



PARENT– STUDENT HANDBOOK 2026– 2027

QUICK REFERENCE

Main Office: 812.944.7676	Address: 1752 Scheller Lane, New Albany, IN 47150
Website: school.olphna.org	ParentSquare: Primary family communication and alerts
PowerSchool: Grades, attendance, and student information	School Day: Arrival 7:15–7:45 a.m.; K–8 dismissal 2:45 p.m.
Absences: Notify the front office by 9:00 a.m.	K–8 Transportation Changes: Notify the front office by 2:00 p.m.

Handbook Revised September 2026

A Letter from the Principal

Dear OLPH Families and Students,

“What greater work is there than training the mind and forming the habits of the young?”

- St. John Chrysostom

Welcome to the 2026–2027 school year at Our Lady of Perpetual Help Catholic School!

By choosing OLPH, your family has made a meaningful commitment to an education rooted in faith, academic excellence, service, and the formation of the whole child. We are honored to partner with you in helping each student grow academically, socially, emotionally, and spiritually.

At OLPH, we believe that every member of our school community has the opportunity to Be the Reason- the reason a child knows they are loved by God, the reason someone believes more is possible, and the reason our students are inspired to use their God-given gifts in service to others. This calling requires a strong partnership among our students, families, faculty, staff, parish, and administration.

The Student and Parent Handbook outlines the policies, procedures, expectations, and shared responsibilities that guide our school community. These guidelines are intended to provide consistency, promote safety, support student learning, and help us maintain a respectful and Christ-centered environment. Please take time to review the handbook carefully with your child and complete the accompanying acknowledgment agreement.

While no handbook can address every situation that may arise, the policies contained within this document provide the foundation for our decisions and practices. School administration reserves the right to interpret, revise, or make exceptions to these policies when necessary to protect the mission, safety, and best interests of Our Lady of Perpetual Help Catholic School and its students.

Thank you for entrusting us with the privilege of educating and caring for your children. I look forward to working alongside you as we build a school community united in faith, committed to excellence, and dedicated to helping every child become the person God created them to be.

Together, let us pray that God, who has begun this good work in us, will carry it through to completion. May God bless our students, families, faculty, staff, and parish community throughout the coming school year.

God bless,

Sarah Conrad; Principal

Our Lady of Perpetual Help School Mission

Our Lady of Perpetual Help Catholic School forms leaders of tomorrow by expanding minds, touching hearts, and nurturing spirits through the traditions and teachings of the Catholic faith.

Our Lady of Perpetual Help School Vision

Our Lady of Perpetual Help Catholic School's vision is to be an exemplary Catholic school that educates students to know, love, and serve God and others, making the world a better place.

Our Lady of Perpetual Help School Philosophy

Our Lady of Perpetual Help Catholic School embraces the mission of Catholic education as expressed by the Catholic bishops of the United States and the Archdiocese of Indianapolis. Through a partnership among the school, parish, and family, OLPH seeks to form students who are grounded in faith, committed to service, prepared for academic success, and equipped to live as responsible disciples of Jesus Christ.

We believe that every child is created in the image and likeness of God and possesses unique gifts, abilities, and potential. Therefore, OLPH is committed to educating the whole child- spiritually, intellectually, socially, emotionally, and physically- in a safe, respectful, and Christ-centered environment.

Our Lady of Perpetual Help Catholic School strives:

- To nurture each student's personal relationship with God and develop a respect for the dignity and sanctity of all human life.
- To provide a strong religious education program rooted in Catholic theology, Sacred Scripture, prayer, the sacraments, liturgical experiences, and service to others.
- To help students understand and live the teachings of Jesus Christ through compassion, integrity, responsibility, forgiveness, and social justice.
- To provide a rigorous and engaging academic program that promotes curiosity, critical thinking, creativity, collaboration, and problem-solving.
- To support the intellectual, social, emotional, and physical development of each student through differentiated instruction, intervention, enrichment, and a variety of instructional approaches.
- To help students recognize, develop, and responsibly use their God-given gifts and talents.
- To guide students in developing self-awareness, confidence, responsibility, and an understanding of how God may be calling them to serve the Church and the wider community.

We believe every student has the right to pursue knowledge and personal growth in a manner consistent with their dignity and God-given abilities. OLPH welcomes students and families from a variety of backgrounds while remaining faithfully committed to the teachings, traditions, and mission of the Catholic Church.

Through faith, education, guidance, and loving accountability, the children of today are prepared to become compassionate, knowledgeable, faithful, and responsible leaders of tomorrow.

ARCHDIOCESE OF INDIANAPOLIS
The Church in Central and Southern Indiana
ARCHDIOCESAN "MISSION" POLICY



Policy Statement

The language below is to be shared with families when enrolling to ensure that they understand the benefits of Catholic education and formation and to encourage all to embrace the mission. The language is to be placed in the Parent/Student Handbook and a signature of each parent/guardian is required, acknowledging that they have read and understand what it means to be a part of a Catholic school.

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

Dated on this 28th day of May, 2020.

+ Charles C. Thompson
Most Reverend Charles C. Thompson, D.D.

Annette "Mickey" Lentz
Annette "Mickey" Lentz
Chancellor

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SECTION 1 – HISTORY AND GOVERNANCE

1.1 – OUR LADY OF PERPETUAL HELP PARISH AND SCHOOL

Our Lady of Perpetual Help Parish celebrated its first Mass on Christmas Eve in 1950, and Our Lady of Perpetual Help Catholic School officially opened its doors in 1952.

The parish's original multipurpose brick building included classrooms alongside a temporary worship space and living quarters for the religious sisters who served the community. The school was initially staffed by the Sisters of St. Francis of Oldenburg, Indiana, whose faith, dedication, and commitment to Catholic education helped establish the foundation upon which OLPH continues to build.

Today, Our Lady of Perpetual Help Catholic School remains at its Scheller Lane campus, serving students from Preschool through Grade 8 and welcoming families from New Albany and the surrounding communities. OLPH continues the mission begun by its founders by providing a faith-filled education centered on academic excellence, service, and the formation of the whole child.

The Our Lady of Perpetual Help School Ministry Commission promotes and supports high-quality spiritual, academic, and developmental programs for all students. The Commission works collaboratively with the pastor, parish leadership, school administration, faculty, and other parish organizations to advance the mission of Catholic education at OLPH.

Commission members are appointed and serve the parish and school community as volunteers. The Commission assists with the development and review of school policies, long-range planning, strategic priorities, and the continued improvement of school programs. The Commission does not oversee the school's daily operations or address individual personnel, student, disciplinary, or classroom matters, as these responsibilities belong to school administration.

Commission members may also meet in committees to carry out annual goals, support strategic initiatives, and complete work assigned by the administration and/or Pastor.

New Albany Deanery Collaboration

Our Lady of Perpetual Help Catholic School collaborates with the Catholic schools of the New Albany Deanery in areas such as calendar coordination, professional development, spiritual retreats, principals' meetings, and student academic, faith-based, fine arts, athletic, and co-curricular opportunities.

These collaborative opportunities may include academic competitions, science fairs, deanery dances, musical productions, performances, academic camps, retreats, service activities, and athletic events. Participation in specific activities may vary from year to year based on availability, student interest, scheduling, and administrative approval.

1.2 – ACCREDITATION, OVERSIGHT, AND PROFESSIONAL ASSOCIATIONS

As a Catholic parish school within the Archdiocese of Indianapolis, Our Lady of Perpetual Help Catholic School operates under the spiritual and administrative authority of the Archbishop of Indianapolis, the pastor of Our Lady of Perpetual Help Parish, and the Archdiocesan Office of Catholic Schools. OLPH also follows applicable requirements established by the Indiana Department of Education and the Indiana State Board of Education.

These governing and professional organizations provide oversight, guidance, advocacy, resources, and support that help OLPH fulfill its mission and provide a high-quality Catholic education.

Archdiocese of Indianapolis Office of Catholic Schools

The Archdiocese of Indianapolis Office of Catholic Schools provides leadership, policies, curriculum guidance, professional support, and expectations for Catholic identity and academic programming throughout the Archdiocese.

The Office of Catholic Schools assists schools in areas that include:

- Catholic identity and faith formation;
- curriculum and instruction;
- school improvement and accreditation;
- student safety and well-being;
- personnel policies and professional expectations;
- leadership formation and professional development; and
- compliance with Archdiocesan, state, and federal requirements.

The Office of Catholic Schools is led by the Superintendent of Catholic Schools and operates under the authority of the Archbishop of Indianapolis.

Indiana Department of Education

The Indiana Department of Education provides guidance and oversight regarding state academic standards, student assessments, educator licensure, school accountability, reporting requirements, and other laws and regulations applicable to Indiana schools.

As required by law and its participation in applicable state programs, OLPH administers state assessments, maintains required student and school records, and complies with relevant academic, health, safety, and operational requirements. Indiana permits nonpublic schools to seek state accreditation and also recognizes qualifying third-party accreditation organizations.

Indiana Non-Public Education Association

The Indiana Non-Public Education Association, commonly known as INPEA, represents and supports Indiana's nonpublic schools. INPEA advocates before the Indiana General Assembly, the Indiana Department of Education, and the Indiana State Board of Education on issues affecting nonpublic education.

INPEA also provides professional resources, training, legislative updates, networking opportunities, and advocacy regarding parental choice and equitable access to educational programs and services.

National Catholic Educational Association

The National Catholic Educational Association, commonly known as NCEA, supports Catholic schools throughout the United States. NCEA provides Catholic school leaders and educators with resources related to Catholic identity, faith formation, academic leadership, professional development, educational research, public policy, and best practices in Catholic education.

Continuous School Improvement

Our Lady of Perpetual Help Catholic School is committed to an ongoing process of reflection, evaluation, strategic planning, and continuous improvement. School leadership and faculty regularly review student achievement, instructional practices, Catholic identity, school climate, safety procedures, and organizational effectiveness.

School improvement priorities are developed in collaboration with the Office of Catholic Schools and other appropriate stakeholders and are used to strengthen student learning, faith formation, and the overall vitality of the school.

1.3 – PARENT TEACHER ORGANIZATION AND VOLUNTEERS

Parent Teacher Organization

Parents and guardians of students enrolled at Our Lady of Perpetual Help Catholic School are asked to become members of the Parent Teacher Organization, commonly known as the PTO.

Led by its Executive Committee, the PTO strengthens the partnership among families, faculty, staff, the parish, and the wider school community. Through fundraising, service, fellowship, and school-sponsored activities, the PTO supports programs and opportunities that benefit OLPH students and families.

PTO volunteers assist with efforts such as:

- school fundraisers and special events;
- classroom celebrations and room-parent activities;
- staff appreciation;
- family and community-building events; and
- other school and parish initiatives.

Families are strongly encouraged to participate in at least one volunteer opportunity during the school year. Volunteer opportunities and sign-up information will be shared by the PTO.

Volunteer Expectations

Volunteers are representatives of Our Lady of Perpetual Help Catholic School and are expected to conduct themselves in a manner consistent with the mission, values, policies, and teachings of the Catholic Church.

All volunteers must:

- complete any required Archdiocesan and school training, background screening, or documentation before serving;
- sign in and follow school visitor and security procedures;
- follow the directions of the supervising faculty or staff member;
- maintain appropriate boundaries with students;
- protect the privacy and confidentiality of students, families, and employees;
- refrain from photographing, recording, or posting information about students without authorization; and
- demonstrate respectful, appropriate, and professional behavior at all times.

Information observed or learned while volunteering- including student behavior, academic performance, health information, family circumstances, or staff matters- must remain confidential. Concerns should be shared privately with the supervising employee or school administration and should not be discussed with other parents, students, or community members.

Volunteers may not use their position to question, correct, discipline, or investigate students other than their own. Student discipline remains the responsibility of school employees.

Concerns and Cancellations

When a concern arises during a volunteer assignment, the volunteer should first speak privately with the supervising faculty or staff member. Matters that cannot be resolved should be referred to the principal or the principal's designee.

Volunteers who are unable to fulfill a scheduled assignment should notify the school or the appropriate event coordinator as soon as possible so alternative arrangements may be made.

Younger Children

To protect student safety and allow volunteers to give their full attention to their assigned responsibilities, younger siblings and other children who are not enrolled in the participating class or program may not accompany adults while volunteering in classrooms, the cafeteria, on field trips, or during other student activities where the adult is volunteering unless prior approval has been granted by school administration.

Children are not permitted in food preparation or serving areas of the school kitchen.

The school administration reserves the right to limit, reassign, or discontinue an individual's volunteer service when necessary to protect student safety, confidentiality, school operations, or the mission and best interests of Our Lady of Perpetual Help Catholic School.

1.4 - SAFE PARISH AND CIRCLE OF GRACE TRAINING

In compliance with Archdiocesan policy, To Be Safe and Secure (2003), all paid faculty and staff, youth ministers, any volunteers, field trip chaperones, coaches, moderators, and other adults who work with children, are required to complete *Safe Parish* training (archindysafeparish.org) and background check. In 2012, the Archdiocese introduced the student training program, *Circle of Grace*, designed to inform and provide strategies for children with regard to appropriate physical and emotional boundaries with adults and fellow students. All students pre-K-8 complete this training unless a waiver is specifically requested by parents.

1.5 – CODE OF CONDUCT

As a community of faith, Our Lady of Perpetual Help Catholic School is committed to safeguarding the children, youth, and vulnerable individuals whom God has entrusted to our care. The following standards reflect this commitment and apply to clergy, seminarians, religious, employees, coaches, athletic officials, volunteers, and other adults serving in school or parish-sponsored activities.

Parents and guardians serving as volunteers, coaches, chaperones, room parents, or in any other position involving students must complete all required Archdiocesan safe-environment requirements before beginning service.

Adults Working or Volunteering with Children Will:

- Safeguard the children, endangered adults, and vulnerable adults entrusted to their care at all times.
- Treat every person with respect, patience, integrity, courtesy, dignity, and consideration.
- Complete all required Safe Parish registration, background screening, training, Code of Conduct acknowledgment, and continuing safe-environment requirements.
- Avoid situations in which they are alone with a child or vulnerable individual during school, parish, athletic, or extracurricular activities.
- Meet with students only in locations that are visible and accessible to other adults.
- Maintain appropriate professional boundaries and avoid emotional attachments or relationships inconsistent with their assigned role.
- Avoid unnecessary physical contact, particularly when alone with a child or vulnerable individual.
- Refrain from giving inappropriate or overly personal gifts to students.

- Obtain appropriate parent or guardian permission before contacting a student through social media or posting photographs, videos, or information that may identify a student.
- Avoid conduct that creates an appearance of impropriety.
- Maintain confidentiality in accordance with applicable federal and state laws and school and Archdiocesan policies.
- Report suspected abuse or neglect to the appropriate civil authorities and the Archdiocese of Indianapolis.
- Report suspected violations of the Archdiocesan Code of Conduct to the Archdiocesan victim assistance coordinator.
- Cooperate fully with any investigation involving suspected abuse, neglect, misconduct, or violations of this Code of Conduct.

Adults Working or Volunteering with Children Will Not:

- Use, possess, or be under the influence of alcohol, illegal drugs, or controlled substances while supervising students or participating in school or parish activities.
- Permit students to possess or use alcohol, tobacco products, vaping materials, illegal drugs, or other illegal substances.
- Be alone with a student in a residence, sleeping facility, locker room, restroom, dressing area, closed room, isolated area, or another location inappropriate to a ministry or educational relationship.
- Use profanity or engage in conduct that is threatening, harassing, intimidating, degrading, discriminatory, or otherwise harmful.
- Engage in physical, psychological, written, electronic, or verbal harassment.
- Acquire, possess, use, display, or distribute pornographic or sexually inappropriate materials in any form.
- Allow students to possess or access pornographic or otherwise inappropriate websites, photographs, videos, movies, social media, written materials, or printed materials.
- Use their position to exercise unreasonable or inappropriate power, influence, or authority over a student or vulnerable individual.
- Communicate or promote views contrary to the teachings, mission, or moral principles of the Catholic Church while acting in an official school or parish capacity.
- Possess a weapon or dangerous instrument on school, parish, or Archdiocesan property or during a school or parish-sponsored activity.

Reporting Suspected Abuse or Neglect

Indiana is a mandatory-reporting state. Any person who has reason to believe that a child is experiencing abuse or neglect is personally responsible for making a report. Informing the principal, pastor, supervisor, or another school employee does not replace an individual's legal obligation to report.

Suspected child abuse or neglect must be reported to:

Indiana Child Abuse and Neglect Hotline: 1-800-800-5556

A report may also be made to a local law-enforcement agency. The Indiana hotline is available 24 hours a day, seven days a week.

Concerns involving a violation of the Archdiocesan Code of Conduct must also be reported to:

Archdiocese of Indianapolis Victim Assistance Coordinator: 1-800-382-9836, extension 1548

Confidential reports may also be submitted through the Archdiocese of Indianapolis EthicsPoint reporting system. A reporter is not required to provide their name.

Acknowledgment and Compliance

All employees and volunteers must separately complete the Safe Parish approval process and acknowledge the official Archdiocesan Code of Conduct before working or volunteering with students. Signing the Student and Parent Handbook Agreement confirms that parents and guardians understand and agree to follow the behavioral and safety expectations described in this section; however, the handbook acknowledgment does not replace the separate Safe Parish requirements for employees and volunteers.

SECTION 2 – ADMISSIONS AND ENROLLMENT

2.1 – NOTICE OF NONDISCRIMINATION POLICY

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Our Lady of Perpetual Help Catholic School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Our Lady of Perpetual Help Catholic School does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admission policies, scholarship and financial assistance programs, athletic programs, or other school-administered programs.

2.1.5 – INDIVIDUAL STUDENT NEEDS

OLPH recognizes that students have varied academic, behavioral, developmental, medical, physical, and social-emotional needs. The school will consider admission and continued enrollment individually and will provide reasonable support within its available programs, staffing, facilities, training, and resources.

Parents and guardians must provide complete and accurate information, including relevant evaluations, school records, plans, diagnoses, medical information, and other documentation needed to understand the student's needs. Failure to disclose material information may affect admission or continued enrollment.

Plans and Services

OLPH does not develop or administer an Individualized Education Program (IEP) as the student's nonpublic school. An IEP from a prior or public-school placement may be reviewed as part of the student's educational history and may inform planning, but it does not require OLPH to provide every service or placement listed in that IEP.

- an Individual Service Plan or Service Plan developed by the responsible public school corporation for an eligible parentally placed nonpublic-school student;
- a Choice Special Education Plan (CSEP), when applicable and when OLPH is selected as the special education service provider for an eligible Choice Scholarship student; or
- an OLPH-developed accommodation, intervention, health, behavior, MTSS, or student-support plan.

OLPH may collaborate with families, the New Albany-Floyd County Consolidated School Corporation, other applicable public agencies, the Archdiocese of Indianapolis Office of Catholic Schools, and qualified professionals. The type and location of public-school or outside services are determined by the responsible agency or provider.

Enrollment is reviewed on an ongoing basis. If a student requires services, supervision, modifications, or specialized programming that OLPH cannot reasonably provide, administration may request additional evaluation, establish conditions for continued enrollment, recommend outside services or another placement, or determine that OLPH is no longer able to serve the student appropriately. See Section 5 for student-support and MTSS procedures.

2.2 – CHOICE SCHOLARSHIPS AND SGO TAX CREDIT SCHOLARSHIPS

Our Lady of Perpetual Help Catholic School participates in Indiana’s Choice Scholarship Program and partners with a certified Scholarship Granting Organization to provide eligible families with opportunities for tuition assistance.

The **Indiana Choice Scholarship Program**, commonly referred to as the voucher program, provides state-funded scholarships to eligible Indiana students in Kindergarten through Grade 12. Scholarship funds are paid to participating nonpublic schools on behalf of eligible students and are applied toward the student’s tuition and eligible fees.

Scholarship Granting Organization scholarships, commonly referred to as SGO scholarships or tax-credit scholarships, are funded through private charitable donations and awarded by certified Scholarship Granting Organizations. SGO scholarships may be available to eligible Indiana students in Pre K through Grade 12.

Eligibility and award amounts are determined according to current state law, household income requirements, student eligibility requirements, available funding, and the policies of the applicable Scholarship Granting Organization. Requirements and award amounts may change from year to year.

Parents and guardians seeking tuition assistance must:

- complete all required applications and forms by the established deadlines;
- provide complete and accurate income, residency, custody, and household documentation;
- promptly notify the school of changes that may affect eligibility; and
- sign all required scholarship award and endorsement documents.

Submission of an application does not guarantee that a scholarship will be awarded. Scholarship awards may not cover the full amount of tuition and fees. Parents and guardians remain financially responsible for any tuition, fees, or other charges not covered by a scholarship or other financial assistance.

An eligible student may receive both a Choice Scholarship and an SGO scholarship when permitted by law, provided that the combined awards do not exceed the student’s tuition and eligible fees.

Admission and financial assistance are separate processes. Eligibility for or receipt of a Choice or SGO scholarship does not guarantee admission, classroom placement, continued enrollment, or the availability of a particular program or service. The same admission standards apply to students regardless of whether they receive a Choice Scholarship. When enrollment exceeds available capacity, the school will follow its established admission-priority and waiting-list policies.

2.3 – NON-CATHOLIC FAMILIES AND STUDENTS

Our Lady of Perpetual Help Catholic School welcomes students and families of all faith traditions who desire an education grounded in academic excellence, Christian values, and the teachings of the Catholic Church.

The school respects the religious beliefs and personal conscience of each student and family. At the same time, as a Catholic school and ministry of Our Lady of Perpetual Help Parish, OLPH retains the right and responsibility to proclaim the Gospel, teach the Catholic faith, and provide formation consistent with the teachings, traditions, and moral principles of the Catholic Church.

All students, regardless of religious affiliation, are expected to participate respectfully in the full religious life of the school, including:

- religion classes and faith-formation activities;
- school Masses, prayer services, and other liturgical celebrations;
- daily prayer and religious observances;
- Christian service opportunities; and
- other activities related to the Catholic identity and mission of the school.

Students who are not Catholic will not be required or permitted to participate in actions reserved specifically for practicing Catholics, including the reception of the sacraments. During these moments, students are expected to remain present and participate respectfully in an appropriate manner.

Parents and guardians who enroll their children at OLPH acknowledge the Catholic identity of the school and agree to support the school's mission, religious instruction, moral teachings, and faith-based expectations. Enrollment may not be used as a basis for requesting that Catholic teachings, prayer, worship, religious symbols, or faith-formation activities be removed or altered for an individual student or family.

2.4 – STUDENT TRANSFERS

Incoming Transfer Students

Student transfers are generally accepted at the beginning of a grading period or semester. Midyear transfers may be considered when a family relocates or when school administration determines that the transfer is in the best interests of the student and Our Lady of Perpetual Help Catholic School.

Admission of a transfer student is not automatic and is subject to available space, review of the student's records, the school's ability to meet the student's needs, and approval by the principal. The pastor and the Archdiocese of Indianapolis Office of Catholic Schools may be consulted when appropriate.

Parents or guardians applying for a transfer must provide all requested records and information, including, as applicable:

- birth certificate or other acceptable proof of age;
- baptismal and sacramental records;
- immunization and health records;
- academic records, report cards, and standardized assessment results;
- attendance and disciplinary records;
- current or previous IEPs, Service Plans, CSEPs, accommodation plans, behavior plans, evaluations, or medical plans;
- custody, guardianship, or court documents; and
- any other information necessary to determine appropriate placement and support.

Parents and guardians must provide complete and accurate information concerning the student's academic, behavioral, attendance, medical, developmental, and social-emotional history. Failure to disclose relevant information may affect admission or continued enrollment.

In determining whether a transfer is appropriate, school administration may consider:

- the student's previous academic progress and readiness for the requested grade level;
- whether the student can reasonably be expected to succeed within OLPH's academic and faith-based program;
- the student's attendance, punctuality, conduct, and disciplinary history;
- the circumstances surrounding any suspension, expulsion, withdrawal, or requested transfer from a previous school;
- the services, accommodations, interventions, or supervision the student may require;
- the school's available staffing, programming, facilities, and resources;
- available space within the requested grade or program;
- the effect of the transfer on the safety, learning, and well-being of the student and school community;
- the family's willingness to support the mission, policies, and expectations of OLPH; and
- any other factor school administration considers relevant to the student's successful enrollment.

A student who is suspended, expelled, recommended for expulsion, required to withdraw, or involved in unresolved disciplinary proceedings at another school must disclose those circumstances during the application process. OLPH reserves the right to contact the previous school and consider the circumstances before making an admission decision.

Transfer students may be admitted on a probationary basis for a period determined by school administration. During this period, the student's academic progress, attendance, conduct, adjustment, and ability to meet school expectations may be reviewed. Continued enrollment will depend upon successful completion of the probationary period and compliance with any conditions established by the school.

Grade-Level Placement

OLPH reserves the right to administer academic assessments, review work samples, conduct interviews, or request additional evaluations before determining grade-level or course placement. Such review may be required for students transferring from a homeschool, an out-of-state school, a non-accredited school, or any educational setting whose curriculum or grading practices differ significantly from those of OLPH.

The grade requested by the family or previously attended by the student does not guarantee placement at that grade level. Final placement decisions are made by school administration based on the student's records, age, demonstrated readiness, previous educational experience, and best interests.

Transfers from OLPH

Parents or guardians withdrawing a student must provide written notice to the school and identify the school or educational program in which the student will enroll. The receiving school should submit a formal request for the student's records.

Indiana law generally requires schools to request records within 14 days of a student's enrollment and requires the previous school to respond promptly. It also requires schools to provide relevant safety-related disciplinary records when requested by the student's current school.

When permitted by Indiana law and the family's enrollment or tuition agreement, OLPH may condition the release of certain student records on the payment of outstanding tuition and fees. When records are withheld under such a contractual provision, OLPH will provide the receiving school with the information required by law to support appropriate placement and student safety.

Withdrawal or transfer does not eliminate a family's responsibility for tuition, fees, damaged or missing school property, or other financial obligations owed under the enrollment agreement.

Families seeking to transfer to another Catholic school within the New Albany Deanery should notify the principal. Additional documentation, communication between schools, or acknowledgment by the current principal may be required under applicable Deanery or Archdiocesan procedures.

2.4.5 – STUDENT RECORDS AND PARENT ACCESS

Parents and legal guardians may request to review or obtain copies of school-maintained educational records for their child. Requests should be directed to the principal or front office, and reasonable advance notice may be required so records can be gathered and reviewed appropriately.

A parent or guardian who believes a school record is inaccurate or needs clarification should submit the concern to the principal. OLPH will review the request and determine whether an amendment, clarification, or additional documentation is appropriate.

OLPH may share student records or information for legitimate educational, enrollment, transfer, safety, Archdiocesan, or legal purposes when permitted. Written parent or guardian authorization may be required for other releases. The school will follow current legal documentation concerning custody, guardianship, protective orders, and restrictions on access.

Directory information may include a student's name, grade, dates of attendance, participation in school activities, honors and awards, yearbook or program information, and similar school-related information. Families with a specific custody, safety, or privacy concern should notify the principal in writing. Photo, video, name, and media preferences are addressed in Appendix C.

2.5 – CONTINUOUS ENROLLMENT

Our Lady of Perpetual Help Catholic School uses a continuous enrollment process for returning students. Unless a family formally withdraws, students may be automatically re-enrolled for the following school year in accordance with the school's enrollment procedures and deadlines.

Continuous enrollment does not guarantee continued admission or placement. Acceptance of an enrollment or registration fee does not create a contractual right to enrollment for the following school year.

Continued enrollment is reviewed annually and may be based upon factors including:

- the student's academic progress and ability to benefit from the school's program;
- attendance and punctuality;
- behavior and compliance with school expectations;
- the school's ability to meet the student's educational, behavioral, medical, or developmental needs;
- parent or guardian cooperation and support of school policies, personnel, and the Catholic mission of OLPH;
- timely completion of required enrollment documents;
- payment of tuition, fees, and other financial obligations;
- available space, staffing, and program resources; and
- any other circumstances affecting the safety, learning, or well-being of the student or school community.

Families must complete all required enrollment forms, financial agreements, scholarship applications, and supporting documentation by the deadlines established by the school. Returning families who do not complete required enrollment steps

by the published deadline may lose priority placement when a grade level or program has reached capacity or has a waiting list.

Families who do not intend to return must notify the school in writing by the established withdrawal deadline. Families may remain responsible for registration fees, tuition, or other charges in accordance with the enrollment and tuition agreements.

The school may establish conditions for continued enrollment, including academic, attendance, behavioral, financial, or parent-cooperation expectations. Failure to meet these conditions may result in probation, non-renewal of enrollment, or required withdrawal.

Final decisions regarding continued enrollment are made by the principal in consultation with the pastor and, when appropriate, the Archdiocese of Indianapolis Office of Catholic Schools.

2.6 – ADMISSIONS AND WAITLIST POLICY STATEMENT

To provide an orderly, consistent, and equitable process for admitting students to Our Lady of Perpetual Help Catholic School and its Early Learning programs, the following admissions and waitlist policies and procedures have been established.

These policies may be reviewed and revised periodically in response to changes in parish membership, enrollment capacity, staffing, program availability, demographic trends, Archdiocesan guidance, state requirements, or other factors affecting the school community.

Revisions may be recommended by school administration or the School Ministry Commission and become effective upon approval by the pastor. Once approved, the revised policy supersedes all previous admissions and waitlist policies of Our Lady of Perpetual Help Catholic School.

Admission and placement decisions are made in accordance with the school's Catholic mission, available space and resources, established enrollment priorities, and the school's ability to meet the needs of each student.

2.7 – ADMISSION SELECTION PROCEDURES

Our Lady of Perpetual Help Catholic School welcomes families who desire a Christ-centered education and who are willing to support the teachings, mission, policies, and expectations of the school and the Catholic Church.

Admission is based upon the submission of a complete application, satisfaction of all enrollment requirements, available space and staffing, the school's ability to meet the student's needs, and approval by school administration. Submission of an application, payment of an application or registration fee, or prior enrollment in an OLPH program does not guarantee admission.

Questions regarding admission should be directed to the principal. The principal is responsible for interpreting and administering this policy in consultation with the pastor. When appropriate, the Archdiocese of Indianapolis Office of Catholic Schools may also be consulted.

Enrollment Capacity and Classroom Placement

The number of students admitted to each grade or program will be determined annually by school administration. Factors considered may include:

- classroom size and available physical space;
- student-to-teacher ratios;
- availability of instructional assistants and support personnel;

- academic, behavioral, medical, and developmental needs within the class;
- student safety and appropriate supervision;
- staffing and financial resources; and
- the school's ability to maintain a productive learning environment.

Published or traditionally followed class sizes do not create a guaranteed enrollment cap. School administration may increase or decrease the number of available seats based on the needs and circumstances of a particular grade or program.

The principal reserves the right to determine individual classroom, homeroom, teacher, and program placements in the best interests of the student and the school. Parent or guardian requests may be considered but are not guaranteed.

Catholic Identity and Participation

The school respects the religious beliefs and personal conscience of individual students and families. However, OLPH cannot relinquish its responsibility to proclaim the Gospel and provide formation rooted in the teachings and traditions of the Catholic Church.

As explained in Section 2.3, all students are expected to participate respectfully in religion classes, prayer, Mass, liturgical celebrations, Christian service, and other faith-formation activities. Students who are not Catholic will not be expected or permitted to receive sacraments reserved for members of the Catholic Church.

Transfer Students

Admission procedures for students transferring from another school are addressed in Section 2.4. Before an admission decision is made, school administration may require an interview with the parent or guardian and student, review previous school records, request additional documentation, or administer academic or readiness assessments.

Transfer students may be admitted on a probationary basis. Continued enrollment will depend upon the student's academic progress, attendance, conduct, adjustment, and compliance with any conditions established at the time of admission.

Admission Priority

When the number of qualified applicants exceeds the number of available seats, students will generally be considered in the following order:

1. Children of active, registered Our Lady of Perpetual Help Parish families who have siblings currently enrolled at OLPH.
2. Children of active, registered Our Lady of Perpetual Help Parish families who previously attended an OLPH Early Learning program.
3. Children of active, registered Our Lady of Perpetual Help Parish families who do not have siblings currently enrolled.
4. Children of Our Lady of Perpetual Help Catholic School administrators, faculty, staff, and Our Lady of Perpetual Help Parish employees.
5. Catholic students from families registered at another Catholic parish who have siblings currently enrolled at OLPH.
6. Catholic students from families registered at another Catholic parish who previously attended an OLPH Early Learning program.
7. Other Catholic students from families registered at another Catholic parish.
8. Non-Catholic students who have siblings currently enrolled at OLPH.
9. Non-Catholic students who previously attended an OLPH Early Learning program.

10. Other non-Catholic students whose families support the Catholic identity, mission, and expectations of OLPH. Priority status does not guarantee admission. Every applicant must satisfy the school's admission requirements, and OLPH must determine that it can reasonably and appropriately serve the student.

Within the same priority category, preference will generally be based upon the date on which the school receives the completed application, required documentation, and applicable registration or application fee. When applicants have equal priority and insufficient seats remain, the school may use a lottery or another equitable selection method.

School administration may make exceptions to the priority order when necessary to address pastoral circumstances, employee recruitment and retention, sibling placement, student safety, program needs, or the best interests of the school community. Exceptions will be made in consultation with the pastor when appropriate.

Definition of an Active OLPH Parish Family

For purposes of admission priority, an active Our Lady of Perpetual Help Parish family is generally one in which at least one parent or guardian is Catholic and the household:

- is formally registered with Our Lady of Perpetual Help Parish;
- regularly participates in Sunday Mass and Holy Days of Obligation, with the majority of worship ordinarily occurring at OLPH;
- maintains current household and contact information with the parish office;
- participates, as reasonably able, in the prayer, fellowship, service, and ministries of the parish; and
- practices responsible stewardship through the sharing of time, talent, and financial resources according to the family's means.

The amount of a family's financial contribution is not the sole factor used to determine active parishioner status. When clarification is necessary, the pastor will make the final determination regarding whether a family qualifies for active OLPH parishioner priority.

Waitlist Procedures

When a grade or program reaches capacity, qualified applicants may be placed on a waitlist according to the admission priorities described above.

Placement on a waitlist does not guarantee future admission or a specific numerical position. Waitlist order may change based on applicants' priority status, available classroom resources, sibling enrollment, student needs, and other relevant circumstances.

When a seat becomes available, the school will contact the next qualified applicant selected under this policy. Families must accept the offer, complete all outstanding enrollment requirements, and pay any required fees within the deadline provided by the school. Failure to respond or complete the requirements by that deadline may result in the seat being offered to another applicant.

Waitlists do not automatically carry over from one school year to the next. Families may be required to submit a new application or confirm continued interest for the following year.

Age and Readiness Requirements

A child entering the Preschool 3 (Pre 3) program must ordinarily be three years old on or before August 1 of the applicable school year.

A child entering the Pre-Kindergarten (Pre K) program must ordinarily be four years old on or before August 1 of the applicable school year.

A child entering Kindergarten must ordinarily be five years old on or before August 1 of the applicable school year.

Students entering an Early Learning program must be independently toilet trained unless an exception or reasonable accommodation is approved by the principal and Early Learning director because of a documented medical, developmental, or disability-related need.

Meeting the minimum age requirement does not guarantee that a child is developmentally ready for a particular program. OLPH may conduct a readiness assessment, request previous preschool or childcare records, or meet with the family before determining placement.

Requests for exceptions to established age requirements will be considered individually by the principal based on the child's developmental readiness, available space, applicable requirements, and the school's ability to meet the child's needs.

Required Enrollment and Health Documentation

A parent or guardian must provide a certified birth certificate or other reliable documentation verifying the student's legal name and date of birth. Baptismal and sacramental records must also be provided when applicable.

Families must submit all academic, custody, health, immunization, emergency, and other records required by the school, the Archdiocese of Indianapolis, or applicable Indiana law.

Students must satisfy the Indiana Department of Health's current school immunization requirements or provide documentation of a valid exemption recognized under Indiana law. Because state immunization requirements may change, the school will communicate the requirements applicable to each school year.

Physical examinations, dental examinations, vision or hearing records, medication plans, and other health documentation may be required based on the student's age, grade, program, medical needs, or applicable law.

Admission may remain conditional until all required documents have been received and reviewed. A student may be excluded from attendance when required records are incomplete or when exclusion is otherwise permitted or required by law.

2.8 – WAITLIST

When enrollment in a grade level or program reaches capacity, qualified applicants who are not offered admission may be invited to join the Our Lady of Perpetual Help Catholic School waitlist.

Before being placed on the waitlist, families must submit all required application materials, supporting documentation, and applicable application or registration fees. Placement on the waitlist does not guarantee future admission.

Applicants on the waitlist will be considered according to the admission-priority categories established in Section 2.7. Within the same priority category, consideration will generally be based on the date the school received the completed application, required documentation, and applicable fee.

When an opening becomes available, school administration will review the waitlist and offer the seat to the next qualified applicant under the admission-priority policy. The school may also consider the applicant's individual needs, classroom composition, staffing, available resources, sibling enrollment, and the school's ability to provide an appropriate educational environment.

Families offered a seat must accept the offer, complete all remaining enrollment requirements, and submit any required payment within the deadline provided by the school. Failure to respond or complete the required steps by the stated deadline may result in the seat being offered to another applicant.

Waitlist placement and numerical position are not guaranteed and may change as applications are received, priority circumstances change, or school capacity is reevaluated.

The waitlist applies only to the school year for which the student applied and expires at the end of that school year. Waitlist status does not automatically carry forward. Families who wish to be considered for a future school year must submit a new application or complete any renewal process established by the school.

2.9 – TEACHER REQUESTS AND STUDENT PLACEMENT

Our Lady of Perpetual Help Catholic School asks parents and guardians to respect the professional judgment of faculty and administration regarding student placement.

Student placement is a thoughtful and collaborative process designed to promote student achievement, support individual needs, and create balanced learning environments. When developing class lists and assigning students to teachers or homerooms, school personnel may consider factors including:

- academic strengths and areas of need;
- learning styles and instructional needs;
- social and emotional development;
- behavioral needs and peer relationships;
- documented medical, physical, or educational needs;
- classroom size and composition;
- student independence and work habits;
- teacher strengths and instructional approaches; and
- other circumstances affecting the success of individual students or the class as a whole.

Parents and guardians may submit relevant information that they believe should be considered during the placement process.

Appropriate input may include:

- documented learning differences, disabilities, or educational needs;
- medical conditions or physical impairments affecting the learning environment;
- significant social or emotional circumstances;
- information regarding an instructional approach that has previously helped the student succeed; and
- a request that twins, triplets, or other multiples be placed together or in separate classrooms.

Documentation from a qualified medical, psychological, educational, or other licensed professional may be requested when the placement consideration is based on a disability, diagnosis, medical condition, or specialized educational need.

Parent input must focus on the needs of the child rather than a request for or against a particular teacher. Requests naming a specific teacher, requesting that a student not be assigned to a particular teacher, or requesting placement with or apart from specific classmates will generally not be considered.

All parent input must be submitted in writing to the school office by **9:00 a.m. on the last Friday of April** to be considered for the following school year. Information received after the deadline may be considered only when circumstances are new, significant, and could not reasonably have been communicated earlier.

Submission of parent input does not guarantee a particular placement. Final decisions regarding teachers, classrooms, homerooms, groupings, and schedules are made by the principal in consultation with faculty and other appropriate school personnel.

Class placements may be adjusted before or during the school year when administration determines that a change is necessary to support student needs, classroom balance, staffing, safety, or the overall learning environment.

2.10 – RETENTION FOR ATHLETIC PURPOSES

Our Lady of Perpetual Help Catholic School will not retain, promote, or otherwise place a student at a particular grade level for the purpose of extending or improving the student's eligibility or ability to participate in athletics or other extracurricular activities.

Decisions regarding promotion, placement, or retention will be based solely upon the student's academic progress, developmental readiness, individual educational needs, and best interests, in accordance with applicable school policies and requirements.

2.11 – EARLY LEARNING PROGRAMS

Our Lady of Perpetual Help Catholic School provides Early Learning programs to support the educational, developmental, spiritual, and childcare needs of children and families in the school, parish, and surrounding community.

The OLPH Early Learning program currently serves children in Preschool 3 and Pre-Kindergarten. Program offerings, schedules, operating hours, age groups, and available enrollment may be adjusted annually based on staffing, enrollment, facility capacity, and the needs of the school community.

Early Learning Enrollment

Enrollment for the following school year generally begins in January and continues until available spaces have been filled. The school may establish an early enrollment or priority registration period each year.

To be considered for enrollment, families must submit all required registration forms, documentation, and applicable fees. Submission of registration materials or payment of a fee does not guarantee admission or placement.

Children entering the Preschool 3 program must ordinarily be three years old on or before August 1 of the applicable school year. Children entering the Pre-Kindergarten program must ordinarily be four years old on or before August 1.

Students must also meet the developmental and toileting-readiness expectations established in Section 2.7. Exceptions may be considered by the principal and Early Learning director based on the child's documented needs, developmental readiness, available resources, and the school's ability to provide appropriate support.

Admission to an OLPH Early Learning program does not guarantee future admission to Kindergarten or another grade or program at Our Lady of Perpetual Help Catholic School. Families must complete the applicable enrollment process, and admission will be determined according to the policies contained in this handbook.

Program Registration and Oversight

The OLPH Early Learning program operates as a church ministry program serving the needs of the parish, school, and wider community. When applicable to the services provided, the program is registered with the State of Indiana as an unlicensed registered childcare ministry.

Although an unlicensed registered childcare ministry is not licensed as a childcare center, it remains subject to applicable state registration, health, safety, sanitation, inspection, background-screening, training, and operational requirements.

Families acknowledge that the Early Learning program is part of the Catholic educational ministry of Our Lady of Perpetual Help Parish. Students participate in age-appropriate prayer, religious instruction, Catholic traditions, and faith-formation activities as part of the regular program.

Enrollment Priority and Waitlists

Admission is contingent upon available space, appropriate staffing, completion of registration requirements, and the school's ability to meet the needs of the child.

When the number of qualified applicants exceeds the number of available spaces, enrollment priority and waitlist decisions will be made in accordance with Sections 2.7 and 2.8 of this handbook.

Students enrolled in the current year may receive priority consideration during the school's designated early enrollment period. However, prior enrollment does not guarantee placement for the following year. Families who fail to complete all required enrollment steps by the published deadline may lose priority status and will be considered according to available space and the school's admissions procedures.

Child Care and AfterCare

OLPH may offer extended-day, AfterCare, or other child care services on designated school days. Enrollment in the regular school or Early Learning program does not automatically guarantee space in a child care or AfterCare program.

Participation may require a separate registration, financial agreement, emergency information, authorized-pickup documentation, and payment of applicable fees. Program capacity, age eligibility, hours, rates, and operating procedures will be communicated to families separately and may be revised as necessary.

All students participating in Early Learning, extended-day, or AfterCare programs remain subject to the policies, behavioral expectations, safety procedures, and Catholic mission of Our Lady of Perpetual Help Catholic School.

SECTION 3 – ACADEMICS, GRADING, AND TECHNOLOGY USE

3.1 – ACADEMIC CURRICULUM

Our Lady of Perpetual Help Catholic School is committed to providing a rigorous, engaging, and Christ-centered academic program that supports the spiritual, intellectual, social, emotional, and physical development of every student.

The OLPH curriculum is developed in alignment with the academic standards of the State of Indiana, the religion standards and expectations of the Archdiocese of Indianapolis, and the mission and philosophy of Catholic education.

Students receive instruction in subject areas that may include:

- Religion and Catholic faith formation;
- English language arts, including reading, writing, grammar, spelling, vocabulary, speaking, and listening;
- Mathematics, including advanced coursework such as Algebra I when appropriate;
- Science and health;
- Social studies;
- visual arts;
- music and performance opportunities;
- physical education;
- technology and digital literacy;
- STEM;

- Spanish or world-language instruction; and
- other curricular and co-curricular programs offered by the school.

Catholic identity is integrated throughout the educational experience. Students participate in religion instruction, prayer, liturgical celebrations, Christian service, and age-appropriate faith-formation activities. Students in Kindergarten through Grade 8 also participate in the Archdiocese of Indianapolis Circle of Grace safe-environment curriculum.

OLPH recognizes that students possess different strengths, interests, experiences, learning needs, and God-given abilities. Teachers use a variety of instructional methods, assessments, learning materials, interventions, enrichment opportunities, collaborative activities, and educational technologies to support student growth.

The school strives to provide appropriate academic challenges and support while maintaining high expectations for all students. The availability of particular courses, advanced classes, interventions, electives, and co-curricular opportunities may vary based on student enrollment, staffing, scheduling, available resources, and student readiness.

Students are expected to:

- attend school regularly and arrive prepared to learn;
- participate actively and respectfully in classroom activities;
- complete classwork, homework, projects, and assessments to the best of their ability;
- ask for assistance when needed;
- use instructional time, school materials, and technology responsibly; and
- demonstrate honesty, perseverance, responsibility, and respect throughout the learning process.

Parents and guardians are expected to support their child's education by monitoring academic progress, encouraging regular study habits, communicating with teachers, attending conferences when requested, and helping their child meet school expectations.

Alternative and Remote Instruction

When weather, emergencies, facility concerns, or other circumstances prevent normal in-person instruction, OLPH may use an eLearning day, remote instruction, an adjusted calendar, or a designated make-up day.

Students are expected to participate in assigned remote learning activities and complete required work within the deadlines communicated by their teachers. Attendance and participation requirements for an eLearning or remote-instruction day will be communicated to families.

The method used to address a school cancellation will be determined by school administration based on the school calendar, the needs and ages of students, available technology, applicable state and Archdiocesan requirements, and the circumstances surrounding the cancellation.

3.2 – ACCOMMODATION OF SPECIAL NEEDS

OLPH provides reasonable academic accommodations, interventions, and supports within its available staffing, programs, facilities, training, and resources. Detailed student-support and MTSS procedures are provided in Section 5.

- differentiated classroom instruction and flexible grouping;
- targeted small-group or individual intervention;
- classroom accommodations and organizational or behavioral supports;
- consultation with student-support personnel and, when appropriate, outside or public-school providers; and

- school-developed support, accommodation, intervention, health, or behavior plans.

Accommodations provide access to instruction and school activities; they do not automatically change curriculum standards, eliminate essential academic or behavioral expectations, guarantee a particular grade, or require OLPH to provide a service or placement that is not reasonably available.

Families should promptly provide current evaluations, diagnoses, educational or medical plans, and other relevant records. Student supports will be reviewed and revised as needed based on progress, changing needs, and available resources.

Facility Accessibility

Because portions of the campus were built before current accessibility standards, families or visitors who need an accessibility accommodation should contact school administration as early as possible. OLPH will review requests individually and determine reasonable arrangements based on the person's needs, campus design, safety, and available resources.

3.3 – GRADING POLICY

Our Lady of Perpetual Help Catholic School assesses student performance in accordance with Archdiocesan expectations and established school procedures. Grades are intended to communicate a student's achievement of academic standards, progress toward learning goals, and demonstrated understanding of the curriculum.

Teachers use multiple forms of assessment, which may include:

- classroom assignments and independent work;
- quizzes and tests;
- projects and presentations;
- written responses and performance tasks;
- brief checks for understanding;
- observations and skills demonstrations; and
- other developmentally appropriate measures of student learning.

Grades should reflect the student's individual academic achievement and demonstrated understanding of the curriculum.

Grading practices may vary by grade level and subject area based on the developmental needs of students and the nature of the course, but all practices must remain consistent with Archdiocesan and school expectations.

Grade Reporting

Student grades and academic progress are available through the school's student information system, PowerSchool. Parents and guardians are expected to monitor their child's progress regularly and contact the teacher when questions or concerns arise.

Formal report cards are issued at the end of each nine-week grading period. Progress reports, missing-work notifications, academic alerts, or other notices may also be provided during a grading period.

Parent-teacher conferences are scheduled during the school year. Additional conferences may be requested by a parent, teacher, or administrator whenever necessary to review progress, identify concerns, or develop a plan for student support.

Access to online grades is intended to support regular communication but does not replace direct communication between families and teachers.

Academic Achievement and Practice Work

Academic grades should be based primarily on evidence of what a student knows, understands, and is able to do in relation to the curriculum and established learning standards.

Homework and other practice activities may be assigned to reinforce skills, prepare students for future instruction, or provide opportunities for independent practice. Because practice work is part of the learning process, its completion should not disproportionately determine a student's academic achievement grade.

Teachers may provide a brief quiz, exit ticket, morning-work assessment, or other check for understanding based on skills practiced through homework. Such assessments may be included in the academic grade because they provide evidence of the student's individual understanding.

Responsibility, effort, participation, organization, behavior, and assignment completion may be communicated separately through work-habit marks, conduct marks, comments, conferences, or other school procedures unless the behavior or skill is directly connected to a stated academic course objective.

Kindergarten–Grade 2 Academic Scale

Students in Kindergarten through Grade 2 receive a standards-based report card reflecting their level of mastery of grade-level skills and standards.

E – Exemplary

The student demonstrates a deep understanding of key concepts and consistently applies or extends learning beyond grade-level expectations.

M – Mastery

The student demonstrates an understanding of key concepts and consistently applies skills at grade-level expectations.

P – Partial Mastery

The student demonstrates a developing or partial understanding of key concepts or applies skills inconsistently at grade-level expectations.

N – Non-Mastery

The student demonstrates limited understanding of key concepts or requires significant support to apply grade-level skills.

Grades 3–8 Archdiocesan Grading Scale

Beginning with the 2026–2027 academic year, students in Grades 3–8 will be graded according to the standardized Archdiocese of Indianapolis grading scale.

Letter Grade	Percentage
A+	97–100
A	93–96
A –	90–92
B+	87–89
B	83–86
B –	80–82
C+	77–79
C	73–76
C –	70–72

D+	67–69
D	63–66
D–	60–62
F	0–59
I	Incomplete

OLPH may not modify the Archdiocesan Grades 3–8 grading scale without approval from the Archdiocese of Indianapolis Office of Catholic Schools.

Calculation of Grades

Teachers will establish grading categories, assessment practices, and assignment expectations that are appropriate for the course and grade level and that comply with school and Archdiocesan expectations.

Teachers must apply grading procedures consistently to students enrolled in the same course or class. Grades may not be rounded automatically. Teachers will follow consistent course and school practices when determining quarter and final grades. A grade should not be raised or lowered solely because of student behavior, conduct, effort, responsibility, attendance, or participation unless the factor being evaluated is directly connected to an identified academic standard or course objective. Documented accommodations and modifications will be followed when administering assessments and determining grades.

Special Area Courses

Students in Kindergarten through Grade 2 receive E, M, P, or N in Art, Music, Physical Education, and STEM using the same mastery scale described above.

Students in Grades 3–8 receive percentage and letter grades in Art, Music, Physical Education, and STEM according to the Grades 3–8 Archdiocesan grading scale.

Responsibility, Conduct, and Effort

Students may receive separate marks or comments related to responsibility, conduct, participation, organization, work habits, and effort.

These marks provide important information about behaviors that support academic success but are generally reported separately from the student's academic achievement grade unless the behavior or skill is directly connected to a stated course objective.

Examples of information that may be reported separately include:

- preparedness for class;
- appropriate use of class time;
- completion and submission of assignments;
- organization;
- cooperation;
- participation;
- respectful behavior; and
- consistent effort.

Incomplete Grades

An Incomplete, designated by an I, is a temporary mark that may be assigned when circumstances beyond the student's control prevent required work from being completed by the end of a grading period.

Examples may include an extended illness, family emergency, approved absence, or required work assigned near the conclusion of the grading period.

The teacher will establish a reasonable deadline for completing the missing work, generally within one week after report cards are issued unless additional time is approved by the principal.

After the deadline, the Incomplete will be replaced with the appropriate percentage, letter grade, or mastery-level mark based on the work submitted. Work not completed by the established deadline may be recorded as missing and calculated according to the teacher's grading procedures.

An Incomplete should not ordinarily be issued solely because a student has repeatedly failed to complete assignments without an approved reason.

Late and Missing Work

Students are responsible for completing and submitting assignments by established deadlines. Teachers will communicate their procedures for late, missing, or incomplete work in a developmentally appropriate manner.

Responses to late or missing work may include:

- requiring completion of the assignment during a designated time;
- providing additional academic support or intervention;
- notifying the parent or guardian;
- holding a student, parent, or academic conference;
- developing an assignment-completion or intervention plan;
- assigning a reasonable reduction in credit for late graded work;
- recording a zero or missing-work designation when required graded work is not completed;
- assigning an appropriate responsibility or work-habit mark; or
- applying another appropriate academic or behavioral response.

Teachers should consider the student's age, the purpose of the assignment, the reason for the delay, the frequency of missing work, and any documented student accommodations when applying consequences.

A pattern of late or missing assignments may result in additional academic interventions, required conferences, loss of privileges, or conditions for continued participation in extracurricular activities.

Academic consequences and behavioral consequences should be clearly distinguished. A student should not receive an academic grade reduction solely as punishment for misconduct when the grade no longer accurately reflects the student's demonstrated academic achievement.

Extra Credit

Extra credit is available only when explicitly offered for specific assignments or topics in a particular class or subject.

Promotion and Retention

Promotion to the next grade is based on the student's overall academic progress, demonstrated mastery of essential standards, attendance, maturity, developmental readiness, and ability to succeed at the next grade level.

When a student is at risk of retention, the school will communicate concerns to the parent or guardian and make reasonable efforts to provide intervention, support, and opportunities for improvement. A conference will be held before a final retention decision is made.

The principal makes the final decision regarding promotion, placement, or retention after reviewing teacher recommendations, student records, assessment data, interventions, attendance, developmental information, and other relevant factors.

If a family declines to accept the school's required grade-level placement or retention decision, OLPH may determine that continued enrollment is not appropriate.

3.4 – AWARDS AND RECOGNITION

Our Lady of Perpetual Help Catholic School seeks to recognize students for their academic achievement, growth, effort, discipleship, conduct, service, leadership, attendance, and contributions to the school community.

Recognition may occur at the end of a nine-week grading period, semester, or school year and may include:

- honor roll or academic achievement awards;
- recognition for academic growth or improvement;
- discipleship, Christian service, or character awards;
- effort, responsibility, citizenship, or conduct awards;
- attendance recognition;
- athletic, fine arts, leadership, or extracurricular accomplishments;
- certificates, assemblies, classroom celebrations, or bulletin board displays; and
- announcements through school-approved communications, publications, or social media.

The criteria for awards may vary by grade level, program, or activity. Some awards may be based on grades or measurable criteria, while others may be determined through teacher, staff, coach, or administrator nomination.

Receiving an award during one grading period does not guarantee recognition during another period. The school reserves the right to determine award categories, eligibility requirements, selection procedures, and the manner in which recognition is presented.

OLPH may also recognize students for significant achievements outside of school. Parents or guardians may submit information about an accomplishment to school administration for consideration. Submission does not guarantee publication or recognition, and the school may determine whether the achievement is appropriate for a school-sponsored announcement. A student's name, photograph, video, or other identifying information will be used only in accordance with the family's current media-release permissions and applicable school policies. Families who decline media permission should understand that the student may still receive an award privately but may not appear in public announcements, photographs, publications, or online recognition.

3.5 – HONOR ROLL REQUIREMENTS (Grades 3-8)

To earn nine-week academic honors, students must meet the following criteria:

- Principal's List All grades 90% or above
- High Honors All grades 80% and above

For all award levels, students must maintain the following: Non-graded courses: mark of Satisfactory or better; Responsibility/Behavior mark of Satisfactory or better.

3.6 – NATIONAL JUNIOR HONOR SOCIETY

Our Lady of Perpetual Help Catholic School sponsors a chapter of the National Junior Honor Society for eligible students in Grades 7 and 8.

Membership in the National Junior Honor Society is an honor based upon demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. Academic performance alone does not guarantee selection.

To be considered for membership, a student must generally:

- maintain a cumulative academic average of at least 90%;
- earn satisfactory or higher marks in conduct and behavior;
- demonstrate Christian character, integrity, responsibility, and respect;
- show evidence of leadership and positive citizenship;
- complete the required Christian service hours; and
- remain in good standing with the school.

Students who meet the initial academic eligibility requirement may be invited to submit additional information documenting their service, leadership, activities, and qualifications. Faculty input, school records, disciplinary history, attendance, and fulfillment of chapter requirements may also be considered during the selection process.

Selection is made according to the bylaws and procedures of the OLPH National Junior Honor Society chapter. Meeting the minimum eligibility requirements does not guarantee membership.

Members are expected to maintain the academic, behavioral, service, leadership, character, and citizenship standards of the organization. A student who fails to uphold these standards may receive a warning, be placed on probation, or be dismissed from the chapter in accordance with chapter bylaws and established procedures.

Service hours completed for National Junior Honor Society must meet school and chapter requirements and may not be counted when the service was completed for compensation, as a disciplinary consequence, or solely to satisfy another organization's requirement unless approved in advance.

3.7 – SCHOLARSHIPS AND HONORARY AWARDS

Our Lady of Perpetual Help Catholic School may present monetary scholarships and honorary awards to eligible graduating eighth-grade students.

Scholarship amounts, eligibility requirements, application procedures, selection criteria, and funding may vary from year to year. Criteria may include:

- academic achievement or growth;
- Catholic faith and discipleship;
- Christian service;
- leadership and citizenship;
- character and conduct;
- participation in school, parish, athletic, or extracurricular activities;
- financial need;

- written applications, essays, or interviews; and
- other requirements established by the scholarship sponsor or selection committee.

Meeting the minimum eligibility requirements does not guarantee that a student will receive a scholarship or award. Recipients will be selected according to the criteria established for each scholarship and any applicable donor restrictions.

OLPH reserves the right not to award a scholarship or honor in a particular year when funding is unavailable, no eligible student meets the established criteria, or school administration determines that presenting the award would not be appropriate.

Students must remain in good academic and behavioral standing through graduation to receive a school-administered scholarship or honorary award. A scholarship or award may be withdrawn if information affecting the student's eligibility is discovered before it is presented.

Families, parishioners, alumni, organizations, or community members interested in establishing or sponsoring a memorial or honorary scholarship must contact the principal. All proposed scholarships, selection criteria, funding arrangements, and award procedures are subject to approval by school and parish leadership.

3.8 – HOMEWORK

Homework may be assigned to reinforce classroom learning, provide practice, prepare students for future instruction, complete unfinished work, or build independent study habits. The amount and frequency will vary by grade, course, student need, and assignment.

- record and understand assignments;
- bring home needed materials;
- complete work carefully and as independently as appropriate;
- submit work by the stated deadline; and
- ask the teacher for help or clarification when needed.

Parents and guardians should provide a reasonable time and place for homework and encourage student responsibility, but should not complete assignments for the student.

Late or missing homework is handled under the grading policy in Section 3.3. Make-up work following an absence is governed by Section 6.4. Teachers are not required to prepare work in advance of a planned absence, although work already available online may be completed at the teacher's discretion.

3.9 – STANDARDIZED ASSESSMENTS

Our Lady of Perpetual Help Catholic School administers state-required, Archdiocesan, and local assessments to measure student achievement, identify learning needs, guide instruction, and evaluate the effectiveness of academic and religious education programs.

State Assessments

Students participate in all state assessments required for their enrolled grade level and educational program. These assessments may include:

- **ILEARN**, Indiana's statewide assessment system for students in Grades 3 through 8. ILEARN assesses English language arts and mathematics in Grades 3–8, science in Grades 4 and 6, and social studies in Grade 5.

- **IREAD**, Indiana's foundational reading assessment. Students begin participating in IREAD in Grade 2 and continue participating until they earn a passing score or are promoted to Grade 7, as required by Indiana law.
- **I AM**, Indiana's alternate assessment, when a student's case conference committee determines that the student meets the state-established eligibility requirements.

Students with documented educational plans may receive approved testing accommodations consistent with their plans and state assessment guidelines. An accommodation provided during classroom instruction may not be permitted during a state assessment unless it is specifically authorized under applicable testing requirements.

IREAD Intervention, Retesting, and Retention

A student who passes IREAD in Grade 2 is not required to participate again in Grade 3. Students who do not pass will receive appropriate reading intervention and remediation and will participate in additional testing opportunities as required.

Under current Indiana law, a Grade 3 student who does not earn a passing IREAD score after the available testing opportunities must be retained in Grade 3 unless the student qualifies for a state-recognized Good Cause Exemption. Families will be notified of assessment results, intervention requirements, summer learning opportunities, retesting procedures, and any applicable retention or appeal process.

Archdiocesan Religion Assessment

Students in Grades 3, 5, and 7 participate in the **Assessment of Religious Knowledge**, commonly known as ARK, as required by the Archdiocese of Indianapolis.

ARK measures students' knowledge of the Catholic faith and provides information that helps the school evaluate and strengthen its religious education and faith-formation programs.

Local Assessments

Students may also participate in school-developed, classroom, diagnostic, formative, benchmark, or progress-monitoring assessments throughout the year.

These assessments may be used to:

- identify academic strengths and areas of need;
- determine appropriate intervention or enrichment;
- monitor progress toward grade-level standards;
- inform instructional planning;
- evaluate curriculum and school-improvement goals; and
- communicate student progress to families.

Student Participation

Because OLPH is a state-accredited nonpublic school, students are expected to participate in all applicable state-required assessments. Indiana does not provide a general parent or guardian option to withdraw a student from required state testing. Exceptions or alternate assessments are available only when permitted by applicable law and state guidance.

Students absent during a required assessment window may be required to participate during a make-up session. Families are expected to avoid scheduling appointments, vacations, or planned absences during published testing windows whenever possible.

Students must follow all testing directions and maintain the confidentiality and security of assessment materials. Possessing or using an unauthorized device, sharing testing content, providing or receiving unauthorized assistance, or otherwise interfering with test security may result in invalidation of the assessment and disciplinary consequences.

Assessment results will be shared with parents and guardians when available and will be considered alongside classroom performance, teacher observations, student work, and other educational information. No single assessment score is used as the sole measure of a student's overall ability or potential, except when a specific consequence is required by Indiana law.

3.10 – HOME AND SCHOOL COMMUNICATIONS

OLPH uses ParentSquare as its primary school-to-family communication platform, PowerSchool for grades, attendance, and student information, Google Classroom for instructional information, and school email or other approved tools as needed. Families are responsible for maintaining current contact information and reviewing school communications regularly.

Questions and Concerns

Questions should begin with the employee most directly responsible for the matter: the teacher for classroom or academic concerns, the coach or sponsor for an activity, the AfterCare director for AfterCare, and the appropriate office employee for attendance, health, billing, or operational questions. If a concern remains unresolved after a reasonable opportunity to respond, it may be referred to the principal or designee. The pastor may become involved after the school-level process when appropriate. The School Ministry Commission does not decide individual student, employee, classroom, disciplinary, or confidential matters.

Communication Expectations

- communicate respectfully, factually, and privately;
- avoid threatening, insulting, harassing, defamatory, or public social-media discussions about school concerns;
- use school-approved communication methods rather than employees' personal phone numbers or social-media accounts;
- respect employee work hours and allow a reasonable response time, generally up to two school days; and
- contact the front office directly for urgent student-safety concerns during the school day.

Repeated disruptive, abusive, or inappropriate communication may result in communication restrictions, required meetings, conditions for continued enrollment, or other action determined appropriate by administration.

3.11 – INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

School technology is provided for authorized educational and school-related purposes. This policy applies to school-owned devices, school accounts, school networks, and personal devices used for school-related activities. Access is a privilege and may be limited, suspended, or revoked for misuse.

Students Must

- use school technology respectfully, lawfully, and only as directed by school personnel;
- protect passwords, personal information, and the privacy of others;
- respect copyright, licenses, and intellectual property;
- handle equipment responsibly and report damage, security concerns, or accidental access to inappropriate material; and
- use only approved applications, websites, accounts, files, and network connections.

Prohibited Uses

- accessing, creating, storing, or distributing obscene, sexually explicit, hateful, threatening, violent, harassing, discriminatory, or otherwise inappropriate material;
- bullying, harassment, impersonation, unauthorized recording, or distribution of another person's private information or communications;
- cheating, plagiarism, copyright infringement, piracy, or misrepresentation of another person's work;
- bypassing filters, monitoring, device management, or security controls through VPNs, proxies, hotspots, alternate accounts, or other methods;
- accessing another person's account, files, device, messages, or restricted school systems;
- installing unauthorized software, extensions, files, scripts, malware, or tools intended to disrupt or gain unauthorized access;
- commercial activity, gambling, political campaigning, personal financial transactions, or unauthorized fundraising; and
- games, entertainment, social media, messaging, or unrelated websites during instructional time unless specifically authorized.

Privacy and Monitoring

Students should have no expectation of privacy when using school devices, accounts, networks, or systems. OLPH may monitor, access, preserve, review, or disclose browsing history, messages, files, account activity, and other digital records for educational, safety, security, maintenance, or disciplinary purposes. A student who accidentally encounters inappropriate material should stop viewing it and notify an employee promptly.

Damage and Consequences

Families may be charged for loss or damage caused by intentional misconduct, negligence, unauthorized modification, or failure to follow device-care expectations. Technology violations may result in restriction or loss of privileges, confiscation, academic consequences, restitution, discipline, suspension or expulsion, or referral to appropriate authorities depending on the circumstances. Personal-device rules are in Section 8.6.

3.12 – ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY

Artificial intelligence (AI) includes tools that generate, revise, summarize, translate, analyze, or imitate text, images, audio, video, code, answers, or ideas. AI may support learning when used purposefully and under teacher direction, but it may not replace a student's independent thinking, creativity, effort, or skill development.

Students must assume that AI use is prohibited unless a teacher gives explicit permission for a particular assignment or task. Permission in one class or assignment does not apply to another.

When AI Is Authorized

- follow the teacher's stated purpose and limits;
- use only approved tools and accounts;
- disclose or cite AI assistance when required;

- verify accuracy and appropriateness;
- protect personal, confidential, student-record, assessment, and school-security information; and
- remain able to explain the student's own reasoning, sources, and final work.

Unauthorized AI Use

Using AI without permission to generate, complete, revise, or submit work intended to measure a student's independent knowledge or skill is academic dishonesty. Students may not use AI to fabricate sources or evidence; impersonate, deceive, bully, harass, or harm another person; create or distribute inappropriate content; bypass school controls; or enter confidential or personally identifiable information.

Teachers may require drafts, notes, revision histories, sources, handwritten work, or an oral explanation to verify authorship. Automated AI-detection tools may be considered as one source of information but will not ordinarily be the sole basis for a violation. Consequences may include parent contact, loss of technology privileges, no credit or a revised assignment, grade reduction, detention, disciplinary action, suspension, or expulsion depending on severity and repetition.

SECTION 4 – STUDENT BEHAVIOR

4.1 – GENERAL GUIDELINES AND EXPECTATIONS OF STUDENT BEHAVIOR

Students are expected to demonstrate respectful, responsible, safe, honest, and Christ-centered behavior. These expectations apply during the school day, on school or parish property, during transportation, AfterCare, athletics, field trips, retreats, service and extracurricular activities, when using school technology or accounts, and to off-campus conduct that has a direct and substantial effect on school safety, learning, operations, or the mission of OLPH.

- respect God, self, others, authority, property, and the dignity of every person;
- participate reverently in prayer, Mass, and faith-formation activities;
- act honestly and accept responsibility for choices;
- use appropriate language, physical contact, conflict-resolution skills, and technology;
- follow reasonable directions and safety procedures; and
- repair harm and accept appropriate correction or consequences.

Discipline is intended to teach expectations, protect safety, restore relationships, and support better choices. Responses may include redirection, reflection, restitution or restorative action, parent communication, loss of privilege, detention, a support or behavior plan, administrative referral, suspension, required withdrawal, denial of re-enrollment, expulsion, or other reasonable action. Consequences need not be identical in every case; age, intent, developmental needs, documented accommodations, history, seriousness, effect on others, safety, honesty, and cooperation may be considered.

4.2 – GENERAL RULES OF BEHAVIOR

Students must follow these general rules throughout the school day and at school-sponsored activities:

1. Treat students, employees, volunteers, visitors, and community members with dignity and respect.
2. Use appropriate language, gestures, writing, physical contact, and digital communication.

3. Follow reasonable directions and all classroom, cafeteria, hallway, restroom, playground, arrival, dismissal, AfterCare, athletic, and safety procedures.
4. Participate appropriately in instruction, prayer, Mass, retreats, assemblies, service, and school programs.
5. Complete academic responsibilities honestly and to the best of one's ability; cheating, plagiarism, theft, forgery, and intentional deception are prohibited.
6. Respect property, personal space, and the work of others; keep school and parish spaces clean and safe.
7. Wear clothing and use personal items in accordance with the dress-code and device policies.
8. Walk safely indoors and avoid fighting, pushing, horseplay, unsafe conduct, or leaving supervised areas without permission.
9. Report serious safety concerns, threats, bullying, harassment, injuries, or damaged property promptly.
10. Do not retaliate against a person who reports a concern or participates in an investigation.

Teachers and supervisors may establish additional developmentally appropriate expectations for their classrooms, teams, programs, or activities.

4.3 – THE GOOD NAME OF THE OLPH STUDENT BODY

Students represent themselves, their families, OLPH, the parish, and the Catholic faith through their words and actions. OLPH may address off-campus or online conduct when it substantially affects the school community, including conduct involving threats, bullying or harassment, retaliation, criminal activity, illegal substances, weapons, sexual misconduct, significant misuse of school names/accounts/technology, or conduct that seriously disrupts safety, learning, operations, or the school's mission. The principal will evaluate off-campus matters individually based on the student's age and intent, the nature and severity of the conduct, its connection to OLPH, and its effect on others and the school community. Consequences may include loss of privileges or activities, probation, suspension, required withdrawal, denial of re-enrollment, expulsion, or referral to appropriate authorities.

4.4 – ARCHDIOCESAN GUIDELINES FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

Consistent with Catholic teaching on the dignity of every person, students may not engage in conduct that threatens, humiliates, harasses, degrades, discriminates against, defames, intimidates, or intentionally harms another person or the school community. This includes in-person, written, verbal, electronic, photographic, recorded, altered-media, and AI-generated conduct, whether on or off campus when it affects OLPH.

- threats, bullying, harassment, hazing, retaliation, or discriminatory conduct;
- slander, knowingly false statements, malicious rumors, impersonation, or false accounts;
- harmful posts, messages, images, videos, recordings, reactions, forwarding, or encouragement; and
- conduct intended to embarrass, isolate, frighten, or damage another person's reputation.

Students who receive or witness harmful communications should not forward or redistribute them; they should preserve available evidence and report the concern to a trusted adult. Violations may result in disciplinary action under this section and the anti-bullying policy in Section 4.11.

4.5 – PROCEDURE FOR SERIOUS INFRACTIONS

A serious infraction is a significant incident or repeated pattern that threatens safety, substantially disrupts the educational environment, violates the rights or dignity of others, or seriously conflicts with OLPH's mission and expectations.

- fighting, assault, aggressive physical contact, threats, intimidation, coercion, bullying, harassment, hazing, discrimination, or retaliation;
- serious or persistent defiance, disruption, dishonesty, theft, vandalism, or destruction of property;
- possession, use, distribution, sale, or being under the influence of alcohol, nicotine/vaping products, illegal drugs, controlled substances, inhalants, or related paraphernalia;
- possession, use, display, or threatened use of a weapon, firearm, dangerous instrument, or object represented as a weapon;
- serious academic dishonesty or harmful misuse of technology, social media, AI, photographs, recordings, or school accounts; and
- criminal conduct, credible threats, sexual misconduct, or other behavior creating a substantial risk to the school community.

Immediate Response and Investigation

School personnel may immediately separate students, remove a student from class or an activity, secure a dangerous item, provide first aid, contact a parent, require pickup, contact emergency services or authorities, or place a student on temporary administrative removal while the matter is reviewed. Temporary removal is precautionary and is not automatically a final disciplinary finding.

Administration may interview students and witnesses, obtain statements, review records and digital or physical evidence, consult appropriate personnel or outside authorities, and take other reasonable steps necessary to understand the circumstances. Students must cooperate honestly; lying, destroying evidence, pressuring witnesses, coordinating false accounts, or retaliation may result in additional consequences. The student will ordinarily have an opportunity to provide an account before a final decision is made.

Parents will be notified of serious allegations involving their child, subject to safety or legal restrictions. OLPH will protect the privacy of other students and employees and will not disclose another student's confidential records, statements, or consequences.

Safety and Reentry

When conduct raises a significant safety concern, OLPH may conduct a threat or safety assessment, require appropriate professional evaluation, develop a safety or reentry plan, restrict activities or contact, or establish conditions for return. After review, administration may determine that no violation occurred, provide intervention or restorative support, impose discipline, establish conditions for continued enrollment, or pursue suspension, required withdrawal, denial of re-enrollment, or expulsion.

4.6 – SUSPENSION, PROBATION, AND LOSS OF PRIVILEGES

Loss of Privileges and Probation

Participation in athletics, clubs, field trips, dances, performances, class trips, celebrations, graduation-related events, and other special activities is a privilege. Privileges may be limited because of academic ineligibility, attendance concerns, missing work,

misconduct, suspension, or failure to meet activity expectations. A student may also be placed on disciplinary probation with specific behavioral, attendance, academic, safety, or parent-cooperation conditions.

Suspension

Suspension is temporary exclusion from regular school attendance and may be imposed for a serious offense, repeated misconduct, failure to respond to interventions, or conduct that threatens safety or substantially disrupts the school.

Progressive discipline is not required before suspension for a significant incident.

Before a suspension is finalized, the student will ordinarily be told the concern, given an opportunity to provide an account, and informed of the decision. Immediate removal may occur when needed for safety, order, or investigation. A parent or guardian will be notified of the general violation, length of suspension, academic expectations, activity restrictions, and return requirements.

Unless administration approves otherwise, a suspended student may not attend classes, enter school or parish property except to attend Mass when permitted, or participate in practices, competitions, clubs, trips, performances, or other school-sponsored events. The student remains responsible for academic work and will receive a reasonable opportunity to complete assignments and assessments.

A reentry conference or plan may be required. Conditions may include completion of work or consequences, restorative action, restitution, professional documentation, activity or contact restrictions, or disciplinary probation. Failure to satisfy reentry or probation conditions may result in additional discipline, required withdrawal, denial of re-enrollment, or expulsion.

A parent or guardian may request review of a suspension under Section 4.9. The suspension remains in effect during review unless administration determines otherwise.

4.7 – EXPULSION FROM SCHOOL

Expulsion is removal of a student from OLPH for the remainder of the school year or another period determined by school and parish leadership. It is reserved for rare and serious circumstances, including dangerous or criminal conduct, weapons or illegal substances, substantial risk of harm, serious violations of the school's Catholic mission or policies, repeated misconduct after prior interventions, failure to comply with a required safety or behavior plan, or circumstances in which the school can no longer safely and appropriately serve the student.

A student may be temporarily removed or suspended while possible expulsion is reviewed. Before a final decision, OLPH will ordinarily investigate the conduct, notify the family of the general concern, allow the student and family to provide relevant information, review available records and evidence, and consult the pastor and Archdiocese when appropriate. School disciplinary review is educational and administrative, not a court proceeding.

The principal may recommend expulsion; the final decision is made by the principal and pastor in accordance with applicable Archdiocesan policy. Written notice will identify the general basis, effective date, restrictions, record-transfer procedures, financial responsibilities, and any available review process. The decision may take effect immediately when necessary for safety, order, mission, or the best interests of the school community.

Expulsion does not eliminate tuition or other contractual obligations and does not create a right to future admission. A later application may be considered based on the original conduct, the student's subsequent progress, records and professional recommendations, evidence of growth, and OLPH's ability to provide a safe and appropriate environment.

4.8 – SECLUSION AND RESTRAINT

OLPH maintains a school-specific seclusion and restraint plan consistent with applicable Indiana requirements. The complete plan is available to parents and guardians upon request. Seclusion or physical restraint is an emergency safety response, not a disciplinary consequence.

Permitted Emergency Use

Seclusion or physical restraint may be used only when a student's behavior presents an imminent risk of physical injury to the student or another person, as a last resort, for the shortest time necessary, and only until the immediate danger has passed. Less restrictive interventions should be attempted when circumstances permit. Appropriately trained personnel will be used whenever available, and the student will be continuously monitored.

Prohibited Uses

Seclusion or restraint may not be used as routine classroom management, punishment, retaliation, staff convenience, or solely for disrespect, noncompliance, disruption, verbal aggression, or property damage that does not create an imminent injury risk. Chemical restraint is prohibited. Mechanical restraint is prohibited except for medically authorized or transportation-safety equipment. Intervention may not restrict breathing or be used when a known medical condition makes it unsafe.

Notification, Documentation, and Review

After an incident, OLPH will assess the student for injury, provide appropriate medical assistance, attempt to notify the parent or guardian by the end of the school day or as soon as reasonably practical, and document the circumstances, intervention, duration, personnel involved, injuries, and follow-up. Administration will debrief the incident and may review or develop a behavior or safety plan, request evaluation, revise supports, increase supervision or training, or consult appropriate public-school or Archdiocesan personnel when repeated incidents occur.

4.9 – FAIR PROCESS REVIEW

A parent or guardian may request internal review of a significant disciplinary or enrollment decision, including suspension, expulsion, exclusion, required withdrawal, denial of admission or continued enrollment, or denial of re-enrollment.

The student and family will ordinarily receive notice of the general concern, an opportunity to provide relevant information, an appropriate conference, and notice of the resulting decision. Significant decisions will ordinarily be confirmed in writing.

A written request for review should be submitted to the principal within two school days of notice unless a different deadline is stated. The request should identify the decision, the reason reconsideration is requested, any relevant information not previously considered, and the requested resolution. When the principal made or upheld the decision, the family may request review by the pastor or designee within the communicated deadline.

The reviewing authority considers whether the applicable policy was reasonably followed, the family had an appropriate opportunity to provide information, the decision was supported by the information reasonably available, significant new information affects the outcome, and the decision is consistent with safety, mission, and the school's best interests. The original decision remains in effect during review unless administration determines otherwise.

The process is educational, pastoral, and administrative. OLPH will protect the confidentiality of students and employees; families may not question or cross-examine other students or witnesses or obtain confidential records. The School Ministry Commission does not hear individual appeals. After pastoral review, the decision is final unless another review is specifically authorized by Archdiocesan policy.

4.10 – EXCLUSION FROM SCHOOL

Exclusion is temporary or continuing removal from attendance, school property, or school-sponsored activities for disciplinary or non-disciplinary reasons. It is distinct from suspension and expulsion, although the same circumstances may also lead to discipline.

- health or safety conditions, communicable illness, incomplete required health records, or the need for medical clearance;
- educational, behavioral, developmental, medical, physical, or social-emotional needs that exceed the school's available programs, staffing, training, facilities, supervision, or resources;
- failure to provide requested records, evaluations, releases, or information needed for appropriate planning;
- failure to comply with an academic, behavioral, safety, attendance, medical, or support plan;
- unresolved financial obligations or failure to comply with an approved payment arrangement; or
- serious parent or guardian conduct or noncooperation that substantially interferes with school operations, safety, or the school's ability to educate the student.

A diagnosis, disability, medical condition, or mental-health concern does not automatically result in exclusion. Decisions are based on the individual circumstances, available supports, safety considerations, and OLPH's ability to provide an appropriate environment.

When an exclusion is temporary, the student remains responsible for academic work when reasonably possible. For continuing exclusion, required withdrawal, or denial of continued enrollment, the family will ordinarily receive notice of the general reason, effective date, conditions for return if applicable, record-transfer procedures, financial responsibilities, and the review process. Review is governed by Section 4.9.

4.11 – ANTI-BULLYING POLICY

OLPH is committed to a safe, nurturing, equitable, and Christ-centered environment. Bullying, cyberbullying, harassment, intimidation, retaliation, and discrimination are contrary to the dignity of the human person and will not be tolerated.

Definition

Consistent with Indiana law, bullying generally involves overt, unwanted, and repeated acts or gestures by a student or group of students intended to harass, ridicule, humiliate, intimidate, or harm another student and that create an objectively hostile school environment. Bullying may be physical, verbal, social/relational, written, or electronic and often involves a real or perceived imbalance of power. Not every disagreement, isolated unkind comment, or peer conflict meets the technical definition of bullying, but inappropriate conduct may still violate school rules and receive intervention or discipline.

Examples

- hitting, pushing, restraining, damaging or taking belongings, or threatening physical harm;
- repeated name-calling, insults, threats, taunting, mocking, degrading or sexual comments;

- intentional exclusion, rumor-spreading, manipulation of friendships, public humiliation, or efforts to damage relationships or reputation;
- harmful messages, posts, images, recordings, group chats, gaming communications, altered media, or AI-generated content; and
- targeting a student because of an actual or perceived characteristic, background, disability, or other identifying factor.

Reporting and Immediate Response

Students, parents, employees, and volunteers should report suspected bullying promptly to a teacher, counselor, administrator, or another trusted school employee. Reports may be verbal or written and may be anonymous, although anonymity can limit investigation. Students should not retaliate, confront others, forward harmful content, or conduct their own investigation. When electronic conduct is involved, available messages, screenshots, usernames, dates, and other evidence should be preserved. School personnel will assess immediate safety needs and may separate students, increase supervision, adjust seating or schedules, restrict contact, identify a trusted adult, preserve evidence, notify parents, provide support, conduct a safety or threat assessment, or contact outside authorities when appropriate. Interim measures are protective and do not constitute a final finding.

Investigation and Determination

Administration will review reports as promptly and thoroughly as reasonably possible. The review may include separate interviews, witness statements, school records, messages, photographs, videos, recordings, digital evidence, prior related incidents, and consultation with appropriate employees or authorities. OLPH will consider repetition, intent, power differences, severity, and the effect on the targeted student. Families will receive information concerning their own child; another student's confidential records, statements, or consequences will not be disclosed.

After review, administration may determine that bullying occurred, another rule was violated, the evidence was insufficient, the matter was primarily peer conflict, additional support or monitoring is needed, or outside referral is appropriate. A finding that conduct does not meet the technical definition of bullying does not prevent OLPH from addressing harmful or inappropriate behavior.

Interventions, Consequences, and Retaliation

Responses may include reteaching, counseling or skill building, parent conferences, reflection, voluntary restorative action, increased supervision, schedule or group changes, restrictions on contact or technology, loss of privileges, detention, behavior or safety plans, probation, removal from activities, suspension, required withdrawal, denial of re-enrollment, expulsion, or referral to law enforcement or another agency. Repeated bullying or a single severe incident may result in significant discipline without prior lesser consequences.

Retaliation against a person who reports a concern, supports another student, provides information, or participates in an investigation is a separate violation. OLPH may follow up after an incident to confirm that harmful conduct has stopped and to determine whether additional safety, support, or supervision is necessary. Substantiated incidents will be documented and reported as required.

SECTION 5 – STUDENT SUPPORT SERVICES

5.1 – STUDENT SUPPORT AND COUNSELING SERVICES

OLPH student-support personnel, teachers, administrators, intervention staff, instructional assistants, and the school counselor work together to support students' spiritual, academic, social, emotional, behavioral, and physical well-being.

- short-term student check-ins or school-based counseling support;
- small-group support, classroom guidance, conflict resolution, crisis response, and safety planning;
- academic intervention, organization, attendance, and school-adjustment support;
- teacher and family consultation and student-support meetings; and
- referral to public-school, community, or outside professional services when appropriate.

A referral may be initiated by the student, family, teacher, counselor, administrator, another employee, or the student-support team. Families are expected to provide relevant records, participate in requested conferences, communicate changes in the student's needs, and cooperate with reasonable school recommendations.

Counseling and Confidentiality

School counseling is educational and supportive and is not a substitute for clinical psychotherapy, psychiatric care, medical treatment, or long-term mental-health services. A student may receive an initial check-in, brief consultation, conflict-resolution support, or crisis response without advance parent permission. Regular or ongoing counseling will be handled according to school and Archdiocesan consent requirements.

School employees cannot promise absolute confidentiality. Information may be shared with appropriate parents, administrators, support personnel, healthcare professionals, law enforcement, or child-protection authorities when needed for safety, educational support, legal compliance, or school operations.

Outside and Public-School Services

Eligible students may receive speech-language, occupational therapy, special education, English learner, or other services through the responsible public school agency, qualified outside providers, or community organizations. Eligibility, frequency, provider, location, and scheduling are determined by the responsible agency or provider; OLPH cannot guarantee that a particular outside service will be available on campus.

5.1.5 – MULTI-TIERED SYSTEM OF SUPPORTS

OLPH uses a Multi-Tiered System of Supports (MTSS) to identify needs, provide timely academic or behavioral intervention and enrichment, monitor progress, and adjust support based on student response.

Levels of Support

- Tier 1 - Universal: standards-aligned core instruction, schoolwide expectations, differentiation, and enrichment for all students.
- Tier 2 - Targeted: additional small-group instruction, skill-specific intervention, increased practice, or progress monitoring.
- Tier 3 - Intensive: more individualized, frequent, or intensive intervention based on student need and available staffing and resources.

Students do not need to move through every tier before receiving more intensive support when data or circumstances indicate that additional intervention is needed.

Identification and Progress Monitoring

The student-support team may consider classroom performance, screening and diagnostic data, state assessments, attendance, work samples, teacher observations, behavior or social-emotional information, family input, prior records, and response to previous interventions. Interventions may be continued, revised, intensified, reduced, or discontinued based on progress-monitoring data. Families will be informed when a student requires significant or continuing intervention and may be invited to problem-solving or progress-review meetings.

Relationship to Special Education

Participation in MTSS does not mean that a student has a disability or qualifies for special education. MTSS does not replace an applicable Service Plan, CSEP, accommodation plan, medical plan, or other student-support plan, and it will not be used solely to delay an appropriate referral for evaluation when available information indicates that evaluation may be necessary. OLPH does not develop or administer an IEP as the student's nonpublic school; see Section 2.1.5.

5.2 – WELLNESS POLICY

OLPH maintains a wellness program consistent with applicable Archdiocesan expectations and federal requirements connected to school meal programs. The school promotes nutritious meals, age-appropriate nutrition education, regular physical activity, safe and respectful eating environments, and reasonable accommodations for documented dietary or medical needs.

- families must inform the school of dietary restrictions, allergies, and medical conditions that affect meals or activity;
- all food brought for school distribution must follow allergy, sanitation, and food-safety procedures;
- food should not ordinarily be withheld as punishment; and
- physical activity may be modified for documented health needs, safety concerns, weather, or program limitations.

School administration will designate personnel to coordinate wellness implementation and periodically review the policy. Detailed classroom snack, food-sharing, and allergy requirements appear in Section 6.1 and Section 5.2.5.

5.2.5 – ALLERGY-AWARE SCHOOL ENVIRONMENT

OLPH is an allergy-aware, not allergen-free, school. Food, medication, insect, latex, environmental, and other allergies can cause serious or life-threatening reactions, so families and the school share responsibility for prevention and emergency planning.

Family Responsibilities

- notify the school promptly of a known or suspected allergy;
- provide current health information and any requested allergy or emergency action plan;
- provide properly labeled, unexpired medication and emergency supplies and replace them as needed;

- maintain current emergency contacts and communicate changes in diagnosis or treatment; and
- provide safe alternative food when necessary.

School and Student Expectations

Based on documented needs and available resources, OLPH may share necessary information with employees, train designated personnel, use reasonable seating or cleaning precautions, restrict foods or activities, establish procedures for meals, celebrations, field trips and AfterCare, and keep emergency medication accessible. Students may not share or trade food, beverages, utensils, medication, or personal-care products and may not intentionally expose another student to a known allergen.

Emergency Response

When a serious allergic reaction is suspected, trained personnel may follow the student's emergency plan, administer authorized emergency medication, contact emergency medical services, and notify the family. Emergency treatment will not be delayed while attempting to reach a parent. Families must ensure that required medication and written plans are available for field trips and other school activities.

5.3 – HEALTH SERVICES AND IMMUNIZATIONS

OLPH provides basic school health support for illness, injury, required records, and student safety. School health services do not replace care from a physician, dentist, mental-health provider, or emergency department.

Families must provide current information regarding medical conditions, allergies, medications, activity restrictions, emergency plans, healthcare providers, emergency contacts, and other information necessary for safe participation. Failure to provide significant medical information or required documentation may result in temporary exclusion until appropriate planning is completed.

Screenings and Immunizations

OLPH may coordinate required or recommended hearing, vision, dental, or other screenings. Families are responsible for arranging professional follow-up when concerns are identified. Students must meet the current Indiana school immunization requirements or provide a valid exemption. Because state requirements may change, OLPH will use the current Indiana Department of Health schedule rather than print a permanent vaccine list in this handbook.

The school may use the Children and Hoosier Immunization Registry Program (CHIRP), when authorized, to verify or update immunization information, but families remain responsible for providing complete and accurate records. Students with incomplete records or applicable exemptions may be excluded during an outbreak when required by public-health officials or school administration.

Illness and Injury

The school may provide basic first aid, assess symptoms, contact a parent or emergency contact, administer authorized medication, or obtain emergency assistance. Families must arrange prompt pickup when a student is too ill to participate, may have a communicable condition, has a significant injury, needs medical evaluation, or cannot safely remain at school. Medication requirements are in Section 7.5.

5.4 – HOME LANGUAGE SURVEY AND ENGLISH LEARNER SERVICES

Indiana requires a Home Language Survey for students entering an Indiana school for the first time. Families must complete the survey accurately. It is used for educational identification and planning, not to determine citizenship or immigration status. When the survey indicates that a language other than English is used by the student or in the home, the student may complete an approved English-language proficiency screener. Indiana uses WIDA assessments for identification, placement, annual assessment, and exit decisions.

Students identified as English Learners may receive language-development instruction, classroom accommodations, differentiated materials, individual or small-group support, vocabulary and literacy support, progress monitoring, and assistance accessing grade-level content. Services depend on proficiency, need, staffing, scheduling, and available public-school or federally supported equitable-service resources.

OLPH will make reasonable efforts to communicate important information in a language and format families can understand. Families should notify the school when interpretation or translation assistance is needed and are expected to participate in conferences and required assessment or service processes.

SECTION 6 – THE SCHOOL DAY AND CALENDAR

6.1 – GENERAL DESCRIPTION AND DAILY SCHEDULE

OLPH maintains common arrival, dismissal, visitor, food, and after-school procedures to support safety and efficient school operations. Families are responsible for ensuring that anyone transporting or picking up a student understands these procedures.

Daily Schedule

Time	Regular Day
7:15 a.m.	Doors open; breakfast and arrival begin
7:35 a.m.	Breakfast service ends
7:45 a.m.	School day begins; later arrivals are tardy
10:40 a.m.	Early Learning half-day dismissal
2:00 p.m.	Early Learning full-day dismissal
2:45 p.m.	K–8 dismissal
3:00 p.m.	AfterCare charges begin for registered students

Arrival and Tardy Students

Regular arrival is 7:15–7:45 a.m. through the Pedway entrance. Students proceed directly to breakfast, the assigned classroom, or another approved location. Parents may walk a child to the entrance but may not enter the building during arrival or dismissal without reporting to the front office and following visitor procedures. A student arriving after 7:45 a.m. must be accompanied to the main office and signed in by a parent or guardian.

K–8 Dismissal

- AfterCare students report to the designated program location.

- K–4 walkers must be met by an authorized adult age 18 or older. Grades 5–8 may walk home with written parent authorization. A younger student may walk with an authorized older sibling in Grades 5–8.
- Car riders are released through the assigned dismissal lane to vehicles displaying the school-issued identification tag. If the tag or driver cannot be verified, the adult must report to the front office with photo identification.
- Students are released only to authorized individuals or according to a verified transportation change.

Transportation Changes and Early Pickup

Same-day K–8 transportation changes must be communicated directly to the front office by 2:00 p.m.; a message only to the teacher is not sufficient. Regular early pickup ends at 2:30 p.m. An authorized adult must report to the front office, present identification when requested, and sign the student out.

Late Pickup and After-School Activities

K–8 students not picked up or transferred to an approved supervised activity by 3:00 p.m. will be placed in AfterCare and charged the applicable daily rate. Students participating in an after-school activity must report directly to the sponsor, regular pickup area, or AfterCare and may not remain unsupervised on school or parish property. See Section 6.2 for AfterCare procedures.

Food, Snacks, and Water

When classroom snacks are permitted, they must be small, nutritious, easy to manage, and peanut/tree-nut free. Water is the only routine classroom beverage. Students may not share or trade food. Birthday or classroom treats must be commercially prepared, store-bought, prepackaged, coordinated with the teacher, and compliant with allergy restrictions. Homemade food may not be distributed to students. Refillable water bottles must contain plain water and have a secure lid.

Students may bring lunch from home. Restaurant or fast-food meals delivered by a family may be accepted but may require alternate seating to reduce allergy or disruption concerns. Lunch prices and account procedures will be communicated separately. Necessary forgotten items may be delivered to the front office; celebratory deliveries may be held until dismissal.

Recess and Outdoor Play

Students will ordinarily participate in scheduled recess and outdoor activity when weather and campus conditions permit. Families should send students with weather-appropriate outerwear and footwear. Recess may be moved indoors, shortened, or modified because of weather, grounds conditions, safety, staffing, or school operations.

Students must remain in assigned areas, use playground and activity equipment safely, follow employee directions, and demonstrate respectful play. A student who needs a medical restriction from recess or physical activity may be required to provide written documentation from a healthcare provider.

6.2 – AFTERCARE SERVICES PROGRAM

AfterCare is available to registered OLPH students in Preschool 3 through Grade 8 on days students attend school in person, subject to staffing, space, and program procedures. Enrollment in school does not automatically register a student for AfterCare.

Hours and Rates

AfterCare begins after regular dismissal. The 2:45–3:00 p.m. grace period is free. Beginning at 3:00 p.m., the daily family rates are \$15 for the first child, \$10 for the second, and \$5 for each additional child attending that day. The rate includes a snack. There are no partial-day or hourly rates unless administration announces otherwise.

Program Expectations

AfterCare may provide prayer, snack, homework/study time, games, physical activity, creative or recreational activities, and quiet time. It provides general group supervision and reasonable homework assistance but is not a tutoring program or a source of continuous one-to-one, intensive behavioral, or specialized medical supervision.

All school behavior, allergy, technology, and safety rules remain in effect. Personal electronic devices may not be used except for an approved medical need or emergency. Students remain in the school uniform or approved school-day clothing. Medication is handled according to Section 7.5.

Behavior and Program Eligibility

Minor concerns may be addressed through redirection, reflection, loss of an activity, or parent communication. Repeated or serious concerns may result in a conference, behavior or safety plan, probation, temporary suspension, or permanent removal from AfterCare. Serious aggression, threats, leaving supervision, destructive behavior, bullying, serious defiance, or needs beyond available supervision may result in immediate removal. Families must arrange alternative care when a student is suspended or removed.

Pickup and Billing

Students must be signed out at the designated AfterCare entrance by an authorized adult who may be required to present photo identification. Students may not sign themselves or siblings out. Published closing times must be observed; late pickup may result in per-minute fees and, if repeated, loss of program eligibility.

AfterCare statements are issued biweekly. Families receive a five-school-day grace period for unpaid balances; eligibility may be suspended beginning on the sixth school day until the account is paid and any conditions are satisfied. The principal has final authority to interpret AfterCare policy and determine continued participation.

6.3 – EARLY LEARNING HOURS AND PROCEDURES

Early Learning serves Preschool 3 and Pre-Kindergarten students. Program options and availability depend on enrollment, staffing, classroom capacity, and student needs. Early Learning follows the same morning arrival procedures as the rest of the school.

Early Learning Schedule and Pickup Deadlines

Program	Dismissal	Same-Day Pickup Change Deadline
Half day	10:40 a.m.	10:00 a.m.
Full day	2:00 p.m.	1:15 p.m.

Pickup follows the school-issued identification-tag and authorized-pickup procedures in Section 6.1. Changes must be communicated directly to the front office; messaging only the teacher is not sufficient. Early pickup requires the authorized adult to report to the main office, present identification when requested, and sign the child out.

AfterCare is available only to registered full-day Early Learning students. Full-day students not picked up at 2:00 p.m. remain supervised through regular dismissal and may transition to AfterCare; the standard grace period applies until 3:00 p.m. Half-day students are not eligible for AfterCare.

Early Learning follows K–8 closing and delay decisions but does not participate in eLearning. Specific delay procedures are summarized in Section 6.6.

6.4 – ATTENDANCE, ABSENCES, AND TARDINESS

Regular, punctual attendance is essential. Students are expected to attend every scheduled instructional day, arrive on time, and remain for the full day unless an absence or early departure is necessary. The principal determines how absences are classified and when additional documentation or intervention is required.

Reporting and Documentation

A parent or guardian must notify the front office by 9:00 a.m. on the day of an absence by phone, email, ParentSquare message to the office, or another approved method. The notice should identify the student, date, reason, anticipated duration, and relevant return information. Messaging only the classroom teacher does not replace office notification.

A parent explanation is ordinarily sufficient for one or two consecutive illness days. Healthcare-provider documentation is required for illness lasting three or more consecutive school days and may be required for appointments, activity restrictions, recurring conditions, frequent or concerning patterns, or when administration reasonably requests verification.

Excused, Unexcused, and Parent-Choice Absences

Excused absences may include illness or injury, necessary healthcare appointments, bereavement, religious observance, legal obligations, serious family emergencies, military-related circumstances, approved school activities, legally protected absences, approved parent-choice days, or another reason approved by the principal. Absences may be unexcused when notice or required documentation is not provided, the reason does not qualify, the student leaves without authorization, parent-choice limits are exceeded, or approval requirements are not met.

K–8 students may use up to five parent-choice absence days per semester (10 per school year) for family travel, events, recreational activities, club or travel sports, or other parent-selected reasons. These days count toward total absences and chronic absenteeism and may not ordinarily be used during state-testing windows, the first or last week of school, or the two school days immediately before or after a scheduled break. Extended parent-selected absences of three or more consecutive school days require a conference and should be requested at least five school days in advance.

Tardiness and Partial Days

- Students not in the classroom by 7:45 a.m. are tardy and must be signed in through the front office.

- Every five tardies in a semester are treated as the equivalent of one unexcused absence for attendance-intervention purposes.
- Arrival fewer than 45 minutes late is recorded as tardy; leaving fewer than 45 minutes early is an early departure.
- Arrival 45 minutes or more late, or departure 45 minutes or more early, is recorded as a half-day absence.
- Missing more than 90 minutes of the instructional day is recorded as a full-day absence.

Attendance Intervention

Attendance Level	Typical School Response
5 unexcused absences	Required attendance agreement meeting
10 unexcused absences	Required conference and formal attendance contract
15 unexcused absences	Administrative review and possible conditions for continued enrollment
18 total absences	Chronic-absenteeism review and referral when required or appropriate

Intervention may begin earlier when absences or tardies form a concerning pattern or affect learning. Indiana generally considers a student chronically absent after missing at least 10% of the school year for any reason. Attendance agreements may include documentation requirements, conferences, monitoring, student check-ins, transportation or routine planning, academic support, referrals, and conditions for activities or continued enrollment.

Make-Up Work and Activities

Students are responsible for completing missed work. They will generally receive one school day to complete work for each school day absent, although teachers may set a different reasonable deadline based on the student's age, length and reason for absence, the nature of the work, missed instruction, and documented accommodations. Work completed within the established make-up period may receive full academic credit regardless of whether the absence was excused or unexcused. Teachers are not required to prepare work in advance of an absence.

A student must attend at least one-half of the scheduled instructional day to participate that day in athletics, clubs, performances, rehearsals, dances, or other after-school activities, unless the principal approves an exception for a documented or unusual circumstance. A student absent because of illness should not return later that day for an activity. Early Learning students are not ordinarily subject to compulsory-attendance interventions unless a scholarship or assistance program requires attendance. Regular attendance remains strongly encouraged.

6.5 – K–8 SCHOOL CLOSINGS AND INCLEMENT WEATHER POLICY

OLPH makes its own decisions regarding closings, delayed openings, early dismissals, eLearning, and other schedule changes. OLPH does not automatically follow New Albany-Floyd County Consolidated School Corporation. The principal or designee considers weather, road and parking conditions, facilities and utilities, staffing, public-safety guidance, and the safety of students, families, and employees.

Morning closings and delays will ordinarily be announced through ParentSquare by 6:15 a.m., unless rapidly changing conditions require a later decision. Families should rely on direct OLPH communication and maintain current ParentSquare and PowerSchool contact information.

Delay Schedule

Schedule	Arrival Begins	Classes Begin
One-hour delay	8:15 a.m.	8:45 a.m.; breakfast available
Two-hour delay	9:15 a.m.	9:45 a.m.; no breakfast

Early Dismissal and Severe Weather

When an early dismissal is required, ParentSquare will provide the revised time, transportation-change deadline, pickup instructions, AfterCare information, and activity cancellations when available. During an active tornado warning or another immediate severe-weather threat, students will remain in designated shelter or supervised locations and will not be released until administration determines that dismissal is safe. Parents arriving during an active warning may be directed to shelter and must follow school instructions.

AfterCare may be canceled, shortened, relocated, or modified when weather, staffing, utilities, facilities, or another emergency makes normal operation unsafe or impractical. Families remain responsible for deciding whether travel from their specific location is safe and should notify the front office when conditions prevent attendance.

6.6 – EARLY LEARNING CLOSINGS AND INCLEMENT WEATHER POLICY

Early Learning follows the same closing, delay, and early-dismissal decisions as K–8. On a one-hour delay, arrival begins at 8:15 a.m. and the day begins at 8:45 a.m.; breakfast is available. On a two-hour delay, arrival begins at 9:15 a.m. and the day begins at 9:45 a.m.; breakfast is not served. Half-day students do not attend on a two-hour-delay day; full-day students dismiss at 2:00 p.m. unless otherwise communicated.

Early Learning students are not released during an active tornado warning or immediate severe-weather threat and do not participate in eLearning days. When the campus is closed and K–8 uses eLearning, Early Learning is closed.

6.6.5 – MAKE-UP DAYS AND ELEARNING

When school is canceled, administration will determine how lost instructional time will be addressed through eLearning, synchronous virtual instruction, an in-person make-up day, a designated calendar make-up day, calendar adjustment, or another permitted option.

eLearning applies to K–8 students. Assignments and instructions will ordinarily be available by approximately 8:45 a.m. through Google Classroom, another teacher-designated platform, ParentSquare, or another approved method. The school or teacher will identify required activities, any live sessions, contact methods, and deadlines.

Attendance on an eLearning day is based on meaningful participation, which may include submission of work, required live instruction, teacher contact, or an attendance check-in. Simply logging into a platform does not necessarily satisfy attendance requirements.

Students will ordinarily have up to two school days for each eLearning day to complete required assignments unless a different reasonable deadline is communicated. Families experiencing internet, device, or power problems should contact the teacher or school promptly. Students will receive a reasonable opportunity to complete missed work without being expected to travel in unsafe conditions solely to obtain internet access or materials.

6.7 – SCHOOL CALENDAR

The calendar published on the OLPH school website is the official school calendar. ParentSquare will be used to communicate changes, cancellations, delays, early dismissals, make-up days, revised assessment schedules, and other important updates. Printed, downloaded, or previously saved versions may become outdated.

OLPH generally coordinates major dates with other Catholic schools in the New Albany Deanery but does not automatically follow another school system's calendar. Families should schedule travel, appointments, club sports, and other non-school activities outside instructional days whenever possible and avoid state-assessment windows, the first and last week of school, the two school days surrounding a scheduled break, designated make-up days, and other dates identified as educationally significant. Attendance rules in Section 6.4 remain applicable.

SECTION 7 – WELLNESS, SAFETY, AND EMERGENCIES

7.1 – WELLNESS GUIDELINES

OLPH's comprehensive wellness, food, allergy, and school-health policies are located in Sections 5.2, 5.2.5, 5.3, and 6.1. Those sections govern nutrition, snacks, food sharing, beverages, allergies, health records, and student illness. This section focuses on campus safety, emergency procedures, visitors, field trips, medication, and related operational requirements.

7.2 – CONTACT INFORMATION AND MEDICAL RECORDS

Families must maintain complete and current contact, emergency, medical, custody, media-permission, and authorized-pickup information in PowerSchool and notify the front office of changes. Routine contact changes should be updated promptly; custody restrictions, restraining orders, urgent safety concerns, significant medical changes, allergies, and emergency medications must be reported immediately.

OLPH will follow current legal documentation concerning custody, guardianship, protective orders, and restrictions on access. The school cannot restrict a legal parent's access based solely on a verbal request or informal family agreement and may consult the Archdiocese when legal questions arise.

Students will be released only to a parent or legal guardian, an authorized pickup person, a person designated through an approved transportation-change procedure, or another person authorized by administration during an emergency. Photo identification may be required.

A student may carry and self-administer an inhaler, epinephrine auto-injector, diabetes medication or supplies, or another medically necessary emergency treatment only when required parent and medical authorization is on file and administration approves the arrangement. Medication procedures are in Section 7.5.

7.3 – PRECAUTIONARY DRILLS AND SAFETY PROCEDURES

OLPH maintains emergency procedures for fire, severe weather, lockdown, evacuation, shelter-in-place, utility failure, security threats, and other hazards. Required drills may be announced or unannounced. The school maintains a School Safety Specialist and School Safety Team, and employees receive emergency training appropriate to their roles.

During a drill or emergency, students, employees, volunteers, and visitors must follow directions promptly, remain with their assigned group, avoid unauthorized personal-device use, and wait for an official all-clear. Parents and guardians may not enter the campus, remove a student from a supervised group, or interfere with emergency procedures unless directed by the school. Official family instructions will be communicated through ParentSquare.

7.4 – EMERGENCY PLANS, EVACUATION, AND FAMILY REUNIFICATION

During an emergency, school personnel may evacuate or shelter students, restrict campus access, place the school in lockdown, contact emergency services, relocate students on or off campus, delay dismissal, or take other reasonable action necessary to protect safety.

Specific off-campus reunification locations are not published in this handbook for security reasons. If reunification is required, ParentSquare will provide the location and instructions. Families should monitor official messages, avoid calling or driving to campus unless directed, and refrain from sharing unverified information.

At a reunification site, students will be released only to an approved emergency contact or another adult authorized through school procedures after identification and the required sign-out process. Reunification may take longer than regular dismissal while the school verifies adults and accounts for students.

7.5 – MEDICATION POLICY

Medication is administered at school only when necessary for safe participation. OLPH does not have a school nurse; medication may be administered by trained or authorized office personnel or another designated employee.

Authorization and Packaging

Prescription and over-the-counter medication require current written parent or guardian authorization. Additional healthcare-provider authorization may be required for prescription medication, dose changes, extended use, emergency treatment, self-carry, specialized devices, or when clarification is needed. Medication must be delivered by an adult in the original pharmacy-labeled or manufacturer container. Medication in bags, pill organizers, envelopes, unlabeled bottles, or other unofficial containers will not be administered.

Storage and Administration

Medication is stored securely and administered according to written authorization and the original label. Students may not keep medication in desks, lockers, lunchboxes, backpacks, or personal belongings unless an approved self-carry plan applies. The first dose of a newly prescribed or newly used medication should be given at home whenever reasonably possible.

Emergency and Self-Carried Medication

OLPH may maintain stock emergency medication authorized by law and policy. A student may be approved to carry an inhaler, epinephrine auto-injector, diabetes treatment or supplies, or another necessary emergency medication when required parent and medical authorization is current and the student can use it safely. Misuse or unsafe handling may result in modification or revocation of self-carry privileges.

Field Trips, Restrictions, and End-of-Year Medication

Medication required on a field trip will be handled by designated personnel unless an approved self-carry plan applies. Families must ensure required authorization, medication, and emergency plans are current. Medical documentation may be required for activity restrictions, mobility devices, return after significant injury or surgery, or other school-day

accommodations. Families must retrieve unused or expired medication when requested or at the end of the school year; unclaimed medication may be disposed of according to school procedures.

7.5.1 – BLOODBORNE PATHOGENS, BODILY FLUIDS, AND UNIVERSAL PRECAUTIONS

OLPH follows universal precautions when responding to blood, vomit, urine, feces, and other bodily fluids. Employees receive role-appropriate training in personal protective equipment, handwashing, sanitation, cleanup and disposal, exposure prevention, and reporting.

A student whose body or clothing is visibly soiled will be moved to an appropriate private, supervised area and may not return to class until clean clothing is available. Early Learning and younger elementary students should keep a complete labeled change of clothing at school. When replacement clothing is not available, a parent or guardian must bring clothing or pick up the student.

7.6 – PESTICIDE APPLICATIONS AND NOTIFICATION

OLPH and the parish use qualified outside contractors for pesticide applications. Routine applications are ordinarily scheduled when students are not present in the affected area and will follow applicable requirements for applicators, product use, timing, storage, restricted-entry periods, and recordkeeping.

Parents, guardians, or employees who wish to receive pesticide-application notices should contact the OLPH Parish Office to request placement on the applicable notification registry. Notice will be provided when required by Indiana law; advance notice may not be possible for an emergency treatment needed to address an immediate health or pest concern.

7.7 – VISITORS, LUNCH GUESTS, AND STUDENT SHADOWING

All visitors must enter through the main school entrance, state their purpose, present valid photo identification when requested, sign in, wear a visitor badge, and remain only in authorized areas. Visitors may not enter through student or employee entrances, proceed directly to classrooms or student areas, remove a student without office authorization, interrupt instruction, photograph or record students without permission, use student restrooms while students are present, or remain after the approved purpose of the visit ends.

Lunch Guests

A parent or guardian may request permission to eat lunch with their child. Lunch guests must meet applicable Safe Parish requirements, notify the school before the lunch period, check in through the office, follow allergy and cafeteria procedures, and remain in the assigned location. Approval to eat with one's child does not authorize the adult to supervise, question, photograph, discipline, or interact privately with other students.

Student Shadowing

Prospective students in Grades 2–8 may be approved to shadow when requested at least one week in advance. Required emergency, medical, pickup, permission, and media information must be provided. Shadow students follow all school rules, dress expectations, device restrictions, supervision, and dismissal procedures.

Younger Children

Volunteers and visitors may not bring infants, toddlers, or other younger children while working in classrooms, chaperoning, or participating in school activities unless prior administrative approval has been granted. Children and unauthorized adults may not enter school kitchen preparation or serving areas.

7.8 – FIELD TRIPS

Field trips extend classroom learning and faith formation and are ordinarily part of the instructional program. Families complete annual permission requirements and will receive trip-specific information regarding destination, schedule, transportation, attire, meals, medical needs, chaperones, and other instructions. Any trip-specific form requiring a handwritten parent or guardian signature must be returned by the stated deadline.

A student may be denied or removed from a trip because of serious or unsafe behavior, supervision concerns, missing forms, failure to satisfy trip-specific requirements, or another circumstance that prevents safe participation. A nonparticipating student will ordinarily remain at school and complete an alternative educational assignment. Trip fees already included or committed are not refundable solely because a student does not attend.

Chaperones and Other Adults

All chaperones must receive school approval, complete applicable Safe Parish and Code of Conduct requirements, follow school directions, maintain active supervision, protect confidentiality, and remain with the assigned group. Chaperones may not bring younger children, other family members, or unapproved guests. An unapproved adult, including a parent or guardian, may not join the group, remove or independently supervise a student, change transportation or itinerary, or interfere with school directions. Early student release requires advance approval and the formal identification/sign-out process.

Transportation, Devices, and Student Needs

Transportation will be identified for each trip and may include a bus, commercial carrier, walking, school/parish transportation, or approved personal vehicles. Families may transport students only when the trip plan specifically permits it and all requirements are satisfied. Personal devices are prohibited unless trip-specific permission is provided. Students ordinarily wear the school uniform unless alternate attire is communicated in writing.

Families must provide current medical information, emergency medication, and required documentation. OLPH will make reasonable efforts to support documented needs within available staffing and resources and may require an approved adult to accompany a student when the necessary level of medical, behavioral, physical, or supervisory support cannot otherwise be provided. All school conduct rules remain in effect throughout the trip.

7.9 – PARENTSQUARE NOTIFICATION SYSTEM

ParentSquare is OLPH's required primary platform for school-to-family announcements, forms, reminders, transportation updates, closings and delays, emergencies, and other time-sensitive communication. Every family must maintain an active account, current telephone numbers and email addresses, and appropriate notification settings while enrolled.

Families are responsible for reviewing messages and responding to forms or requests by stated deadlines. Emergency and essential safety communications may not be opted out of. Social-media posts, messages from other families, screenshots, or another school system's announcements are not official OLPH communication. The OLPH website remains the official source for the school calendar.

7.10 – ARCHDIOCESAN SAFE ENVIRONMENT GUIDELINES FOR INTERACTING WITH MINORS

Adults who work, volunteer, coach, chaperone, supervise, or otherwise interact with minors through OLPH must satisfy the current Archdiocese of Indianapolis Safe Parish requirements before beginning service. Requirements generally include registration, approved background screening, training, Code of Conduct acknowledgment, and required renewals. Completion through another organization or prior program does not automatically satisfy current Archdiocesan requirements. Section 1.5 contains the school Code of Conduct; the current official Archdiocesan requirements control if a summary in this handbook differs.

SECTION 8 – STUDENT DRESS CODE

The Our Lady of Perpetual Help Catholic School dress code is intended to promote modesty, personal discipline, safety, school pride, and a learning environment in which attention remains focused on faith formation and academic growth.

Students are expected to arrive at school clean, well-groomed, and dressed in clothing that complies with the requirements of this section. Parents and guardians are responsible for ensuring that students have the required uniform items and follow the dress code each day.

Clothing, footwear, hairstyles, accessories, cosmetics, and personal items may not:

- interfere with the student's learning;
- distract other students;
- create a health or safety concern;
- conflict with the Catholic identity of the school;
- contain inappropriate words, images, or messages; or
- undermine the orderly operation of the school.

The principal or the principal's designee has final authority to determine whether clothing, footwear, grooming, accessories, or personal items comply with school expectations.

8.1 – NORMAL UNIFORM DRESS CODE

The uniform is intended to promote modesty, safety, school pride, and a focused learning environment. Students must arrive clean, appropriately groomed, and dressed in clothing that fits properly, provides full coverage, is in good condition, and does not create a distraction or safety concern. The principal or designee has final authority regarding compliance.

Early Learning

Preschool 3 and Pre-Kindergarten students do not wear the school uniform. They must wear modest, weather-appropriate clothing suitable for play and restroom independence and properly fitting tennis shoes. Sandals, Crocs or similar clogs, open-toed shoes, light-up shoes, wheeled shoes, and other unsafe or distracting footwear are not permitted.

K–8 Uniform Quick Reference

Item	K–4 Girls	K–4 Boys	5–8 Girls	5–8 Boys
Red OLPH uniform shirt	Allowed	Allowed	Not Allowed	Not Allowed
Blue OLPH uniform shirt	Not allowed	Not allowed	Allowed	Allowed
Navy uniform pants/shorts	Allowed	Allowed	Allowed	Allowed
Khaki uniform pants/shorts	Not allowed	Not allowed	Allowed	Allowed
Approved navy/plaid skort	Allowed	—	Allowed	—
Approved khaki skort	Not allowed	—	Allowed	—
Socks	White, navy, black, or gray	White, navy, black, or gray	White, navy, black, or gray	White, navy, black, or gray

All logo uniform shirts and approved skorts must be purchased through River City Workwear. Plain uniform-style pants and shorts may be purchased elsewhere when they closely match the approved color, material, fit, and style. Athletic wear, leggings worn as pants, sweatpants, cargo pants, denim, and jeggings are not uniform bottoms. Shorts and skorts may not be shorter than three inches above the top of the knee.

Shirts, Shoes, Socks, and Leggings

- Approved uniform shirts may be worn untucked on regular non-Mass days and may not be cut, cropped, tied, rolled, or otherwise altered.
- Properly fitting tennis shoes are required. Shoes may be any color but must be safe and appropriate for school activities. Weather boots may be worn to and from school but must be changed to tennis shoes after arrival.
- Socks must be white, navy, black, or gray and may not display logos or inappropriate words, images, or designs.
- Navy, white, or gray leggings/tights may be worn only under an approved uniform skort; leggings may not be worn as pants.

Approved Spirit-Wear Outerwear

Approved OLPH spirit-wear sweatshirts, hoodies, quarter-zips, sweaters, cardigans, and other approved school outerwear may be worn inside the building. There is no specific color requirement for approved spirit-wear outerwear. Outdoor coats and non-approved outerwear must be removed after entering the building. Team, club, or athletic outerwear may be worn during the school day only when it is approved OLPH spirit wear or specifically authorized by administration.

8.2 – MASS-DAY UNIFORM

On Mass days, students must wear the regular school uniform with particular care. Uniform shirts must be tucked in throughout Mass; approved pants, shorts, and skorts are permitted; tennis-shoe rules remain in effect; and approved OLPH spirit-wear outerwear, including approved hoodies, may be worn. Clothing must be clean, appropriately fitted, and in good condition. Belts are not routinely required but may be required when pants do not remain securely at the waist. Students may untuck shirts after Mass unless otherwise directed for a liturgy, performance, photograph, presentation, or special event.

8.3 – OUT-OF-UNIFORM DRESS CODE

Out-of-uniform days are a privilege. Clothing must remain modest, safe, appropriate for a Catholic school, and suitable for normal school activities. The regular uniform may always be worn.

- No crop tops, exposed midriffs, tank/spaghetti/halter/strapless tops, low-cut or see-through clothing, or excessively tight clothing.
- No leggings worn as pants, ripped or distressed clothing, exposed undergarments, or pajamas unless specifically allowed for a theme day.
- No clothing or accessories promoting alcohol, drugs, tobacco/vaping, weapons, violence, sexual content, profanity, discrimination, or other inappropriate material.
- Tennis shoes remain required unless the school specifically approves different footwear for an event.
- Shorts, skirts, skorts, and dresses must reach the top of the knee or longer when standing.

Spirit-Wear Days

On spirit-wear days, students may wear approved OLPH or PHS spirit wear with regular school-uniform bottoms or jeans. Jeans must be free from holes, tears, fraying, or distressing. Homemade, altered, or unofficial school apparel is not permitted unless approved by administration.

Theme Days and Special Events

For theme days, Catholic Schools Week, Red Ribbon Week, retreats, or other special occasions, students must follow the written requirements communicated for that event. Unless alternate attire is announced, the regular uniform applies to picture days, concerts, May Crowning, awards, presentations, liturgies, graduation-related events, and similar programs.

8.3.5 – FIELD TRIP DRESS CODE

Students ordinarily wear the regular school uniform on field trips unless the teacher or administration communicates alternate attire in writing. Any alternate attire remains subject to the out-of-uniform standards in Section 8.3 and any trip-specific safety or activity requirements. A student who arrives in noncompliant clothing or footwear may be unable to participate if appropriate replacement clothing cannot be provided before departure.

8.4 – GROOMING, HAIR, AND ACCESSORIES

Students must be clean and appropriately groomed. Hair must be neat, kept out of the eyes, and styled so it does not interfere with safety or learning. Hair color must remain within a natural color range; subtle highlighting is permitted. Mohawks, fauxhawks, shaved words, letters, numbers, symbols, pictures, lines, or other designs are not permitted. Boys' hair must remain above the eyebrows, around or above the ears, and above the shirt collar; middle-school boys must be clean-shaven. Hair accessories, makeup, nail polish, artificial nails, and eyelashes are permitted when modest and safe and when they do not interfere with learning or activities. Visible temporary or permanent tattoos, drawings, words, or symbols on the skin must remain covered unless administration approves an exception for a school activity, religious observance, cultural practice, or classroom project.

Students may wear modest jewelry, including simple necklaces, bracelets, rings, religious medals, and small stud or close-fitting hoop earrings. Dangling or oversized earrings, gauges, facial piercings, unsafe chains, inappropriate symbols, or excessive/distracting jewelry are prohibited. Jewelry may be required to be removed for PE, athletics, laboratory work, performances, or other activities when it creates a safety concern. OLPH is not responsible for lost or damaged jewelry or accessories.

OLPH will consider reasonable dress-code accommodations for documented medical, disability, sensory, religious, or cultural needs. Families should contact the principal in advance when an accommodation is needed.

8.5 – DRESS CODE VIOLATIONS

Minor dress-code concerns will ordinarily be addressed through a reminder and opportunity to correct the issue, followed as needed by a documented warning, parent communication, administrative referral, detention, or loss of out-of-uniform privileges. Administration may skip steps when a violation is intentional, repeated, disruptive, unsafe, or cannot be corrected at school.

For a significant violation, the student may be sent to the office and the family may be required to provide appropriate replacement clothing. The student will remain in a supervised location until the issue is corrected and may be sent home if appropriate clothing cannot be provided. OLPH does not guarantee loaner clothing. Time missed because of a dress-code violation does not excuse academic responsibilities.

Repeated violations may result in a parent conference, dress-code or behavior agreement, detention, loss of privileges, or other appropriate discipline. The principal or designee determines the response based on age, history, intent, and the nature of the violation.

8.6 – PERSONAL DEVICES, ACCESSORIES, AND VALUABLES

Students should not bring unnecessary valuables or personal items to school. OLPH is not responsible for loss, theft, or damage of personal property.

Lost and Found

Families are encouraged to label coats, sweatshirts, lunchboxes, water bottles, and other belongings with the student's name. Found items will be placed in the school's designated Lost and Found area. Students and families should check for missing items promptly.

Unclaimed items may be donated or discarded periodically after reasonable notice to families. OLPH is not responsible for personal items that are lost, damaged, stolen, or left unclaimed.

Phones and Wearable Devices

A cellular phone brought to school must be turned completely off and stored in the student's backpack or locker throughout the school day. It may not be carried on the student's person or used to call, text, message, photograph, record, or access online content unless an employee gives specific permission for an unusual circumstance. Students needing to contact a parent must use the front office; parents should contact the office for urgent messages.

Smartwatches or other wearable devices capable of calling, messaging, recording, photographing, accessing the internet, or receiving notifications are not permitted during the school day. A standard non-communicating watch is permitted. Approved medical devices are allowed according to the student's plan.

Device Violations

1. First violation: device confiscated and returned to the student at the end of the school day.
2. Second violation: device confiscated and released only to a parent or guardian.
3. Repeated violations: the student may be prohibited from bringing the device for a period determined by administration.

Using a device to cheat, record others, bully, harass, access inappropriate material, evade supervision, or create a safety concern may result in immediate parent pickup and additional disciplinary or academic consequences.

Personal earbuds or headphones may be used only when authorized for instruction or an approved accommodation. Toys, trading cards, gaming devices, cameras, large amounts of cash, expensive items, laser pointers, items intended for buying/selling/trading, or other distracting or unsafe items may not be brought without approval. Backpacks remain in assigned storage unless an accommodation or other approved need permits otherwise.

8.7 – SEARCH AND SEIZURE

Lockers, desks, cabinets, cubbies, school-issued devices, and other school-owned property remain under OLPH control and may be inspected by authorized school personnel for safety, maintenance, rule enforcement, recovery of property, or another legitimate school purpose. Students have no expectation of privacy in school-owned property.

When administration has reasonable grounds to believe a student possesses evidence of misconduct, stolen property, a prohibited or dangerous item, or another safety concern, the student may be required to open or empty a backpack, purse, athletic bag, lunchbox, coat, pocket, container, or other personal item. Searches will be reasonably related to the concern and conducted as privately and respectfully as circumstances permit. OLPH will not conduct strip searches or require removal of ordinary clothing.

A personal electronic device may be confiscated and secured when used in violation of policy or when it may contain evidence related to a serious safety or disciplinary concern. School employees will not require a student to provide a passcode or independently search the contents of a personal device; when access may be necessary, OLPH will consult the Archdiocese and, when appropriate, law enforcement.

Parents will ordinarily be notified after a search of personal belongings or confiscation of a significant item. Advance notice is not required when delay could create a safety risk, allow evidence to be destroyed, or interfere with an investigation. Refusal to comply with a lawful and reasonable school request may result in discipline or referral to appropriate authorities.

8.8 – CELEBRATIONS, DELIVERIES, AND PRIVATE EVENTS

Celebrations should support school community without disrupting instruction, creating unnecessary competition, excluding students, or creating safety concerns. Flowers, balloons, gifts, and similar deliveries for individual students will ordinarily be held in the front office until dismissal; excessively large, unsafe, or disruptive items may be refused.

Party invitations may be distributed at school only when the entire class, entire grade, all students of the same sex in the class, or all students of the same sex in the grade are invited. Invitations for smaller selected groups must be distributed privately outside school. School directories, ParentSquare, class email lists, and other school communication systems may not be used for private invitations without authorization.

Parent-organized parties, trips, gatherings, and other off-campus events are private activities unless OLPH formally designates them as school-sponsored. Private organizers may not represent the event as sponsored by OLPH, use the school name or logo without permission, require employees to distribute information, or imply that attendance affects school standing. OLPH is not responsible for supervision, transportation, conduct, safety, expenses, or consequences associated with private events.

SECTION 9 – TUITION, FEES, AND FINANCIAL POLICIES

9.1 – FINANCIAL OBLIGATIONS, TUITION, AND FEES

Our Lady of Perpetual Help Catholic School is supported primarily through tuition and fees, Indiana Choice Scholarship funding, fundraising, and charitable contributions.

OLPH does not maintain separate parishioner and non-parishioner tuition rates. Tuition and published fees are applied according to the annual tuition schedule, enrollment agreement, and applicable scholarship requirements.

By enrolling a student at OLPH, the parent or guardian accepts responsibility for all tuition, fees, and other financial obligations associated with the student's enrollment.

2026–2027 Tuition Schedule

Program	Annual Tuition
Kindergarten–Grade 8	\$7,000 per student
Pre- Kindergarten Monday–Friday Full Day	\$7,000 per student
Preschool 3 (Pre 3) Monday–Friday Full Day	\$7,000
Preschool 3 (Pre 3) Monday–Friday Half Day	\$3,500
Preschool 3 (Pre 3) Monday, Wednesday, and Friday Full Day	\$4,200
Preschool 3 (Pre 3) Monday, Wednesday, and Friday Half Day	\$2,100

Tuition rates are reviewed annually and are subject to change for future school years.

Enrollment Fees

A **\$150 nonrefundable enrollment fee** is due when a new student accepts an offer of admission.

Returning families must reserve their student's enrollment by paying the enrollment fee by the deadline announced during the annual re-enrollment period, ordinarily held in late winter or early spring.

Payment of an enrollment fee reserves a place for the student but does not eliminate the family's responsibility to:

- complete all enrollment documents;
- provide required records;
- sign the tuition agreement;
- establish an approved payment plan; and
- satisfy any other enrollment requirements.

All registration and enrollment fees are nonrefundable.

Additional Fees and Accounts

Books and supply fees vary by grade level and will be identified in the student's annual tuition contract.

Additional financial obligations may include:

- athletic fees;
- breakfast and lunch charges;
- AfterCare charges;
- damaged, lost, or unreturned school property;
- technology or device charges;
- returned-payment fees;
- optional activity charges; and
- other amounts identified in the enrollment agreement or published fee schedule.

Breakfast, lunch, athletics, and AfterCare are billed separately from tuition.

Maintaining Current Accounts

Families are responsible for maintaining current balances on all school-related accounts.

A five-day grace period will generally be provided following a payment due date. Applicable financial interventions may begin on the **sixth day after the due date**.

A family experiencing financial hardship should email the principal as soon as possible and preferably before the account becomes delinquent.

Contacting the school does not automatically change the payment due date or suspend collection activity. Any alternate payment arrangement must be approved in writing by the principal and pastor.

Delinquent Accounts

When an account becomes delinquent, OLPH may:

- notify the parent or guardian;
- assess applicable returned-payment or processing fees;
- require a financial conference;
- establish a written payment agreement;
- suspend AfterCare services;
- restrict participation in optional activities, athletics, trips, ceremonies, or special events;

- withhold re-enrollment;
- cancel enrollment for the following school year;
- terminate current enrollment after appropriate notice and administrative review;
- refer the account for collection; or
- take another action permitted by the enrollment agreement.

OLPH may also withhold report cards, official transcripts, diplomas, graduation participation, or other nonrequired records or privileges while a balance remains unpaid, to the extent permitted by applicable requirements.

Financial concerns will be addressed privately with the responsible adults. Students will not be publicly identified, embarrassed, or disciplined solely because of a family's financial circumstances.

However, continued enrollment is contingent upon the family fulfilling its contractual financial obligations or complying with an approved written payment arrangement.

Financial Exceptions

Only the principal and pastor may approve:

- an alternate payment arrangement;
- an extension;
- a temporary waiver;
- a settlement;
- a modification of a financial obligation; or
- another exception to the published financial policy.

All approved arrangements must be documented in writing.

9.2 – PAYMENT METHODS AND SCHEDULES

All tuition payments are completed online through **Finalsite**.

OLPH is a cashless school. The school office does not accept cash for tuition, fees, meals, AfterCare, or other school-related accounts.

Families may select different approved tuition payment options for different children within the same household.

Payment Options

The following payment options are available for the 2026–2027 school year:

Annual Payment

The full annual tuition amount is due on **August 15, 2026**.

Semester Payments

One-half of the annual tuition is due on **August 15, 2026**, and the remaining half is due on **January 15, 2027**.

Quarterly Payments

Tuition is divided into four installments due during:

- August 2026;
- November 2026;
- February 2027; and
- April 2027.

The exact quarterly due dates will be identified in Finals site and the tuition agreement.

Monthly Payments

Tuition is divided into 10 monthly payments due on the **15th day of each month from August 2026 through May 2027.**

The payment plan selected during enrollment remains in effect unless a change is approved by the principal and pastor.

Processing Charges

Families are responsible for any:

- credit-card processing fees;
- bank-processing fees;
- platform charges;
- returned-payment fees; or
- other transaction charges associated with the payment method selected.

These charges are separate from tuition and school fees.

Returned or Failed Payments

A **\$45 returned-payment fee** will be assessed for any returned, declined, reversed, or unsuccessful tuition payment.

A failed payment remains unpaid and does not extend the original due date.

The family must promptly:

- update its payment information;
- pay the returned-payment fee;
- bring the account current; and
- contact the school office when assistance is needed.

After two returned or failed payments, OLPH may require the family to use an alternative electronic payment method approved by the school office.

Meal Accounts

Breakfast and lunch accounts are managed through **EZ Pay**.

Families are responsible for monitoring each student's balance and maintaining sufficient funds for meals and permitted purchases.

Free and reduced-price meal benefits are addressed in Section 9.4.5.

AfterCare Accounts

AfterCare billing and nonpayment procedures are addressed in Section 6.2.

AfterCare statements are issued biweekly. Families receive a five-school-day grace period, and AfterCare eligibility may be suspended beginning on the sixth school day when the balance remains unpaid.

Billing Questions

Questions regarding tuition, fees, meals, AfterCare, or other financial obligations should be directed to the school office at **812-944-7676**.

9.3 – WITHDRAWALS, REFUNDS, AND OUTSTANDING BALANCES

Withdrawal Notification

A parent or guardian withdrawing a student must notify the principal in writing and complete all required withdrawal procedures.

The effective withdrawal date will ordinarily be the student's final day of enrollment or another date established in writing by administration.

Tuition Responsibility Following Withdrawal

A registered student who withdraws between the first instructional day of school and **December 15** is responsible for **one-half of the full annual tuition amount**.

A registered student who withdraws after **December 15** is responsible for the **full annual tuition amount**.

The tuition obligation applies regardless of the number of days the student attended during the applicable period.

Withdrawal, transfer, dismissal, or a student's failure to attend does not eliminate the family's financial responsibilities under the signed enrollment agreement.

Nonrefundable Charges

The following charges are nonrefundable:

- enrollment and registration fees;
- books and supply fees;
- field-trip fees;
- technology or program fees;
- athletic or activity fees;
- fundraising commitments already incurred; and
- other charges identified as nonrefundable in the tuition agreement.

Prepaid breakfast, lunch, and AfterCare balances are not ordinarily refunded.

Outstanding Balances

Any outstanding balance remains due after a student withdraws, transfers, or is dismissed.

The family remains responsible for:

- tuition owed under the withdrawal schedule;

- nonrefundable fees;
- unpaid breakfast, lunch, or AfterCare charges;
- damaged, lost, or unreturned school property;
- Choice Scholarship or SGO funding that must be returned, reduced, or reversed; and
- any other outstanding school-related charges.

Official student records will not ordinarily be forwarded while the family has an outstanding balance, except when OLPH is required to provide information necessary for appropriate student placement, safety, or legal compliance.

Choice and Scholarship Reconciliation

When withdrawal, dismissal, or a change in eligibility causes Choice Scholarship or SGO funding to be reduced, returned, or reversed, the family's account will be recalculated.

Any credit otherwise due to the family will first be applied to:

- the scholarship adjustment;
- outstanding tuition;
- unpaid fees; and
- other school-related balances.

If a balance remains, the family is responsible for payment according to the enrollment agreement and Section 9.5.

Refund Processing

Any approved refund will first be applied to outstanding balances owed by the family.

A remaining refundable amount will be processed within approximately **14 business days** after:

- the final account reconciliation is completed;
- all required withdrawal documents have been received;
- all school property has been returned; and
- any Choice Scholarship or SGO adjustment has been determined.

Refunds will be issued electronically through a school-approved payment method.

9.3.5 – EMERGENCY CLOSURES AND TUITION OBLIGATIONS

Tuition and fees remain due when school operations are affected by:

- inclement weather;
- public-health concerns;
- government or emergency-management orders;
- power or utility failure;
- mechanical or facility problems;
- natural disasters;
- safety concerns; or
- another circumstance beyond the school's control.

A closure, delayed opening, early dismissal, eLearning day, synchronous virtual day, calendar adjustment, or make-up day does not automatically entitle a family to a tuition refund or credit.

When in-person instruction is interrupted, OLPH will continue the educational program through the instructional format selected by administration and permitted by applicable Archdiocesan and state requirements.

Teachers will continue to plan standards-based instruction, communicate assignments, and evaluate student work according to the school's eLearning and make-up-day policies.

A family that cannot make a scheduled tuition payment because of an emergency or significant change in circumstances must contact the principal promptly to discuss a possible written payment arrangement.

9.4 – FINANCIAL ASSISTANCE

Our Lady of Perpetual Help Catholic School recognizes that some families may need financial assistance to make Catholic education possible.

Available assistance may include:

- Indiana Choice Scholarships; and
- scholarships provided through a certified Scholarship Granting Organization.

Financial assistance is based on eligibility, documentation, available funding, and the requirements of the applicable program.

Financial assistance is not guaranteed.

Requesting Assistance

Any enrolled or enrolling family may request a financial-assistance review.

Families seeking an SGO scholarship or other available tuition assistance must submit:

- a written letter explaining the family's financial hardship;
- the specific amount of assistance requested;
- all documentation required by the applicable scholarship program;
- accurate household and income information; and
- any additional information requested by the principal or bookkeeper.

The standard annual deadline for financial-assistance requests is the **second Friday in July**.

Applications received after the deadline may be considered when:

- a parent or guardian loses employment;
- a serious illness or family emergency occurs;
- the family experiences a significant and unexpected financial change;
- additional scholarship funds become available; or
- the principal determines that exceptional circumstances justify consideration.

Annual Application

Families must apply for financial assistance each school year.

Receiving assistance during one school year does not guarantee:

- assistance in a future year;
- the same award amount;

- continued availability of funds; or
- continued eligibility.

Review and Confidentiality

The principal reviews financial-assistance requests in consultation with the bookkeeper and, when appropriate, the pastor or applicable Scholarship Granting Organization.

Financial information will be kept confidential and shared only with individuals who need the information to evaluate, process, administer, or audit the award.

Conditions of Assistance

An award may be contingent upon:

- timely submission of a complete application;
- accurate income and household information;
- submission of requested tax or financial documents;
- continued enrollment;
- regular attendance;
- good-faith payment of the remaining family balance;
- compliance with the tuition agreement;
- completion of required Choice Scholarship or SGO forms; and
- continued program eligibility.

Assistance may be reduced, suspended, withdrawn, or required to be repaid when:

- information is false, incomplete, or misleading;
- eligibility changes;
- required documentation is not provided;
- the student withdraws or is dismissed;
- the family does not pay the remaining balance;
- applicable attendance requirements are not met;
- the family violates the scholarship or tuition agreement; or
- the funding source reduces or withdraws the award.

9.4.5 – FREE AND REDUCED-PRICE MEAL BENEFITS

OLPH participates in the federal school meal program and makes free and reduced-price meal applications available to eligible families.

Families may apply during annual registration. A family may also contact the front office to request assistance or submit an application during the school year.

Families generally must submit a new application each school year unless the student is directly certified through an applicable state or federal program.

Confidentiality

Applications, income information, direct-certification status, and eligibility determinations are confidential.

Eligibility information will be shared only as permitted or required for program administration.

Students receiving meal assistance will not be publicly identified or treated differently from other students.

Covered Meals

Free or reduced-price benefits apply only to qualifying reimbursable meals.

Benefits do not ordinarily cover:

- à la carte items;
- additional entrées;
- extra snacks;
- beverages outside the approved meal;
- food purchased for another student; or
- other optional purchases.

Students may not use another student's account or meal eligibility.

Pending Applications

Until an application is approved or direct certification is confirmed, the family remains responsible for meal charges.

Approval may not be applied retroactively unless permitted by the applicable program.

Families should submit applications promptly and respond to requests for verification by the stated deadline.

9.5 – INDIANA CHOICE AND SGO SCHOLARSHIPS

OLPH participates in the Indiana Choice Scholarship Program and may partner with one or more certified Scholarship Granting Organizations.

Choice Scholarships and SGO scholarships are separate programs:

- A **Choice Scholarship** is state funding applied toward tuition at an eligible participating nonpublic school.
- An **SGO scholarship** is funded through private charitable donations and awarded through a certified Scholarship Granting Organization.

Administration

The OLPH Administrative Assistant manages Choice Scholarship and SGO application processing.

Families must request an eligibility review. OLPH is not responsible for identifying or applying on behalf of every potentially eligible family without a request.

Choice Scholarship Applications

A family requesting a Choice Scholarship must provide all documentation required by the Indiana Department of Education and OLPH.

The participating school submits the application using the information and documentation provided by the parent or guardian.

The Indiana Department of Education makes the final eligibility determination.

Families must:

- meet OLPH's internal application deadline;
- provide complete and accurate documentation;
- sign all required application and endorsement forms;
- respond promptly to requests for additional information; and
- maintain enrollment through the applicable scholarship period.

OLPH's internal application deadline will ordinarily be at least **10 business days before the applicable state deadline**. Exact deadlines will be communicated annually.

Failure to meet OLPH's internal deadline may prevent the school from completing the application before the state deadline.

Estimated and Final Awards

Choice Scholarship award information may initially reflect an estimated amount. The final award may increase, decrease, or remain unchanged.

The family remains responsible for:

- tuition and fees not covered by the award;
- any difference between an estimated and final award;
- amounts resulting from delayed, denied, or incomplete applications;
- balances caused by missed documentation or endorsement deadlines; and
- any balance resulting from withdrawal or loss of eligibility.

Families remain responsible for the full contractual tuition amount until the scholarship has been approved and credited to the student's account.

SGO Scholarship Requests

SGO scholarships may be available to eligible OLPH students in Pre-Kindergarten through Grade 8.

A family seeking SGO assistance must submit:

- a written explanation of financial hardship;
- the amount of assistance requested;
- required income and household documentation;
- the applicable SGO application; and
- any additional information requested by OLPH or the Scholarship Granting Organization.

SGO eligibility and award decisions remain subject to state requirements, the policies of the Scholarship Granting Organization, available donations, and funding limits.

Remaining Family Balance

A Choice Scholarship or SGO scholarship does not eliminate the family's responsibility for tuition and fees not covered by the award.

The remaining family balance must be paid according to the payment plan selected through Finals site.

Withdrawal or Loss of Eligibility

When a student withdraws, is dismissed, or becomes ineligible:

- the unused portion of a Choice Scholarship may be forfeited or returned;
- an SGO award may be reduced or reversed;
- the family's account will be recalculated;
- any available family credit will first be applied to the adjustment; and
- the family will be responsible for the resulting balance.

When an amount must be repaid and no sufficient family credit exists, at least **50% of the resulting balance** must be paid before OLPH releases official student records, to the extent permitted by applicable requirements.

OLPH will provide a requesting school with the information required to support appropriate student placement, safety, or legal compliance.

Inaccurate or Fraudulent Information

Providing false, incomplete, altered, or misleading information may result in:

- denial or loss of the scholarship;
- repayment of scholarship funds;
- responsibility for the resulting tuition balance;
- referral to the scholarship administrator or appropriate authority;
- denial of re-enrollment; or
- withdrawal of the student.

Early Learning Attendance

An Early Learning student receiving an SGO scholarship or other attendance-dependent assistance may be required to comply with the attendance expectations established in Section 6.4.

Excessive absence may result in reduced or withdrawn assistance when permitted by the scholarship agreement.

SGO Donations

Individuals interested in supporting Catholic education through an SGO donation should contact the front office or principal. Because state and federal tax laws may change and individual tax circumstances vary, OLPH does not guarantee a specific tax benefit. Donors should consult a qualified tax professional.

9.6 – SCHOOL FUNDRAISING

Fundraising supports the mission, educational programs, student opportunities, and long-term vitality of Our Lady of Perpetual Help Catholic School.

The school's primary annual fundraiser is **Main Event**. Additional fundraisers may be conducted by OLPH, the PTO, classes, teams, clubs, or other approved school groups.

Family Participation

Family participation in school fundraising is strongly encouraged but is not subject to a required annual fundraising amount. When offered for a particular fundraiser, families may select a published buyout option instead of participating directly.

OLPH encourages each family to contribute at least **10 volunteer hours during the school year**. This is an encouraged service goal and is not a mandatory enrollment requirement.

Authorized Fundraising

Established school and PTO fundraisers included in the approved annual plan do not require separate approval each time they occur.

A new or independently initiated fundraiser using any of the following must be reviewed and authorized by school administration before it begins:

- the OLPH name;
- the OLPH logo;
- student participation;
- school or parish facilities;
- ParentSquare;
- student or family contact information; or
- school or parish financial accounts.

Classes, teams, clubs, and school organizations may conduct fundraisers when the activity follows school financial procedures and has an identified school or PTO sponsor.

Handling Funds

Fundraiser money may be collected, counted, recorded, deposited, or reconciled only by authorized PTO representatives or school or parish personnel.

Students should not be given primary responsibility for maintaining or transporting significant amounts of money.

Fundraiser proceeds may not be deposited into a personal bank account, payment application, crowdfunding account, or merchant account.

Online and Community Fundraisers

Restaurant nights, crowdfunding campaigns, online sales, donation pages, raffles, spirit-wear sales, sponsorships, and similar activities may be used when conducted through authorized school, parish, or PTO procedures.

Families may not establish an independent crowdfunding page or online fundraiser representing OLPH without approval.

Raffles and Charitable Gaming

Raffles, bingo, drawings, pull tabs, and other activities that may constitute charitable gaming must be administered through the appropriate school or parish structure and comply with Indiana Gaming Commission and Archdiocesan requirements.

Individual families, classes, teams, or clubs may not independently operate charitable gaming in the name of OLPH.

Student Sales

Students will not ordinarily be required or encouraged to sell items door-to-door.

A door-to-door activity may occur only when specifically approved, accompanied by written family guidance, and supervised by a parent or guardian.

Families should never place a student in an unsafe situation for fundraising purposes.

Communication Systems

Student directories, ParentSquare, school email lists, and other school communication resources may not be used for:

- private business advertising;
- personal sales;
- unapproved fundraising;
- political fundraising; or
- solicitation unrelated to an authorized school, parish, or PTO activity.

9.7 – CHRISTIAN SERVICE PROJECTS

Christian service is an essential expression of Catholic discipleship and the mission of Our Lady of Perpetual Help Catholic School.

Through service, students learn to recognize the dignity of every person, respond compassionately to the needs of others, practice stewardship, and live the Gospel through their actions.

School-Sponsored Service

OLPH may organize service projects in partnership with:

- Our Lady of Perpetual Help Parish;
- local charitable organizations;
- Catholic ministries;
- classroom and religion teachers;
- student organizations;
- National Junior Honor Society;
- the PTO; and
- other community partners consistent with the school's Catholic mission.

Projects may include:

- food, clothing, or supply collections;
- support for individuals and families in need;
- parish-service activities;
- care for the elderly or homebound;
- environmental stewardship;
- prayer and card ministries;
- community-service projects; and
- other age-appropriate spiritual and corporal works of mercy.

Specific projects will be announced during the school year.

Student Participation

Students may be expected to participate in age-appropriate service learning, prayer, planning, reflection, or hands-on service as part of the school's religion and faith-formation program.

A family will not be required to make a financial or material donation beyond its means.

When a project requests food, supplies, money, or other donated items, contributions are voluntary unless the item is part of a published academic or activity fee.

Alternative ways to participate may be provided.

Service Hours

OLPH does not maintain a general schoolwide student service-hour requirement unless a specific grade, club, honor society, sacramental program, or activity announces one.

When service hours are required, the school or program will communicate:

- the number of required hours;
- qualifying activities;
- documentation procedures;
- deadlines;
- supervision expectations; and
- the person responsible for verification.

Service counted toward a school requirement must ordinarily:

- be unpaid;
- benefit someone beyond the student's immediate household;
- support a nonprofit, parish, school, charitable, or community purpose;
- be age-appropriate;
- be completed safely; and
- receive advance approval when required.

Work completed for a family business, for-profit organization, political campaign, or private sports team will not ordinarily count toward a school service requirement unless approved in advance.

Off-Campus Service

Off-campus school-sponsored service may require:

- written parent permission;
- transportation authorization;
- Safe Parish-approved adult supervision;
- emergency and medical information;
- appropriate student-to-adult ratios; and
- compliance with field-trip and student-conduct expectations.

Students remain subject to all OLPH rules while participating in a school-sponsored service activity.

Purpose of Service

Christian service is not intended merely to satisfy a requirement, earn recognition, or complete a checklist.

Students are encouraged to reflect upon how service:

- answers Christ's call to love one another;
- strengthens the Church and community;
- promotes respect for human dignity;
- develops gratitude and responsibility; and
- helps each student become the reason another person experiences hope, compassion, and the love of God.

SECTION 10 – CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Our Lady of Perpetual Help Catholic School is committed to the spiritual, academic, social, emotional, and physical development of each student.

Co-curricular and extracurricular activities provide students with opportunities to develop leadership, teamwork, creativity, perseverance, responsibility, sportsmanship, and service beyond the regular classroom setting.

Participation in an activity is a privilege rather than an entitlement. Students and families who choose to participate accept responsibility for following all OLPH, parish, Catholic Catalyst, deanery, activity-specific, and facility expectations.

10.1 – PARTICIPATION REQUIREMENTS

Participation in co-curricular and extracurricular activities is a privilege. Students are expected to maintain satisfactory academics, attendance, behavior, and Christian conduct and to follow OLPH, parish, Catholic Catalyst, deanery, and activity-specific requirements.

Academic Eligibility

Academic eligibility is reviewed every two weeks. To compete, perform, or represent OLPH publicly, a student must maintain a grade of C or better in every class. A student below a C may continue attending practices, rehearsals, meetings, or instructional sessions but may not compete or perform publicly until the next eligibility review confirms a C or better in every class. Individual documented accommodations and learning needs will be considered appropriately.

Attendance and Conduct

A student must attend at least one-half of the instructional day to participate that day unless the principal approves an exception under Section 6.4. A student suspended from school may not participate in school-sponsored activities during the suspension. Serious or repeated misconduct, unsafe behavior, poor sportsmanship, bullying, threats, refusal to follow directions, or conduct substantially connected to OLPH may limit or end participation.

Forms, Fees, and Final Decisions

Students must complete all required registration, permission, medical, athletic-physical, activity, and fee requirements before participating. Coaches and sponsors make day-to-day participation decisions in collaboration with the principal; the principal retains final authority regarding eligibility, activity suspension or removal, exceptions, and student safety.

10.2 – ACTIVITIES AND ORGANIZATIONS

OLPH may offer athletics, National Junior Honor Society, theatre and performing arts, academic or enrichment clubs, student leadership, faith-formation activities, service organizations, fine arts, deanery competitions, parish-sponsored programs, and other approved activities. Offerings and grade-level eligibility may change from year to year based on student interest, enrollment, scheduling, qualified staff or volunteers, facilities, finances, safety, and parish/deanery opportunities.

School-sponsored retreats, liturgies, service experiences, sacramental preparation, and other faith-formation activities conducted during the instructional program are part of the Catholic educational experience and are not optional extracurricular activities. OLPH may cancel, combine, postpone, relocate, or modify an activity because of enrollment, staffing, weather, facility, financial, scheduling, health, safety, parish, or Archdiocesan circumstances.

10.3 – OLPH ATHLETICS

OLPH participates in Catholic Catalyst Athletics and other approved parish or deanery opportunities. Current sports, grade-level eligibility, registration, schedules, and sport-specific requirements will be communicated by the Athletic Director or designee. Athletic programming must follow OLPH, Catholic Catalyst, Archdiocesan, facility, and student-safety requirements. Coaches, assistants, and volunteers must complete the Safe Parish, background, Code of Conduct, Catholic Catalyst, safety, concussion, heat-illness, first-aid, or other training required for their assigned role.

Sportsmanship and Spectator Conduct

Students, coaches, families, volunteers, and spectators must demonstrate respect for officials, opponents, teammates, performers, and other spectators; use appropriate language; follow facility rules; and address concerns privately through the appropriate communication process. Profanity, threats, abuse of officials or students, fighting, entering restricted areas, confronting another child, harassment, prohibited substances, or refusal to follow directions may result in warning, removal from an event, required conference, suspension from activities, restrictions on volunteering, or permanent removal from OLPH-sponsored activities.

Transportation, Supervision, and Pickup

Families are generally responsible for transportation to and from activities outside the instructional day unless OLPH specifically organizes transportation. Students remain with the assigned coach or sponsor until released according to the activity's pickup procedure. A student may not leave without permission. Repeated late pickup may result in a parent conference, written pickup plan, or temporary or permanent loss of participation privileges. Siblings or nonparticipating students may remain only with direct parent supervision or sponsor approval.

All athletic and activity fundraising must follow Section 9.6. No coach, team, club, sponsor, or family may independently fundraise using the OLPH name, logo, facilities, student information, or communication systems without required approval.

10.4 – OLPH PLEDGE

The OLPH Pledge expresses the qualities we seek to develop in every student through Catholic education.

The pledge will ordinarily be recited daily as part of the school's prayer, announcements, or community routine.

Minds enlightened,
hearts of Christ,
faith like Mary,
to lead and serve.

Meaning of the Pledge

Minds enlightened calls students to seek truth, grow in wisdom, develop their God-given abilities, and approach learning with curiosity and perseverance.

Hearts of Christ calls students to show compassion, mercy, courage, humility, and love in their relationships with others.

Faith like Mary calls students to trust God, respond faithfully to His will, and follow Mary's example of prayer, obedience, strength, and service.

To lead and serve calls students to use their knowledge, gifts, and faith for the good of others and to become servant leaders within the Church and community.

APPENDIX A – ARCHDIOCESAN MISSION POLICY

The required Archdiocesan Mission Policy appears in the front matter of this handbook and is acknowledged annually through Finalsight. The front-matter version is the controlling copy for this handbook. Families should refer to that policy for the complete statement regarding Catholic identity, mission, enrollment, and Archdiocesan authority.

APPENDIX B – FAMILY PARTICIPATION AND HANDBOOK ACKNOWLEDGMENT

All families are required to review the current Student and Parent Handbook annually and complete the required acknowledgment through Finalsight. By acknowledging the handbook, parents and guardians confirm that they have access to and will support the handbook, Catholic mission, Code of Conduct, anti-bullying, technology/device, attendance, financial, media, field-trip, and other policies identified by OLPH or the Archdiocese.

Families understand that the handbook may be revised when necessary, that material changes will be communicated through ParentSquare or Finalsight, and that refusal to sign does not exempt a student or family from school policies. Continued enrollment depends on cooperation with the mission, policies, and reasonable decisions of OLPH. Students may also complete an age-appropriate acknowledgment of school rules and responsibilities.

APPENDIX C – PHOTO, VIDEO, NAME, AND MEDIA RELEASE

OLPH may document school life through photographs, video, audio, student work, interviews, performances, and other media for school and parish communications, publications, websites, approved social media, yearbooks, promotional materials, and educational purposes. Family media preferences are collected through Finalsight and must be kept current.

Unless a family submits an applicable objection through the annual process or in writing, OLPH may use a student's image when the student is not individually identified. Active permission may be required before intentionally publishing a student's image together with identifying information such as a full name, personal interview, detailed biography, or individual testimonial. OLPH will make reasonable efforts to honor documented restrictions under its control but cannot guarantee that a student will not appear incidentally in photographs or recordings made by others at public events.

Student work may be displayed in school, parish, educational, or approved online spaces. Limited student information may be used for legitimate school purposes such as class lists, rosters, programs, honor rolls, awards, yearbooks, graduation, or sacramental programs. Families should contact the principal regarding specific custody, safety, or confidentiality concerns.

Parents and guests may photograph or record their own child at public events when permitted, but may not enter restricted areas, interfere with supervision or the event, record in private locations, use images to bully or exploit another person, or disregard an employee's direction to stop. OLPH may restrict photography when necessary for privacy, safety, worship, performance rights, or orderly operations.

APPENDIX D – CHOICE SCHOLARSHIP LOTTERY POLICY

Admission to OLPH and eligibility for an Indiana Choice Scholarship are separate processes.

A student must first satisfy OLPH's admission requirements before being considered for enrollment with a Choice Scholarship. Choice applicants will not be held to different academic, behavioral, religious, or enrollment standards solely because they seek or receive a Choice Scholarship.

Annual Enrollment Process

OLPH will announce an annual priority enrollment and re-enrollment period.

During that period, the school will process applications according to:

- the admission priorities established in Sections 2.6 through 2.8;
- available classroom capacity;
- the school's ability to meet the student's needs;
- timely completion of enrollment requirements;
- applicable Choice Scholarship requirements; and
- any preferences or protections required or permitted by law.

Current students and siblings of current students may receive priority when consistent with OLPH's admission policy and applicable Choice Scholarship requirements.

Conditions Requiring a Lottery

A lottery may be required when:

- the number of otherwise admissible Choice Scholarship applicants exceeds the number of available spaces designated for Choice Scholarship students;
- qualified applicants remain similarly situated after application of permitted enrollment priorities; or
- the Indiana Department of Education directs OLPH to conduct a lottery.

A lottery is not required merely because a grade has a general waiting list when there remain sufficient spaces or Choice Scholarship availability for all qualified Choice applicants.

Public Random Drawing

When a lottery is required, OLPH will:

1. Identify the qualified Choice Scholarship applicants included in the drawing.
2. Notify affected families of the date, time, location, and process.
3. Conduct the random drawing during a public meeting.
4. Use a neutral random-selection method.
5. Document the order in which applicants are selected.
6. Offer available spaces according to the drawing results.

7. Establish a numbered waiting list for applicants not immediately offered a space.
8. Retain documentation of the lottery according to applicable record-retention requirements.

A family is not required to be present for the student to be included in the drawing.

Waiting List

Students not selected for immediate enrollment will be placed on the Choice Scholarship waiting list in the order determined by the lottery.

When a space becomes available:

- the next eligible applicant will be contacted;
- the family must accept the offer and complete all requirements by the stated deadline; and
- failure to respond may result in the offer being withdrawn and extended to the next applicant.

The waiting list applies only to the applicable enrollment year unless OLPH communicates otherwise.

Placement on a waiting list does not guarantee admission, scholarship approval, or future enrollment.

Applications After the Priority Period

When space remains available after the priority enrollment period, OLPH may continue accepting qualified Choice and non-Choice applicants.

Later applicants may be admitted according to available capacity and the regular admission process without conducting another lottery unless required by applicable Choice Scholarship rules.

Scholarship Approval

Selection through a lottery does not guarantee approval of a Choice Scholarship.

The family must still:

- satisfy state eligibility requirements;
- provide all required documents;
- meet OLPH's internal deadlines;
- sign required state forms;
- maintain enrollment; and
- pay all tuition and fees not covered by the scholarship.

The Indiana Department of Education makes the final determination of Choice Scholarship eligibility and award amount.

APPENDIX E – 2026–2027 SCHOOL MASS DATES

The annual school Mass schedule is published separately and is subject to change. Families will be notified of additions, cancellations, and schedule changes through ParentSquare and the school calendar. Keeping the annual dates outside the handbook prevents the policy document from becoming outdated when the liturgical or school calendar changes.

APPENDIX F – FIELD TRIP PERMISSION AND MEDICAL INFORMATION FORM

Trip-specific permission and medical information forms are distributed separately for applicable field trips. The form will identify the destination, schedule, transportation, attire, meal information, trip-specific medical needs, emergency medication requirements, and parent/guardian permission. Field-trip policy requirements are in Section 7.8. When a handwritten signature is required, telephone, text, email, ParentSquare, or verbal permission does not replace the signed form.

APPENDIX G – TECHNOLOGY ACCEPTABLE USE AGREEMENT

Students and families acknowledge the Technology Acceptable Use Policy in Section 3.11, the Artificial Intelligence Acceptable Use Policy in Section 3.12, and the Personal Devices policy in Section 8.6 through the annual Finals site handbook acknowledgment. These policies govern school-issued devices, school accounts and networks, personal devices, digital communication, privacy and monitoring, AI use, device care, and consequences for misuse.