



OUR MOTHER OF PERPETUAL HELP SCHOOL

POLICY MANUAL

**Approved by
Our Mother of Perpetual Help
School Board
(Revisions as indicated)**

January 2008



Our Mother of Perpetual Help School Policy Index

Policy No.	Policy	Approved	Revised
	Opening		
	School Board By-Laws	11/20/06	11/05/07
Preface	Document Format	01/07/08	
	Organizational Diagram		
	Mission Statements		
3240	Registration and Tuition Policy	01/07/08	03/08/11
3240.1	Tuition Assistance Policy	01/07/08	03/08/11
	Recurring Action & Report Calendar		

Our Mother of Perpetual Help School Policies

There are a number of policies that govern the administration and operation of Our Mother of Perpetual Help School. The resources used to create these policies include the Diocese of Harrisburg, the Pastor of Our Mother of Perpetual Help, the Principal of Our Mother of Perpetual Help School, and Our Mother of Perpetual Help School Board. Our Mother of Perpetual Help School Board is responsible for maintaining a current, updated master policy reference book, coordinating School policies, and ensuring that the policies of Our Mother of Perpetual Help School are in agreement with those of the Diocese.

An up-to-date copy of all Our Mother of Perpetual Help policies are maintained on the web site and also maintained in the school office where any interested party may consult them during normal school hours.

Questions regarding school policies may be directed to the school Principal or School Board Chairperson.

Reverend Patrick McGarrity, CSSR
Pastor, Our Mother of Perpetual Help

Lori Arentz
Chairperson, School Board

Approved 01-07-08

Our Mother of Perpetual Help School Policy Book

Preface

Document Format

- I. It is the policy of Our Mother of Perpetual Help School Board to establish, maintain, update, and approve all current policies for Our Mother of Perpetual Help School.
 - a. All policies will be dated as to when adopted and revised by Our Mother of Perpetual Help School Board.
 - b. The Pastor of Our Mother of Perpetual Help Parish and the current School Board chairperson will sign all policies, once approved. This then becomes the effective date.

- II. Policy Classifications are based upon the review of the Diocese of Harrisburg's Policy Book. The following categories for policy classification have been established:
 - a. 001-0999: Policy and Planning Procedures
 - b. 1000-1999: Community
 - c. 2000-2999: Administration
 - d. 3000-3999: Business
 - e. 4000-4999: Personnel
 - f. 5000-5999: Students
 - g. 6000-6999: Curriculum

- III. If Our Mother of Perpetual Help School Board does not have an enacted policy in a certain area, then it is assumed that the active policy in that area is the same as the present policy of the Diocese of Harrisburg.

- IV. An up-to-date copy of all Our Mother of Perpetual Help policies are maintained on the web site and also stored in the school office where any interested party may consult them during normal school hours.

Reverend Patrick McGarrity, CSSR
Pastor, Our Mother of Perpetual Help

Lori Arentz
Chairperson, School Board

Approved 01-07-08

Our Mother of Perpetual Help School Policy
Policy No. 3240 OMPH
Registration and Tuition Policy

I. Registration Policy

- A. It is the policy of Our Mother of Perpetual Help School to:
1. Register each child by the requested date to insure a place for every child in grades K through 8. Registering your child enables Our Mother of Perpetual Help School to prepare the upcoming school budget, create a tuition rate based on anticipated enrollment numbers, evaluate need for staff, and purchase materials and supplies for the school year.
 2. Consider the registration as an agreement to request and maintain enrollment for the upcoming school year.
 3. Have a registration fee per family, not per child.
 4. Add a late fee to the registration fee if paid after the requested deadline.
 5. Make the registration fee non-refundable.

II. Withdrawal of A Student

- A. It is the policy of Our Mother of Perpetual Help School to provide adjustments based on a child withdrawing from school prior to the end of the school year.
1. If the student is withdrawn prior to the first July payment, the tuition contract will be cancelled but the registration fee is non-refundable.
 2. If the student is withdrawn between the first July payment and September 15th, the tuition due will be 30% of the total charge.
 3. If the student is withdrawn between September 16th and December 30th, the tuition due will be 60% of the total charge.
 4. If the student is withdrawn after January 1st the full tuition will be charged.
 5. If the student is expelled, the tuition will not be refunded.

III. Tuition Contract

- A. The financial support given by Our Mother of Perpetual Help Parish, St. James Parish, and Our Lady of Lourdes Parish, is needed to provide a financially viable school. It is the policy of Our Mother of Perpetual Help School to have a yearly tuition contract signed by each family enrolled in our school.

- B. The tuition contract offered by Our Mother of Perpetual Help School allows for the following payment options:
1. **Option 1:** Full payment in July paid directly to Our Mother of Perpetual Help School.
 2. **Option 2:** Tuition is paid in two payments made directly to the school. The first half tuition payment is in July. The second half tuition payment is due in January.
 3. **Option 3:** Tuition may be made in quarterly payments using the FACTS Management Company. Payments will be July, October, January, and April. For this plan there is a yearly enrollment fee deducted directly from your bank account.
 4. **Option 4:** Tuition may be made on a ten- month payment plan using the FACTS Management Company beginning in July and completing payment in April. For this plan there is a yearly enrollment fee deducted directly from your bank account.
- C. It is the policy of Our Mother of Perpetual Help School:
1. All families who enroll in the school will adhere to one of the predetermined plans.
 2. If choosing an option other than 1 or 2, you must enroll in the FACTS Management Company to fulfill your tuition obligation.
- D. It is the policy of Our Mother of Perpetual Help School:
1. To have a separate tuition plan for the pre-school program.
 2. To establish the pre-school tuition on an annual basis.

IV. Late Tuition Policy

- A. It is the policy of Our Mother of Perpetual Help School to consider any tuition payments overdue if they are not received by the date agreed upon in the enrollment contract or FACTS withdrawal date.
- B. It is the policy of Our Mother of Perpetual Help School to address unpaid tuition as follows:
1. When notification is received from FACTS concerning insufficient funds, FACTS will try again to obtain tuition collection on the next scheduled withdraw date for that month. If there are still insufficient funds in the account, a \$25.00 fee is charged from FACTS and it is then Our Mother of Perpetual Help School's responsibility to obtain the tuition payment. At this time a notice is sent by FACTS management.
 2. If tuition remains un-paid the Principal will contact the family.
 3. If there is no response the Principal will refer the un-paid tuition account to the collections committee for review.

V. Withholding of Academic Records

- A. By enrolling a student at Our Mother of Perpetual Help School, the parents agree to abide by the rules and regulations of the school and or diocese, which include payment of established tuition as scheduled.
- B. It is the policy of Our Mother of Perpetual Help School to:
1. Withhold student transcripts if financial obligations have not been met or alternate terms are agreed upon.
 2. Only release the Student Health records (as required by law) and Student Disciplinary records (as required by law).
 3. Withhold student grades if outstanding tuition fees have not been paid.

VI. Withholding Enrollment

- A. It is the policy of Our Mother of Perpetual Help School to:
1. Not allow the return of a student if outstanding tuition fees have not been paid from the previous school year.
 2. Be in compliance with Diocesan Policy #5112: no student will be accepted as a transfer from another diocesan school if they have outstanding financial obligations to their former school.

VII. Appeals

- A. It is the policy of Our Mother of Perpetual Help School to:
1. Have all requests for exceptions to the above policies addressed in writing as soon as possible to the Principal for consideration by the Principal and Pastor.

Reverend Patrick McGarrity, CSSR
Pastor, Our Mother of Perpetual Help

Lori Arentz
Chairperson, School Board

Approved 01-07-08
Revised 03-08-11

Our Mother of Perpetual Help School Policy

Policy No. 3240.1 OMPH

Tuition Assistance Policy

Our Mother of Perpetual Help School fully understands that many parents simply cannot make a commitment to pay full cost tuition. Individual family circumstances are often unique and change from year to year.

- It is the policy of Our Mother of Perpetual Help School to use the financial aid program, Private School Aid Service or PSAS, which has been established to address the unique circumstances of each family and recommend a tuition rate.
- It is the policy of Our Mother of Perpetual Help School that if families chose not to apply to the Private School Aid Service or PSAS, they will be responsible for the full tuition amount. FACTS may be used for tuition payment.

I. Private School Aid Service (PSAS)

- A. Financial aid is determined through PSAS, an independent institution, located in Lakewood, Ohio.
- B. PSAS is an objective and professional organization that specializes in financial aid analysis using Federal Methodology Factors taken into account to determine financial aid.
- C. Factors included in Federal Methodology:
 - a. Parents' total income
 - b. Number of children in tuition paying schools
 - c. Family size or number of dependents
 - d. Age of parents
 - e. The value of parents assets
 - f. The number of working parents in the household.

II. Available Tuition Assistance

- A. All families are encouraged to participate in the Scrip program, which affords a percentage rebate to families for all grocery and store certificates/gift cards purchased through the school office. Forms to order Scrip are available in the school office and on our website-www.omph.org.
- B. Neumann Scholarship, a diocesan managed scholarship program, disburses funds available from the EITC tax credit given to businesses. An additional form is included with the PSAS application to apply for the Neumann Scholarship.
- C. Additional funds are available from Our Mother of Perpetual Help School for special needs on a limited basis. The Development Advisory Team maintains a

tuition assistance account and on occasion donations to the school designated for tuition assistance may be available.

III. Procedures for Applying for Financial Aid

- A. It is the policy of Our Mother of Perpetual Help School to request the following:
1. Eligible families must be active members of their parish.
 2. Eligible families must have completed and applied to PSAS.
 3. Eligible families must have applied for the Neumann Scholarship as part of the PSAS application.
 4. Eligible families are encouraged to use the Scrip program.
 5. Eligible families must provide volunteer time for various school activities.
 6. Parents also have the opportunity to meet with the Pastor of their respective parish to identify additional parish sources of support.

Catholic education is a partnership with parents. No child will be denied an education for lack of funds, if all of the above avenues have been explored.

Reverend Patrick McGarrity, CSSR
Pastor, Our Mother of Perpetual Help

Lori Arentz
Chairperson, School Board

Approved 01-07-08

Revised 03-08-11