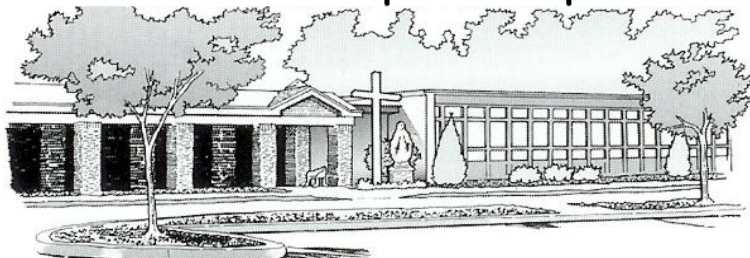


Our Mother of Perpetual Help School



330 Church Ave., Ephrata, PA 17522

Student Handbook
Departmental Grades

Revised August 2008

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Departmental Grades

Student Handbook



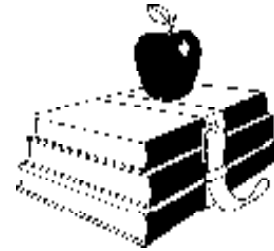
Introduction

Welcome to the departmental program for grades six, seven, and eight. We are pleased and privileged to have you in our program. This year will be full of many challenges and new experiences. As students of the departmental grades of Our Mother of Perpetual Help School, it is our hope that you will accept the responsibility of becoming a life long learner and a model of Christian principles. As we begin the year together we would like to explain some of the procedures that will be followed. God bless you as you begin this new school year!

Revised August 2008

Getting Ready for Class

Morning Procedures: When you arrive at school, go directly through the lobby to the playground area in the back of the building. When the first bell rings line up **quietly** by the entrance to the departmental wing and be ready to enter the building when the teachers arrive. Only students with assigned duties should come into the building during recess time, unless the weather necessitates indoor recess for all.



Lockers: Lockers will be assigned in the hallway outside of each homeroom. You will be able to go to your locker before school, at lunchtime, and at the end of the day. You **will not** be able to stop at your locker between classes without permission. It is expected that the lockers will be clean and orderly. This will be monitored through periodic locker checks.

Locker Rules

1. Your schedule may be posted with a magnet inside your locker. **Nothing else** is to be posted on the doors and nothing may be on the outside of the locker.
2. The area above the lockers should be kept clear.
3. Books are to be stacked neatly in the top section. Remove all extra papers, trash, etc. If books are placed in the lower section, they should be standing straight to prevent damage to the spine.
4. To prevent the door from getting bent, straps from book bags, clothing, etc. should not be sticking out when the lower section is closed.
5. No food may be left in the locker at the end of the day.
6. Cosmetics and bottles containing any type of liquid (perfume, glue, etc.) are not to be kept in the locker.
7. Locker door must be closed and locked at all times. Locks may not be set to open.

A deficiency slip may be issued after three warnings of a violation.

Classroom Desks: All desks will be empty so that as you move from classroom to classroom, you can place your extra books and supplies in the desk. Books and supplies are not to be left in desks overnight.

Supplies: You will be given a multi-pocket expanding file, an agenda, and a pencil case as part of the supply packet. These items should be carried with you at all times. The pencil case should contain blue/black pens, red pens, pencils, ruler, correction

tape, thin black marker and colored pencils for maps, diagrams, and artwork. You will also need to have your own loose-leaf paper, glue stick, and scissors. The teacher will keep scissors in the classroom. When additional items such as colored markers or crayons are needed for art classes, you will be told in advance. They should be kept in your locker unless needed. Binders, book bags, or backpacks **will not** be carried from room to room.

Supply Pass: You will be issued three supply passes each marking period. If a book, tablet, or other needed item is forgotten for a class, a pass must be turned in to the teacher. After you have used the three passes, a deficiency slip may be issued if materials are forgotten.

Lavatory: Please use the lavatory before morning classes and during the lunch period. If it is necessary to leave a class, you will need to sign out.

Dressing the Part

Dress Code: Adherence to the dress code is expected.

Girls: Blouses are to be tucked in at all times and collar buttons are to be buttoned. In colder weather the uniform company sweater may be substituted for the uniform vest. Skirts are to be at least five inches below your fingertips in length. Solid white anklets, solid navy blue knee-highs or navy tights are to be worn with the winter uniform. Solid white anklets are to be worn with summer uniform. A narrow dark leather belt is worn with the uniform shorts. Open heel or clog type shoes may not be worn. Heels may be no higher than 1 inch. Make-up and nail polish are not permitted with the uniform. The NJHS pin and/or a small religious pin may be worn on your vest. A religious medal may be worn on a single strand chain. One pair of small earrings may be worn in the ear lobe. A narrow bracelet is permitted. Hair accessories are to be solid navy or white. Extreme hair styles or coloring of hair are not permitted.

Boys: You are required to wear a navy tie. Shirttails tucked in and collar buttons are to be buttoned. A uniform navy blue pullover may be worn in class. Slacks are to properly worn with a dark leather belt at the waist. The NJHS pin or a small religious pin may be worn on the tie. No other jewelry is to be worn with the uniform.

Hair must be neat, well-groomed, and off the collar. Extreme and shaved hair styles are not permitted, as well as, coloring of hair. Tattoos, writing, or drawing should not be visible in school dress.

Physical Education: You are expected to wear the established gym uniform. Sweatshirts and pants are to be plain navy blue with no stripes, captions, or logos. Only a regulation powder blue golf shirt may be worn with sweats. If you choose to wear the regulation summer uniform, the shirt is to be tucked in. Socks must be

worn regardless of the type of shoes. Sneakers or athletic type shoes may only be worn on gym days. They are to be primarily white or a solid neutral color. No high tops and no bright colors.

Casual Dress: On a “dress down” day modest attire is expected. Tank tops, exposed midribs, muscle shirts are prohibited. Excessively short skirts or shorts, skirts with excessive slits; low-riding, torn or patched jeans; open back shoes or flip flops are not permitted. Logos on T-shirts must be appropriate for school.



Hitting the Books

Students' Books: Textbooks belonging to the school are to be covered. A worn cover should not be removed until a new cover is in place. You will be responsible for all damage to books incurred by careless use, writing/drawing on the pages, etc. All soft cover books belonging to the school must be covered. Cardboard is to be placed inside the cover to strengthen the book. Please do not tape the cardboard to the book or do not tape book covers directly to the inside cover of any book.

Care of School Supplies and Materials: It is expected that proper care will be given to all materials used in school including personal and school property. There is to be no writing or drawing on book covers, pencil cases, folders, tablet covers, etc.

A deficiency slip may be given for deliberate misuse or improper care of school materials and property.

Free Reading: You are expected to have an appropriate book with you at all times for free reading. Popular magazines and catalogs are not educationally appropriate. You may not do homework or other class assignments during a class unless the teacher gives permission.

Homework: Homework is assigned as an extension of the class. You can expect to have between 60 and 90 minutes of work each night. In addition to new assignments this includes time to read, study, and to review the day's lessons. It is expected that all assignments will be completed neatly and submitted on time. Homework is to be completed at home, rather than in school prior to class. If homework is not completed satisfactorily, a deficiency slip will be given. The

deficiency slip and the completed work are due to the teacher who issued the slip by 8:05 the next school day.

Computer Use: Students may not bring USB storage drives from home to save work or to print out assignments because of the potential of spreading a computer virus. If you are unable to print an assignment at home, submit a hand written copy. For a major project a two-day extension will be given if you submit your research notes and a draft copy of your work on the due date.

Detention Policy: Detention will be held at lunchtime from 12:10 – 12:25. A detention will be assigned when:

1. A student does not return both the deficiency slip and completed work the next day.
2. A student does not return a deficiency slip for failure to have a test packet signed.

Upon receiving a third detention during a quarter, contact with parents will be made through a phone call, email, or conference.

Make Up Work: You are expected to make up all work missed during instrument lessons, band, choir, and other special activities. It is your responsibility to find out what assignments you missed by checking with each teacher. If you are absent for one day, make up work is to be completed the day after the return to school. For longer absences missed assignments will be due at the teacher's discretion.

Honors Choir and Honors Band: Music students have the opportunity to participate in special music programs at Lancaster Catholic. Interested students must complete an audition and have the approval of all departmental teachers. Students who have received repeated conduct slips and/or deficiency reports will not be eligible for the program. Participating students are expected to turn in any assignments due on practice days prior to leaving for Catholic High and to make up any work missed during their absence from classes at OMPH.

Test Packets: It is the policy of the school that a parent must sign test papers within three days of receipt. Test papers will be sent home in a packet every Friday. The parent signature is needed on each line for which a test has been included. If the packet is not returned by the third day, the teacher may issue a deficiency slip. The deficiency slip is to be returned the next school day.

From time to time students may receive papers with a low or failing grade. Failure to include these papers and/or removal of these papers from the packet is considered a serious matter. Students will receive a conduct slip for this.

If a test packet is misplaced a parental note indicating knowledge of the grades will be accepted. If corrections were required on the paper, the teacher will provide an alternate assignment.



Moving Along

Hall Pass: You must have a pass if you need to go to the office to purchase supplies, use the phone, meet with a teacher at lunchtime, etc.

Water Bottles: A water bottle may be kept at your desk. The bottle is to be no larger than 12 oz., of clear plastic with a twist cap. Water bottles may be inspected at random.

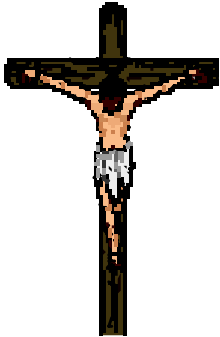
Recess: You will spend your recess time outside weather permitting. You may not be in the hallway or in a classroom unless requested by a teacher. When weather conditions necessitate that recess be spent in the classroom, you are expected to follow the classroom recess procedures posted in your room.

Electronic Equipment: You may not bring electronic equipment to school to avoid damage or loss. Students may not carry or use cell phones during the school day. Headsets, cameras, games, etc. are not permitted on the playground, in the gym, etc. before, during, or after school hours while under the jurisdiction of the school faculty and staff.

Communication Envelopes: Envelopes are sent home on Wednesdays and are to be returned the following day. Deficiency slips may be issued for not returning the envelope.

Library Fines: Library materials may be signed out for a one-week period. If materials are not returned on time an overdue fee of \$.25 will be charged per week.

Living Our Faith



Participating in Prayer: You are extremely fortunate at O.M.P.H. School to have frequent opportunities to celebrate and share your faith with others. Through daily prayer, classroom religious services, and school wide liturgies, you can strive to deepen your faith and nurture your relationship with God. In order to achieve this goal of becoming closer to Jesus, you must actively participate in every way possible. This means responding with feeling, listening to the readings presented, and in general, opening yourself to accept God's word.

Church Etiquette: As young ladies and gentlemen on your way to adulthood, proper behavior in church is expected and required. If you put yourself in the presence of the Lord before you enter, it will be easier to maintain a silent and reverent attitude while in His house. When walking through the parish center to church silence is expected in the hallway. Sit properly with feet off the kneelers and hands on your lap. Crossing legs is not appropriate. Your hands should be clean to receive the body of Jesus. Talking, laughing, and other immature behaviors will not be tolerated in church.

Celebrating the Eucharist: Your full participation is needed to ensure that our school Mass is a faith enriching experience. Make a real effort to recite responses, sing hymns, and actively listen during the liturgy. Remember, the younger students will be watching and imitating your behaviors.

Witnessing Our Faith: Each of us is called by Baptism to be a visible witness to our faith. This means that you reflect Jesus' presence by your attitude and the way you treat others. You can show this on the playground, in the parish center, as well as in the classroom, by your display of positive Christ-like behavior. Being a leader in the support of our school's service projects such as mission collections, food drives, and seasonal activities, shows that you really do care about others. It is also important that you make an effort to volunteer your time to help parish and school organizations, such as the Benevolent Society and the PTO. This is an excellent way to prepare for your future goal as an adult in the church.

Addressing Behavior

Conduct: You should endeavor to conduct yourself in a proper, responsible, and Christian manner. This calls for each person to treat others with respect. You are expected to show kindness and consideration in your actions and comments toward all students, faculty, and staff members.

A conduct slip will be issued for any inappropriate behavior. This includes the following:

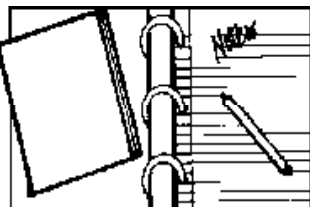
- Disrespect in word or action
- Bullying or harassment
- Inappropriate language
- Disregarding school rules
- Excessive noise or misconduct in the hallway
- Repeated disruptions in class

The principal will address serious infractions of the discipline code. See the Parent Handbook for additional information.

Parties: All parties and classroom celebrations must have the approval of the principal. In the classroom, only finger foods or snacks may be served. .

Students sharing a birthday or other special treat must provide enough for the whole class.

Invitations to a party or social gathering may be passed out in school only if all members of the class are invited.



Getting It Down on Paper

Written work is a reflection of who you are. Therefore, it should be done to the best of your ability. The following guidelines apply to work that is done on loose leaf, handout sheets, and in tablets.

- Each word of the heading is to begin with a capital letter.
- All work is to begin on the second blue line.
- Ballpoint pen is used for all work except math and rough drafts of writing assignments.
- All handwritten work is to be done in cursive.
- A ruler is used for all lines.
- The heading is to be underlined in red pen. A double red line should be made after each day's work in the tablet.
- All mistakes are to be neatly erased or correction tape may be used for minor changes. Whiteout is not permitted because it is highly toxic.
- Paper with ragged edges torn from a spiral bound tablet is not acceptable.
- No writing or drawing should be on the cover or in the margins of the tablet.

When teachers evaluate your work, the assignment will be checked for content as well as presentation. Credit may be deducted for the following infractions.

- Name is missing.
- Rules of capitalization and punctuation are ignored.
- Careless misspelling of words.
- Words are crossed out.
- Penmanship is careless.
- Paper is wrinkled or torn from tablet.
- Excessive use of correction tape and artful design with correction tape material.

Academic Integrity

To address the issue of academic integrity, particularly plagiarism, the Departmental teachers have adopted the following stand which is based on Lancaster Catholic's policy.

Integrity is a cornerstone of academic work and honest living. Moreover, one's integrity reflects on all his or her actions. People of character do not attempt to pass off another's work as their own. At times the temptation to pass off someone else's work can be overwhelming. Offenders try to claim ignorance. With these issues in mind, following is detailed list of what constitutes plagiarism and academic dishonesty:

1. Copying another's work, i.e. homework, workbook assignment
2. Allowing another to copy your work
3. Applying a direct quotation without using quotation marks and citation
4. Paraphrasing another's work without listing these references in the bibliography
5. Submitting someone else's work as your own
6. Failing to complete an assignment while claiming a false excuse. i.e. claiming to be ill to avoid a due date when you are not truly ill
7. Looking at someone else's test, paper, or quiz and copying his or her work
8. Using a cheat sheet during an examination
9. Sharing the contents of a test from a previous period
10. Watching a movie or reading a plot summary without having read the assigned book
11. Downloading or buying a paper and turning it in as your own
12. Allowing another to reword and revise your paper to such a degree that it is no longer your own

You and your family have chosen to participate in a Catholic education, and we would fail your trust if we did not also teach you to strive for self-discipline and integrity. Because part of our vocation is to instill the virtue of responsibility, we hold cheating, plagiarism, and general academic dishonesty as serious offenses. Those who do not follow these guidelines will be subjected to disciplinary actions, which may include rewriting the assignment, receiving a deficiency and/or a conduct referral.

Requirements for Reports



Title Page:

- Title of report should be horizontally and vertically centered on page.
- You have options on format of title, such as, bold, italics, color of text, use of WordArt, larger font, etc. (This is your opportunity to be creative.)
- Insertion of appropriate clip art could be included on title page.
- A footer at the bottom right corner of the title page should include:
Student's name
Date

Body of Report:

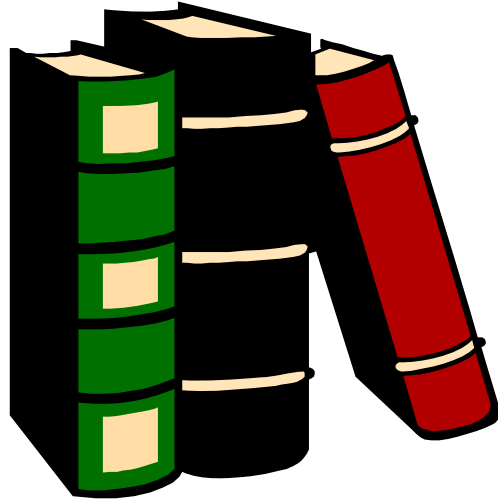
- Since a title page is included, the title need not appear on the first page of the report. If a title page is NOT included, the title should be typed in ALL CAPS and centered on the first page.
- Use default Word margins for all pages within report:
 - ✓ 1" top margin
 - ✓ 1" bottom margin
 - ✓ 1.25" side margins
- Double-space the body of the report.
- Use Times New Roman font; font size of 12 or 14 point; black text only
- Indent each new paragraph ½", which is the Word default setting. Paragraphs should always have the first word indented, as when handwritten. Paragraphs can be either left aligned or justified.
- Footer at bottom right corner of each page should include student's name and the page # of the report.

Bibliography

A bibliography is a list of all books and materials used to find information when writing a report. In the departmental grades a bibliography is needed for all papers and projects that require use of library and home reference materials. Please refer to the OMPH School website for information on the format for a bibliography.

SAMPLE

Title Page



Student Name
Date

SAMPLE

Few people have enough time to accomplish everything they desire. Those who appear to accomplish many of the things they attempt to do make choices regarding the most valuable uses of their time. They set up a series of major and minor goals and allocate their time to these goals on the basis of relative value in terms of time requirement.

First, determine exactly what it is you desire to have or to do. Next analyze your behavior or actions to see whether they are helping or hindering your progress toward your objectives. On the basis of this self-analysis, devise a plan for time use that is unique to your own situation. Practice self-management until it becomes a habit.

Student Name - 1