will result in the confiscation of the cell phone. The cell phone will be held in the school office and must be picked up by the parent. At that time, both parent and student will be asked to sign for the cell phone.
- **2nd incident:** The second incident will result in the confiscation of the cell phone with parent pick up of the cell phone required from the school office, and the student will be required to serve a detention.
- **3rd incident:** The third incident will result in the confiscation of the cell phone with parent pick up of the cell phone required from the school office, and the student will be required to serve a Saturday morning detention.
- **4th incident:** (and all succeeding incidents). The fourth incident will result in the confiscation of the cell phone with parent pick up of the cell phone required from the school office and a 2 day suspension.

Mandated Reporting

Louisiana law requires that any mandated reporter, including but not limited to teachers and school administrators, report to the correct authority when the mandated reporter has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death.

NSF Checks

A \$25 fee will be assessed for Non-Sufficient Funds (NSF) checks. This fee, in addition to the check amount and bank fees, must be paid in cash or with a money order. After two NSF checks occur, the office, cafeteria, or Co-op may request only cash or money orders for future transactions.

Parties/Gifts/Seasonal Celebrations

- Birthday **snacks** are allowed in school in grades PK1 through 7. Snacks must be store-bought. Parents need to work out details with the homeroom teacher in advance.
- Invitations to a child's party may be distributed at school only if every child in a class is included. The invitations must be handed to the teacher who will distribute them at the end of the day.
- OLPH will not accept special deliveries for students, such as, but not limited to, balloon or floral bouquets.
- Personal limo rides are not permitted.
- Seasonal celebrations will be planned and coordinated through the administration, teachers, and Co-op. Any notices sent out by room moms must be approved by either the teacher or the principal.

Possessions Brought to School

- Electronics of any type, playing cards, collector cards, etc., may not be brought to school without specific permission. The school is not responsible for damaged, lost, or stolen items.
- Students may not bring permanent markers, Sharpies, or correction fluid to school.
- A student should never bring more money than is necessary for lunch and/or other fees. Please be cautious about leaving money where it will be a temptation to others. The school is not responsible for lost money.
- The school is not responsible for any lost jewelry or personal items.

School Bookstore & Spirit Shop

There are a limited number of items that must be purchased at school. These items can be found on the school supply list. Additional spirit items will be sold throughout the year.

Search and Seizure Policy

School officials may search a student's desk or belongings (including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession) if there is reason to believe that stolen/illegal/inappropriate objects or substances are being concealed. Likewise a search may be conducted if there is reason to believe that a violation of a school rule related to the maintenance of discipline in the school has been committed.

Substance Abuse

No student shall possess, use, or attempt to possess, use or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

- Cigarettes, Vapes, E-cigarettes, chewing tobacco, or any other nicotine-containing device.
- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any inhalant abuse substance, such as glue, aerosol paint, or any other volatile chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug

Definitions:

- “Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.
- “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion. See section “[Hierarchy of Consequences](#)” for consequences related to substance abuse.

Personal property may be searched by administrators for alcohol, drugs, and other controlled substances.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. The Medication Authorization Form **must** be completed by the parent/guardian and the health care provider,

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

EMERGENCY/CRISIS PROCEDURES

Our Lady of Perpetual Help has established a Crisis Management Plan so that we may offer assistance to members of our school community who may experience a crisis. The focus of our Crisis Plan is to provide for the safety of the students, faculty, staff, and visitors at all times. We also offer spiritual, emotional, and physical support whenever a crisis arises. As a reminder, please sign in at the front office every time you visit the school during the school day in order for faculty/staff to account for your presence should a crisis situation occur.

Parental Responsibilities

- When a child becomes ill or is injured, the parents/guardians will be notified promptly so that he/she may receive the care that is needed as soon as possible. Parents who work outside the home are responsible for having alternative persons available to pick up their child should he/she become ill at school. Children **MUST** be picked up within one hour of notification that he or she is ill.

School Closures Established After School Hours

- Announcements for the closing of school are announced on the local area media outlets and through the OLPH phone/email/texting system.
- If Plaquemines Parish Public Schools are closed because of weather, OLPH is closed even if no mention is made of any other Catholic schools. Exceptions to this policy may rarely occur; however, notifications will go out directly from the school via the OLPH phone/email/texting system. Follow the local area announcements unless an OLPH announcement has been received.

- If ALL Archdiocesan schools are closed, OLPH is closed even if Plaquemines Parish Public Schools are open. Exceptions to this policy may rarely occur; however, notifications will go out directly from the school via the OLPH phone/email/texting system. Follow the Archdiocesan area announcements unless an OLPH announcement has been received.
- Do NOT call the school/parish office or personally contact a faculty/staff member of OLPH to verify the announcement. Announcements from local area media sources and the OLPH phone/email/texting system are valid. Furthermore, school and church staff will be unavailable to verify announcements due to the fact that they will be preparing the school grounds for the impending weather and then preparing their own families and domiciles and/or evacuating.
- Whenever OLPH School is mandated to close from either the Plaquemines Parish authorities OR the Archdiocese of New Orleans, OLPH Infant to PK 3 is also mandated to close.
- It is essential that we have your home, cell and business phone numbers at all times. The office should be notified IMMEDIATELY of any change of address, phone number, or email. In a crisis situation, you will also be contacted through the school's automated phone/e-mail/texting system.

Emergency Early Dismissal Procedures

- If children are already in school when an emergency dismissal is needed, families will be notified by phone given specific directions regarding emergency dismissal procedures.
- If the school is required to conduct an emergency early dismissal, OLPH Infant to PK3 will also follow those early dismissal procedures.
- It is essential that we have your home, cell and business phone numbers at all times. The office should be notified IMMEDIATELY of any change of address, phone number, or email. In a crisis situation, you will also be contacted through the school's automated phone/e-mail/texting system.

Additional Emergency School Closure Information

- In case of an emergency, OLPH School instituted a telephone/text broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. We will continue to report school closings due to inclement weather or an emergency closing on local TV and radio stations.
- Parents always have the privilege of checking their children out early due to inclement weather at their own discretion whether or not the school announces such events.
- Whenever OLPH School is mandated to close by either the Plaquemines Parish authorities OR the Archdiocese of New Orleans, OLPH Infant to PK 3 is also mandated to close.
- It is essential that we have your home, cell and business phone numbers at all times. The office should be notified IMMEDIATELY of any change of address, phone number, or email. In a crisis situation, you will also be contacted through the school's automated phone/e-mail/texting system.

Parent Instructions for Crisis Situations

In the event of a crisis at school (a fire, a tornado, armed intruder, chemical leak, etc.), parents must be aware of the following:

- Parents and guardians will follow the procedures listed below in the event of any school emergency.
- Parents and guardians will be informed about the crisis via text, email, and/or automatic phone calls, and possibly through local news media.
- Parents and guardians will be directed to the safety zones where the students are located. Students may be in the classroom, large field, or on our alternative evacuation routes.
- If the students must be evacuated from school property, your child's class will be brought to a designated area which will be communicated once the evacuation is completed.
- Any person whose name is on the child's emergency record may bring the child home. Parents and guardians may send or email a note giving the school permission to release their child to a different person. That individual will need to show an ID.
- Parents and guardians will check out their child/children by going to the classroom teacher.
- Please do not attempt to gain access to OLPH property during a crisis situation until you receive information to do so safely via text, email, and/or automatic phone calls. Emergency personnel will prevent your access to the property until they give the all clear.

- It is imperative that parents do not attempt to rush to the school. As in every case, please be assured that student safety remains our priority. Remain at the phone numbers you have provided school to use for emergency contact so you can be contacted if necessary. It is imperative that you keep your contact information updated/current.
- Call the school or rectory for information.
- If the telephones are jammed, listen to any radio or TV station for emergency information.
- Also remember to check your email and phones (both home and cell) for special notifications from school.
- Information on students and instructions for release of students will be given in the special school notifications. Listen attentively there for information.
- The situation may call for the evaluation of students or the sheltering of students in place or even a lockdown. Be prepared to wait until your child can be released safely.
- Call the front office to update any changes in the names and numbers or persons to be contacted in an emergency situation; this should include someone who could be reached at any time during school hours. Strict release procedures will be enforced.
- Every person picking up a child in an emergency must show a photo identification of any sort and sign a release form.

CAMPUS CODE OF CONDUCT

We believe that all children are good and that God has gifted each child with the uniqueness of all his/her own.

- The focus of our school is to establish a Christ-like learning environment where each child feels secure and valued.
- All students have the right to learn and teachers have the right to teach in a Christian learning environment in accordance with the faith and teachings of the Catholic Church.
- No one student has the right to disrupt the learning of another student or keep a teacher from teaching and helping students achieve their goals.

OLPH students live the school mission by being faithful to God, being obedient to their parents, being respectful toward authority, and caring toward their classmates.

- They practice excellence when they put their best effort into their schoolwork, and take personal responsibility for their actions.
- Parents and students are expected to familiarize themselves with the policies and procedures in effect at OLPH and parents are expected to act as role models and to encourage their students to act in accordance with these policies and to support the efforts of the administration, faculty, and staff to enforce them

Behavior Expectations

Cafeteria (or Alternative Meal Location) Expectations

- Enter cafeteria/meal location quietly
- Walk and move in all lines quietly
- Sit at designated table
- Keep eating area clean, push in chairs, and remove tray in an orderly fashion
- Use good table manners
- Use inside voice

Classroom Expectations

Each teacher on their classroom wall will post rules, and positive reinforcement,. Students are expected to follow those rules while under each teacher's supervision.

Hallway Expectations

- Keep to the right and walk in single file
- Keep your hands, feet, and objects to yourself
- Walk quietly

Playground Expectations

- Follow directions of supervisors
- Stay in designated area
- Walk when on or near play systems
- Be a friend (Refrain from fighting, rough playing, shoving, teasing, name calling, kicking, or throwing of objects other than authorized playground equipment designed to be thrown.)
- Use equipment properly

Restroom Expectations

- Use and dispose of paper products properly
- Wash hands
- Use quiet voices
- Use facilities properly and quickly
- Do not loiter in restroom
- Respect privacy of other people using the facility and do not look under stalls
- Do not play with the soap or water
- Do not swing on stall doors
- Do not touch the air condition units

MAJOR BEHAVIOR INFRACTIONS

1. Violating school-wide policies/procedures
2. Violating the technology or cell phone policy/ Using cell phone on campus without permission.
3. Disruptive behavior impeding instruction and resulting in removal from class.
4. No Conduct folder.
5. Being in an unassigned area/ Leaving the school grounds without permission at any time - parent permission is not sufficient.
6. Graffiti or vandalism of any kind.
7. Speaking rudely, yelling, or arguing with adults.
8. Vulgar, obscene, violent, or immoral behavior (actions, spoken or written)
9. Dishonesty (stealing, lying, cheating, academic dishonesty, forgery, plagiarism).
10. Fighting or encouraging fights.
11. Teasing, bullying, harassing, threatening or excluding others.
12. Disrespectful behavior through words, actions, and/or body language.
13. Willful disobedience or defiance.
14. Possession of drugs, tobacco, lighters, matches, alcohol, weapons.
15. Any action that seriously harms the student or others or any action deemed to be contrary to the philosophy of Our Lady of Perpetual Help Catholic School.
16. Uniformed students involved in behavior that is detrimental to the school's reputation (i.e. athletic events, field trips, guest speakers, spend-a-days, outside events)

PROBATION/SUSPENSION/EXPULSION

Probation, if deemed necessary by the Administration, is a result of one infraction or the accumulation of several infractions.

- Students in grades K-7 may be placed on probation.
- Probation results in the loss of field trip privileges and extra-curricular/sports participation.

Suspension represents a serious state of disciplinary concern. It

- Is accompanied by probation.
- Removes a student's ability to represent the school in any extra-curricular activities for the suspension period.
- Will be served in-school in order for the student to work on a solution to take ownership of the infraction and create a re-entry plan. The student is removed from the regular class setting and placed in a supervised environment.
- May be deemed necessary for an out-of-school session to be served.
- Does not cause a student to lose credit for their schoolwork or assessments. The student will receive classwork and assignments at dismissal and is responsible for completing all work upon re-entry.

Expulsion results in permanent separation from Our Lady of Perpetual Help Catholic School

- It may occur after a single severe infraction or upon the accumulation of several major infractions.
- While on probation, if a student commits a major infraction, they may be subject to **Expulsion**.

CODE OF CONDUCT VIOLATIONS

The categories of conduct below are prohibited at school, in school provided transportation, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, or Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Out of School Suspension and Expulsion, as detailed in that section.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination)
- Leave school grounds or school-sponsored events without permission
- Disobey rules for school-provided transportation
- Refuse to accept discipline management techniques assigned by a teacher or principal

Firearm

Firearms of any kind are prohibited on OLPH campus (except by law-enforcement in the active performance of their jobs.) Act 833 of the Regular Session of Louisiana Legislature created the crime of carrying a firearm by a student or non-student on school property. The crime is defined as 'the intentional possession of any firearm by any student or non-student on a school campus, during regular school hours, or on a school bus. Anyone, student or non-student, convicted of the crime of carrying a firearm on school property is subject to the maximum penalty of imprisonment at hard labor for not more than five (5) years. The Law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such official or employee. The Law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

Gum/Candy

Neither gum nor candy is allowed during school and/or school-sponsored events, unless provided by the school. Neither item should be in one's possession on the school grounds. Students will receive an infraction for violating this policy.

Limit Settings

Consequences for violating classroom rules may include, but are not limited to the following:

- Quiet Place or Safe Place
- Notification of parents
- Verbal Warning
- Infraction (A formal write-up sent home)
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in this student handbook
- Cheat or copy (plagiarize) the work of another
- Gamble
- Falsify records, passes, or other school-related documents (forgery)
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities
- Repeatedly violate other communicated campus or classroom standards of conduct

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures, not even in jest
- Engage in fights or scuffles
- Threaten a student, employee, or volunteer, including off-school property
- Engage in pranks, bullying, harassment, or making hit lists
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a student, employee, or volunteer
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others

No Hit Zone

OLPH is a No Hit Zone, and as such, sets a precedent within the community and establishes a commitment to the promotion of effective parenting techniques by instilling that:

- No adult shall hit a child
- No child shall hit another child
- No adult shall hit another adult
- No child shall hit an adult

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Any item or object that can be used to threaten, inflict bodily injury, or harm another, such as a razor, box cutter, chain, a pocket knife, any small knife, mace or pepper spray
- Tobacco products, including electronic cigarettes, matches or a lighter
- A laser pointer for other than an approved use
- Articles not generally considered to be weapons, including school supplies, when school personnel determines that a danger exists, especially when used to inflict injury
- Inappropriate or sexually explicit material

Property Offenses

Students shall not:

- Damage or vandalize property owned by others
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means
- Steal from students, staff, or the school

Responsibility

Students will:

- Turn in all signed papers and assignments on time
- Attend assigned tutoring
- Actively engage and participate during class
- Bring all school/teacher communication home and give to parents/guardians
- Show up to school and class on time

Safety Transgressions

Students shall not:

- Possess or publish electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property
- Make false accusations or perpetrate hoaxes regarding school safety
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence
- Throw objects that can cause bodily injury or property damage
- Activate a fire alarm or discharge a fire extinguisher without valid cause

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not
- Listen carefully, demonstrate active listening skills
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Meet school standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of students, teachers, staff, and volunteers
- Respect the property of others, including school and parish property and facilities
- Cooperate with and assist the school staff in maintaining safety, order, and discipline
- Adhere to the requirements of the Student Code of Conduct

Teasing Definition

Students, parents, faculty, and staff are prohibited from teasing other students, parents, faculty, and staff. Name calling or remarks made against another individual will be treated as teasing. All types of inappropriate speech, and/or behavior that demeans or violates the human dignity of another human being fall into this category, to include but not limited to remarks made about another's:

- race
- social class
- creed
- religion
- parent occupation
- body style

- personal appearance
- gender
- family situation
- living environment
- learning needs
- friend group
- feelings
- emotions
- intelligence
- diet
- behavior
- relationship

Teasing of such nature will immediately receive a [Category 1](#) on page 35 consequence. After the first offense, teasing will then be treated as bullying and consequences will follow the [Bullying Policy](#). Teasing of a lower grade-level student after the offended student or a faculty member has reported the behavior AND asked for the teasing to stop will then be classified as bullying and consequences will follow the [Bullying Policy](#) on page 38.

Water Bottles

- PK1 - Kinder: Students should follow the class rules regarding water bottles.
- Gr. 1- 7: Students are required to bring a clear water bottle. All water bottles must be transparent plastic with no additional features, such as a spray/squirting feature, lights, metal pieces, glass, or decorations. Water must also not contain sugar, calories, dyes/color or artificial flavor packets.

Weapon Free Zone

The Gun-Free School Zones Act defines a school zone as the area “in, or on the grounds of or within a distance of 1,000 feet from the grounds of a public, parochial or private [elementary or secondary] school.”

STUDENT DISCIPLINE

General Discipline Guidelines

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal or written correction
- Quiet place/safe place/cooling off period
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Infractions
- Behavioral contracts
- Guidance by/Discussion with teachers, school counselor, or administrative personnel
- Parent-teacher conferences
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy
- Sending the student to the office or other assigned area, or to In-School Suspension
- Assignment of additional school duties such as cleaning or picking up litter
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations
- Penalties identified in individual student organizations’ extracurricular standards of behavior
- School-assessed and school-administered academic and/or behavioral probation
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code

- Expulsion, as specified in the Expulsion section of this Code
- Other strategies and consequences as determined by school officials

Low Grades, Irresponsibility, Disorganization

It is of the utmost importance that all students learn organizational skills and responsibility. All problems associated with lack of organization and responsibility (late work, unprepared students, lax attitudes, etc.) affect overall learning. Disorganization leads to lower grades and achievement. It also prevents students who know the subject material from obtaining the grades to reflect their knowledge. Therefore, we have created a more structured environment to assist students who need support. We will hold students accountable for bringing all classwork, textbooks, writing utensils, planners, and other necessary items to class daily. Organization and responsibility is a prerequisites for success, and we strive to help your child learn these necessary skills.

Hierarchy of Consequences for Low Grades, Irresponsibility, Disorganization

Step 1:

- Work with the teacher to resolve issue
- Student calls home to a parent during lunch to report issue
- Student is given 1 day to resolve with parent support

Step 2:

- Student is required to attend Academic Overtime for a period of time determined by their teacher(s).

Step 3:

- Work with the Principal to develop a student academic support plan

Academic Overtime (AO)

Purpose of AO: The purpose of the daily lunchtime Academic Overtime period is to provide students with an *academic* consequence for an infraction earned due to irresponsibility or disorganization. Any student that is assigned to AO five or more times in a nine week period may face alternate consequences.

Location and time of AO: Academic Overtime meets every day during each lunch period in a designated classroom overseen by the lunch duty teacher.

Reasons for assigning AO include:

- Students not completing or turning in homework/classwork
- Students not completing missing assignments in an accurate manner
- Additional responsibility reasons as discussed with student and teacher

Inappropriate Behavior

Below is a guideline used in determining the consequences for Inappropriate Behaviors (in addition to those consequences relating to Harassment and Bullying behaviors-see Bullying chart and related consequences).

- The school reserves the right of the principal, after consultation of the pastor, to withdraw a student when such is in the best interest of the school and/or student.
- As the seriousness/frequency of inappropriate behaviors increase, so do the type and amount of consequences. The school will consider a student's account of inappropriate behavior before assessing serious disciplinary consequences, such as suspension or expulsion.
- Principal retains the authority in all circumstances to determine the appropriate consequences and discipline for any particular action or student based on the totality of the circumstances.

Hierarchy of Consequences

Category 1

Actions that are typically handled by the classroom teacher without notifying the school office. Examples:

- Talking in class
- Not doing assignments or homework
- Not having class materials or books
- Disrupting class

- Horseplay
- Dress code violation

Consequences include, but are not limited to:

- Verbal or written correction
- Quiet place/safe place/cooling off period
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Parent will be notified of inappropriate behavior
- Infraction (a formal write-up) issued by teacher/parent notified through email (FACTS)

Category 2

Actions that may need to be referred to the school office. Some examples are:

- Repeated category 1 offenses
- Refusing to follow instructions from school personnel
- Stealing - first offense
- Repeated dress code violations

Consequences include, but are not limited to:

- Infraction issued (with or without detention) assigned by the teacher.
- Second Infraction issued and additional lunch detention assigned by the teacher.
- Third Infraction issued, behavioral office referral, parent conference scheduled, and detention assigned by an administrator.
- Behavior plan and/or contract

Category 3

Actions that must be referred to the school office. Some examples are:

- Repeated category 2 offenses
- Fighting (all parties actively engaged face consequences)
- Cursing, abusive language, or harassment, even in jest
- Possession of tobacco, nicotine containing devices, or any other [prohibited substances](#)
- Vandalism

Consequences include, but are not limited to:

- Infraction
- Friday or after school detention
- Parent conference with administrator and teacher team
- In-school suspension
- Out of school suspension
- Behavioral probation

Category 4

Actions that result in immediate removal from campus and possible expulsion.

Some examples are:

- Repeated Category 3 offenses
- Assaults on teachers or others
- Selling, possession, or being under the influence of illegal substances
- Possession of firearm or weapon
- Felony or criminal mischief

- Vandalism resulting in more than \$750 in damages

Consequences include, but are not limited to:

- Out of school suspension
- Parent conference
- Behavioral plan and/or contract
- Expulsion
- Notification of law enforcement

Detention Policy

- **7 AM Wednesday Detention:** Will be assigned for 5 (Five) demerits within one week Monday-Friday
 - The student reports to the front office to check in with Mrs. Breaux or another staff member.
- **7 AM Saturday Detention:** Will be assigned after 20 demerits are received
 - The student reports to the front office to check in with Mrs. Breaux or another staff member.

Failure to report to a detention will result in an In-School Suspension.

In-School Suspension (ISS)

- Parents will be notified the day of or the day before a student is to serve an in-school suspension.
- While serving an in-school suspension, the student will be responsible for having all class assignments completed satisfactorily. Assignments will be turned in by the end of each class period unless otherwise indicated; Students may not take work home from ISS. No credit will be given for assignments not completed during ISS.
- The student may be responsible for bringing a sack lunch and drink, as he/she will not be allowed to eat in the cafeteria.
- Students will receive an In-School Suspension after 3 Saturday detentions.

Out-Of-School Suspension

The duration of an out-of-school suspension may be up to three (3) days. Written notice will be given to the parent or guardian during a scheduled conference with an administrator. The student will be marked absent and will not receive credit for any required work. All work missed will receive a grade of 60 in the gradebook. A reinstatement conference is required at the end of the OSS period, and any outstanding work assigned before the suspension was issued must be turned in at that time. ***Students serving an out-of-school suspension may not participate in any extra-curricular activities until after the reinstatement meeting and the student has returned to school.***

Expulsion Policy

A student may be expelled from school when other means of discipline have failed and continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Normally expulsion will follow a single grave offense or a series of lower-category offenses. All expulsions are issued after consultation with the Archdiocese of New Orleans Office of Catholic Schools.

Referral to Outside Services

OLPH reserves the right to require psychological intervention as a prerequisite for continued enrollment when a child uses excessive inappropriate language or gestures directed toward others or makes a threat to harm himself, herself, or others. In such instances, the student will not be allowed to return to OLPH until the student has been evaluated by a mental health professional in accord with school policy.

Probation Status

The Principal, at the recommendation of a teacher team, may place a student on academic or behavioral probation. At the beginning of this probation period, expectations of the teachers and school are outlined, with the ultimate goal being the academic and social success of the student, as well as compliance with the philosophy and goals of the school. The purpose of the process is to channel energy into constructive behavior and focus the student on expected academic outcomes. Input from the student and parents may be sought to make the probation period a time of personal growth and development for the student. At the end of the designated probation period, a team of teachers

will meet and evaluate the student's progress, after which the teachers will make their recommendation to the Principal. They will then meet with the parents and student and recommend probation be lifted, continued, or the student may be asked to withdraw from the school.

****Academic Probation****

Academic Probation will occur at the end of each progress report/report card grading period. A student is placed on academic probation if he/she receives more than one grade below 70 or more than 2 grades below 75. For athletics, according to AIAL eligibility rules, the student "may not be failing more than one subject nor receive less than a 70% overall grade point average at the end of any progress reporting period or regular report card period." (AIAL rules)

While on academic probation a student may not:

- Be a representative of any school organization
- Participate in activities that take time after school hours unless the activities are required for a course grade, in which case an alternative assignment will be given
- Participate in any AIAL sport competitions

Parents, faculty, club sponsors, and coaches will be notified. Academic probation will be reviewed on a weekly basis and the probationary status will remain in effect until the deficiency is removed as indicated by the progress report or report card. (AIAL eligibility rules) Academic probation begins when the student organization moderator or Athletic Director receives the list from school Administration and the parent and student are notified. At any time in this process, the student's academic record may be re-evaluated with the possible recommendation that the student withdraw from OLPH.

Behavioral Probation

A student who has accrued 4 Infractions or has reached Category 3 or 4 may be placed on behavioral probation. A student placed on behavioral probation will be required to:

- Resign from any club or school organization
- Discontinue representing OLPH on any athletic team or extracurricular activity
- These prohibitions extend to practices, performances, meetings, trips, socials, and games

The student and parents will have a conference with the teacher team, and Principal. At this meeting, the terms of the probation period will be set. The contract will specify the conditions and the length of the behavioral probation. If the student and the parent/guardian accept the conditions of the contract the student will be allowed to continue at OLPH. A meeting to reinstate the student into their regular activities will be set upon the conclusion of the initial probation conference.

HARASSMENT AND BULLYING

OLPH adheres to the Archdiocese of New Orleans Anti-Bullying Policy regarding bullying which we have incorporated into this Harassment and Bullying Policy. OLPH does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school-related activities: all students; regular or temporary, part-time or full-time employees; volunteers; itinerant instructors, and consultants.

Anti-Bullying Rules

- Rule 1: We will not pick on or bully others.
- Rule 2: We will try to help students who are bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Harassment Definitions

- **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- o Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature
- o Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student
- o Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment
- **Verbal harassment** includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- **Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.
- **Bullying** occurs when a student or other person is exposed repeatedly and over time, to negative action on the part of one or more students or persons. Bullying is characterized by the following criteria:
 - o It is aggressive behavior or intentional harm.
 - o It is carried out repeatedly over time.
 - o It occurs within an interpersonal relationship characterized by an imbalance of power.
 - **Physical bullying** is physical acts of aggression such as hitting, kicking, tripping, or pushing.
 - **Emotional bullying** is causing harm to someone's self-esteem or feeling of safety.
 - **Relational/Social bullying** is spreading rumors, intentional exclusion of others, passing of harmful notes about another person.
 - **Verbal bullying** is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
 - **Internet (Cyber) bullying** is the spreading of harmful information or lies about others through email, chats, text, messages, online blogs, cell phones or cameras.
 - **Sexual bullying** is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene sexual gestures.

Prohibition Against Bullying and Harassment

As defined by the above-mentioned behaviors, bullying behavior is prohibited, and such conduct will result in disciplinary action.

Bullying Chart

LEVEL ONE					
Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance/relational	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
<i>Documented and Repeated:</i> · Expressing physical superiority · Blaming the victim for starting the conflict	<i>Documented and Repeated:</i> · Making threatening gestures · Pushing/shoving	<i>Documented and Repeated:</i> · Insulting remarks · Calling names · Teasing (See Teasing)	<i>Documented and Repeated:</i> · Giving dirty looks · Holding nose or other insulting gestures	<i>Documented and Repeated:</i> · Gossiping · Starting or spreading rumors · Teasing publicly (See Teasing)	<i>Documented and Repeated:</i> · Ignoring someone and excluding them from a group

	· Taking small items from others				
LEVEL TWO (some of these behaviors are against the law)					
Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance/relational	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
· Any Level One infraction that has occurred more than 3 times · Threatening physical harm	· Any Level One infraction that has occurred more than 3 times · Damaging or defacing property · Stealing · Starting fights · Scratching or biting · Pushing, tripping, or causing a fall · Assaulting	· Any Level One infraction that has occurred more than 3 times · Harassment: making repeated insults and threats · Insulting your race, color, religion, ethnicity, gender, etc (See Teasing)	· Any Level One infraction that has occurred more than 3 times · Saying someone is related to a person considered an enemy of this country (e.g., Osama bin Laden)	· Any Level One infraction that has occurred more than 3 times · Ostracizing using notes, Instant Messaging, e-mail, etc.	· Any Level One infraction that has occurred more than 3 times · Playing mean tricks to embarrass someone · Posting slander in public places

LEVEL THREE (most of these behaviors are against the law)					
Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance/relational	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time · Making repeated and/or graphic threats (harassing) · Practicing extortion (such as taking lunch money) · Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time · Destroying property · Setting fires · Physical cruelty · Repeatedly acting in a violent, threatening manner · Assaulting with a weapon 	<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time 	<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time · Destroying personal property, such as clothing, books, jewelry · Writing graffiti with bias against your race, color, religion, ethnicity, gender, etc (See Teasing) 	<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time · Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> · Any Level Two infraction that has occurred more than 1 time · Arranging public humiliation

Hierarchy of Consequences for Bullying

Procedures and Consequences - It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the Principal/Administrator. OLPH reserves the right to require psychological intervention as a prerequisite for continued enrollment when a child uses excessive inappropriate language or gestures directed toward others or makes a threat to harm himself, herself, or others.

LEVEL ONE

- FIRST OFFENSE
 - o Verbal warning and discussion with teacher
 - o Verbal recommendations
 - o Restorative practice/apology

- o Teacher meets with student and reviews bullying policy and its implications and documents meeting on form
- o Teacher informs homeroom teacher who will monitor students' behavior and follow up
- o Homeroom teacher will contact parents of Target and Aggressor (without mention of names)
- o Teacher records incident in Parent Portal
- SECOND OFFENSE
 - o Same as First Offense
 - o Time out/loss of privilege
- THIRD OFFENSE
 - o Same as Second Offense
 - o Loss of major privilege
 - o Teacher reports incident to Administrator
 - o Administrator contacts parents of Target and Aggressor
 - o Possible Behavior Improvement Plan (BIP) is created

LEVEL TWO

(some of these behaviors are against the law)

- Teacher reports incident to Principal
- Same as above but to include:
 - o Parent contact to allow student to self-report
 - o Administrator meets with Target and Aggressor (separately) and reviews bullying policy and its implications
 - o Administrator meets with parents of Target and Aggressor (separately)
 - o Teacher/Administrator monitor student's behavior and follow up
 - o Student privileges reduced to classes only, walking recess, and/or lunch detention
 - o Student may earn an additional detention
 - o Student will perform community service within school or church
 - o Other consequences as deemed appropriate by the Administrator
 - o Suspension, either internal or external depending on severity of the incidents
 - o Possible referral to law enforcement

LEVEL THREE

(most of these behaviors are against the law)

- Teacher records incident in Parent Portal
- Teacher reports incident to Principal
- Same as above but to include:
 - o Administrator meets with parents of Aggressor and Target (separately)
 - o Administrator updates all staff
 - o Possible in-school suspension, out of-school suspension, or expulsion
 - o Payment or restitution for damages if applicable
 - o Possible referral to law enforcement

Reporting

- Anyone associated with OLPH including students, school staff, and administrators, parents, and community members must report any act that may be a violation of this policy in order for OLPH to take appropriate action.
- All school employees are required to report alleged violations of this policy to the Principal or the principal's designees. Staff are expected to immediately intervene when they see a bullying incident occur. Reports may be made anonymously. Each complaint of bullying will be promptly investigated. Formal disciplinary action may not be based solely on the basis of an anonymous report.
- All such reports will be taken seriously. The principal or principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report.

- Any reprisal or retaliation is prohibited against any person who reports a bullying incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.
- All employees at OLPH are mandated reporters under Louisiana law, thus are required to report to the appropriate authorities anytime it is believed a child's mental or physical well-being is at risk. OLPH is required to take this responsibility seriously and adhere to those obligations in all such matters.

The following procedures must be followed for filing and investigating a harassment claim:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal.
- In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
- If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent of Catholic Schools. As soon as the verbal report has been given, the school personnel must report the incident to the Pastor and Superintendent.
- The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- Once the facts of the case have been gathered, the Principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
- If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

INFORMATION TECHNOLOGY RESOURCES

OLPH Information Technology (I.T.) Resources are all media used to transmit, receive, or store information electronically. Examples include personal computers and peripheral equipment, computer networks, flash drives, access to the Internet, audiovisual equipment, and storage media. Whether using personal or school computers, the school's name/logo may only be used with the expressed permission of the Principal.

Computer Usage Outside of OLPH School

It is imperative that parents closely supervise their child's use of the Internet. Several Internet sites allow students to log on, create personal profiles and/or webpages, post "blogs," messages, and photos, and participate in "chat room" discussions. Such information is accessible to anyone in the public domain, oftentimes even when the student thinks that the site is password protected. OLPH encourages parents to discuss with their children the responsibility that comes with utilizing the Internet and the risks of displaying personal and sensitive information as well as inappropriate material on these public sites.

Students who post, or cause to be posted, inappropriate or morally offensive material on the Internet reflect negatively on the school. Such action is considered a major offense. Students whose personal websites, social network pages or e-mails feature such inappropriate material will be subject to disciplinary action, up to and including expulsion. Parents will also be notified that their child has engaged in this inappropriate activity. Inappropriate material includes any writing or images that are determined to be detrimental to the common good (including cyber-bullying), or which are morally offensive according to the teachings of the Catholic Church, and thus, harmful or offensive to members of the OLPH faith community. The school administration and the pastor determine the seriousness of the offense and the appropriate consequence.

Entitlement to Use I.T. Resources

The following people are entitled to use OLPH Information Technology resources:

- All employees of OLPH for school business.
- All OLPH students who have written parental consent and have direct supervision.
- Others working at OLPH who request use of OLPH information technology resources and are approved by the Principal.
 - These requests will be reviewed on a case-by-case basis, will be granted as needs and resources permit, and will be for a limited duration specified by the Principal.

General Policy and Guidelines

OLPH I.T. resources are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of OLPH, the Archdiocese of New Orleans and the Catholic faith. Users must acknowledge their understanding of the general policy and guidelines as a condition for using these resources. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege to use OLPH Information Technology resources and/or other sanctions.

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through e-mail, text messages, website postings, and other forms of social media, whether they occur through the school's equipment or connectivity resources or through private communication, which:

- Are of a sexual nature;
- Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community
- Cause harm to the school community.

Parents/guardians and students are required to sign off on the [Internet/Technology Permission form and User Agreement form](#).

Guideline I

Acceptable uses of OLPH I.T. resources are activities that support learning and teaching. Resource users are encouraged to develop uses which meet their educational needs and which take advantage of available/emerging technology.

Guideline II

Unacceptable uses of OLPH I.T. resources are those that do not support learning and teaching. These uses include but are not limited to:

- Using profanity, obscenity, or other language which may be offensive to another user
- Re-posting personal communications without the author's prior consent
- Attempting to deliberately degrade or disrupt the computer system will be viewed as criminal activity under applicable state and federal law
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Spreading computer viruses deliberately
- Using the network for any illegal activity, including violation of copyright or other contracts
- Vandalizing the data of another user
- Downloading or installing any software programs on the computer system
- Creating or running programs that waste system resources
- Invading the privacy of individuals
- Using an account owned by another user
- Posting anonymous messages
- Gaining unauthorized access to resources or entities

Guideline III

The faculty is responsible for teaching proper techniques and standards for participation, guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the resources they may

lose their access privilege and/or face other sanctions. Particular concerns include safety on the network, issues of privacy, copyright infringement, email etiquette, computer viruses, and appropriate uses of the Internet. Users will be allowed to produce materials for electronic publication on the Internet. Faculty will monitor these materials to ensure content is appropriate.

The content of materials is constrained by the following restrictions:

- No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
- All student work must be signed with the student's first name only or, when appropriate, first name and teacher initials.
- Individuals in pictures, movies or sound recordings may be identified by student's first name only. Absolutely no last names may appear in reference to individuals.
- All student work or pictures appearing on the Internet will correspond to the level of parental consent on the student's Parent Consent Forms.
- Text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or degrades others will NOT be allowed.

Guideline IV

The person in whose name an account is issued is responsible at all times for its proper use. For this reason it is imperative that users with individual accounts not share their user I.D. and password with other individuals. Users with individual accounts should also change passwords frequently.

Responsible and Ethical Use of Computers, Technology, and the Internet

Students, faculty and staff at OLPH School have the opportunity to access the Internet to prepare students to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communications skills.

The following Responsible Use Guidelines apply to all users accessing any school network connection:

- It is understood that cooperation is critical in the use of technology and the Internet at OLPH School. Violations of these Responsible Use Guidelines may result in **disciplinary action**, or **loss of Internet privileges** at school.
- Transferring copyrighted materials to or from any OLPH School computer is expressly prohibited!
- It is understood that the use of the **Internet is a privilege!** The primary use of the network shall be reserved for educational growth.
- Any attempt to bypass system security, guess passwords, or in any way gain unauthorized access to local or network resources (including student email) is forbidden and will result in serious disciplinary action.
- School faculty and staff members will monitor the student use of the Internet. **Students may not be on the Internet without an adult supervisor in the room.**
- Computer usage to pursue any illegal, unauthorized, immoral, unethical, damaging, corrupt, or fraudulent activities is strictly prohibited.
- Physical abuse of computer equipment (hardware or software) will not be tolerated. Any act of abuse may result in disciplinary consequence as well as monetary compensation as determined by OLPH I.T.
- Students must respect the security and integrity of the computers and the computer network system. Installation and transfer of software, shareware, freeware, or any other types of application programs or files without authorized permission is forbidden and may result in disciplinary action.
- The Archdiocese, System Administrator and Principal reserve the right to access and monitor the activity and accounts of individual users within the school system. The Archdiocese does provide a filtering system to block out inappropriate sites while on campus. OLPH encourages parents to monitor the sites accessed while at home. Every effort is made to protect the children.
- Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources
- Attempt to access or circumvent passwords or other security-related information of the school, students, or employees or upload or create computer viruses, including off school property if the conduct causes a disruption to the educational environment
- Attempt to alter, destroy, or disable school technology resources including but not limited to computers and related equipment, school data, the data of others, or other networks connected to the school’s system, including off school property if the conduct causes a disruption to the educational environment
- Use the Internet or other electronic communications to threaten students, employees, or volunteers, including off school property if the conduct causes a disruption to the educational environment
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyber bullying and “sexting,” either on or off school property, if the conduct causes a disruption to the educational environment
- Use email or websites to engage in or encourage illegal behavior or threaten school safety, including off school property, and anything that causes a disruption to the educational environment

Social Media Guidelines

Social media/networking is a way for members of our school community to communicate with each other, share educational resources, enhance the classroom experience, and network with school community members. Social media refers to any online service that allows any internet user to create and post content. Many social media sites require users to create personal profiles where users share personal information about themselves. Some examples of social media sites are Facebook, Instagram, Snapchat, Youtube, Twitter, and Whatsapp. Since there are risks involved with using social media, we have established guidelines for students, faculty, staff, and parents to follow when representing OLPH on both school related and personal social media.

Be respectful, responsible, and equitable:

- Be respectful and considerate of others when posting on social media.
- If referring to our school, faculty, or staff in a post, do so in a way that will enhance the reputation of our school and the individual rather than harm it. “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” -Ephesians 4:29
- Only discuss school matters online that are in your realm of responsibility.
- Adults should be open about their affiliation with the school and the position that they hold.
- Be mindful of who you interact with online.
 - Interaction with peers should be done at your discretion.
 - If you are an employee interacting with a student, consider the purpose and appropriateness of the interaction.
- Maintain proper, professional relationships online.
- Do not bully or speak negatively about a person online.
- Do not reveal information that is considered personal, private, or confidential.
 - Anything posted online can be viewed by any internet user; please be mindful when releasing information.
- Use good judgment in all situations.
- Behave in a way that makes yourself and others proud and will reflect well on the school.
- Report inappropriate online behavior.

Be accurate and appropriate:

- Only comment about matters in which you are well informed.
- All statements must be true and not misleading.
- If reposting/sending online content to others, always preview the content before reposting/sending.
- Post images with awareness
 - Refrain from posting photos of other students online without proper consent.
 - Do not caption or tag photos with student’s names without permission.

Social Media Threats

It is imperative that parents today be aware of the social media activities of their children. Parents should follow their children on social media to further prevent the posting of inappropriate material and/or communications. With

the use of social media comes legal repercussions. Inappropriate content shared with, to, or by your child can create legal matters for both your child and you. Parents are responsible for their child's phone use, especially when it involves social media with age restrictions. Therefore, it is vitally important to speak to your child about any message that is sent through social media regarding comments that reference threats of bodily harm. OLPH CANNOT take any threat lightly nor will we create a teachable moment around such threats. The teachable moment is NOW, before any post is made or message is shared. Please speak to your child about appropriate ways to express frustration with themselves or others. Words like kill, stab, shoot, and/or statements with intention to hurt or harm will be dealt with as follows:

1. First offense: The student will be immediately sent home and suspended for one day.
2. Second offense: The student will be immediately sent home and suspended for two days.
3. Third offense: The student will be immediately sent home and may result in a 5-day suspension with a mandated psychological evaluation and/or an automatic expulsion.

In all three offenses, Plaquemines Parish Sheriff's Office will be notified and a psychological evaluation may be mandated before your child may return to school.

PRINCIPAL'S AUTHORITY

As with all disciplinary offenses, the principal retains the authority to determine the appropriate disciplinary consequences for any infraction.

THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK. PARENTS WILL BE NOTIFIED IN WRITING AND VIA EMAIL OF ANY CHANGE. NOTE: YELLOW HIGHLIGHT INDICATES A CHANGE FROM THE PREVIOUS YEAR.

LIVING THE MESSAGE OF JESUS THROUGH GOSPEL VALUES

Each year, the school community highlights a particular Gospel value in its efforts to make the message of Jesus a lived reality. We invite all members of the extended school community to join us in this effort.

2024-2025- “*Gratitude*”

1991 – 1992 + *Community*
1994 – 1995 + *Justice*
1997 – 1998 + *Service*
2000 – 2001 + *Joy*
2003 – 2004 + *Prayer*
2006 – 2007 + *Trust*
2009 – 2010 + *Freedom*
2012 – 2013 + *Life*
2015 – 2016 + *Strength*
2018 – 2019 + *Inclusive*
2021 - 2022 + *Fortitude*

1992 – 1993 + *Hope*
1995 – 1996 + *Love*
1998 – 1999 + *Compassion*
2001 – 2002 + *Peace*
2004 – 2005 + *Truth*
2007 – 2008 + *Unity*
2010 – 2011 + *Discipleship*
2013 – 2014 + *Perseverance*
2016 – 2017 + *Welcome*
2019 – 2020 + *Empathy*
2022 - 2023 + *Holiness*

1993 – 1994 + *Reconciliation*
1996 – 1997 + *Faith*
1999 – 2000 + *Courage*
2002 – 2003 + *Mercy*
2005 – 2006 + *Kindness*
2008 – 2009 + *Wisdom*
2011 – 2012 + *Blessings*
2014 – 2015 + *Light*
2017 – 2018 + *Integrity*
2020 – 2021 + *Trust*
2023- 2024 + *Kindness*
2024-2025+ *Gratitude*

2025- 2026 + *Peace*



*The feast of Our Lady of Perpetual Help
is observed on June 27.*

Chromebook Specific Use Rules

As a responsible student using technology, I understand the following is expected of me when using my assigned Chromebook during the school year.

1. I will take care of my Chromebook.
2. I will know where my Chromebook is at all times.
3. Only I am permitted to use my Chromebook, unless my teacher assigns it to someone in my absence.
4. I will always carry my Chromebook closed and with two hands.
5. I will always use my Chromebook in a safe place: desk, table, or cart.
6. I will keep food and beverages away from my Chromebook, as they can cause damage to the device.
7. I will use my Chromebook in ways that are educationally appropriate and meet school usage requirements. (This means I will only use Google Chat with others when permitted by the teacher.)
8. I will use my Chromebook to complete assignments as expected. This means I will not use websites, games, and Google programs not approved by my teacher.
9. I will practice digital responsibility on the internet.
10. I will not place any decorations on my Chromebook.
11. I will only touch MY Chromebook.
12. I will report any damage or student misuse of Chromebook to my teacher immediately.

If I fail to follow the Chromebook rules stated above, I may visit with the principal. (2nd offense = 1 hour after-school detention, 3rd offense = 4 hour Saturday detention)

Technology Agreement

Our Lady of Perpetual Help School offers students the privilege to use a dedicated Chrome Book and the Internet as a way of providing significant educational materials and opportunities. In order to ensure safe, efficient and appropriate use of this technology, we are asking that all students and parents read and sign the following agreement.

1. I will handle my computer in a **safe and responsible** way. If I break any of the following rules and my computer is damaged or lost, I am responsible for the maintenance fee:
 1. Using two hands when moving the computer at any time within a classroom
 2. Making sure that no foreign object touches the screen (including fingers)
 3. Keeping the computer out of the vicinity of food or drink
 4. Never leaving my computer logged in while unattended
 5. Laptops must be returned to their correct cart and shelf.
2. I will not **customize** my computer in any way unless given explicit permission by a staff member. This includes:

1. Changing the appearance of the display (colors, fonts, desktop pictures)
2. Downloading any programs from the internet without permission.
3. Adding passwords
2. When connected to the **Internet** (at school), all work and web sites visited must be school-related. The following Internet uses will result in immediate disciplinary action:
 1. Playing games
 2. Checking e-mail or using an instant messenger
 3. Attempting to log-in to a social networking site or other personal page
 4. Posting private information about self or other students (this includes any subscriptions or registration)
 5. Plagiarism (the taking of material created by others and presenting it as if it were one's own)
 6. Copyright infringement (replicating or using software, music or other protected files without the permission of the owner; outside of Fair Use guidelines)
 7. Accessing material that is obscene or explicit (not suitable for people under 18)
 8. Making purchases of any product or service
2. I will respect my classmates by never engaging in data **vandalism**. Data vandalism is defined as any malicious attempt to access, harm or destroy data of another user.
 1. Deleting or editing other student's files on their Google Drive without permission.
 2. Creating documents with which to falsely incriminate other students.
2. I will not use any computer that is not assigned to me without first gaining permission from a teacher.
6. I will not **cyberbully** anyone at any time. Cyberbullying is defined as:
 - a. sending mean, harassing, or intimidating text messages or emails,
 - b. spreading rumors via email or on social networking sites,
 - c. creating fake profiles of people, and
 - d. sharing pictures/videos of someone without permission.
7. Finally, I understand that I am obligated to report someone if I am aware that they are breaking any of these rules.

HANDBOOK ACKNOWLEDGEMENT

A electronic signature is required within the enrollment/re-enrollment packet.